

Oregon's Quality Rating and Improvement System

Request for Support Form

Funded by the U.S. Department of Education and Department of Human Services
Sub-Grants Program CFDA #93.596
Administered by The Research Institute, Western Oregon University



Support Funds are available to child care programs participating in Spark to help pay for costs associated with increasing quality to achieve a star rating. Programs may apply for these funds *after* achieving a Commitment to Quality designation. Because Spark funds are limited, programs who participate in the following state or federally funded initiatives are not eligible for Spark support funds:

- Preschool Promise
- Head Start & Early Head Start
- Oregon Pre Kindergarten (OPK)
- Baby Promise
- Migrant and Seasonal Head Start

This is not an all-inclusive list and is only provided as an example. For more information, contact the Spark Helpline at 877-768-8290 or qrishelp@wou.edu.

To apply for Support Funds, complete the following:

License #: _____ Date: _____

Program Name: _____

Director/Provider/Owner Name: _____ Phone: (_____) _____

Is this person the main contact for the QRIS? ☐ YES ☐ NO

If no, who? (Name) _____ Title: _____

Email Address: (of contact) _____ Phone: (_____) _____

Program Mailing Address: _____
Street Address

City State Zip

County: _____

Check size of program based on licensed capacity	Amount of support funds
<input type="checkbox"/> Small Program (0-20 Licensed Capacity)	\$1,000
<input type="checkbox"/> Medium Program (21-49 Licensed Capacity)	\$1,500
<input type="checkbox"/> Large Program (50 + Licensed Capacity)	\$2,000

Funds must be used in ways that will lead to increased quality and links to the Quality Improvement Plan.

Appropriate uses for support funds include:	Inappropriate uses for support funds include:
<ul style="list-style-type: none"> • Curricula • Equipment • Supplies & classroom materials • Computers needed to access internet supports • Training 	<ul style="list-style-type: none"> • Capital improvements • Sectarian materials (e.g. religious texts) • Personal use not related to program improvements • Operating costs (electric bill, water, rent, etc.)

For Office Use Only:

_____ TRI _____

Support Funds Budget Table

QRIS Standard #	What are funds being requested for?	Estimated cost

(Attach additional sheets if necessary)

I hereby attest that support funds received by me or my program will be used in for the purpose of increasing quality in the program, increasing compensation to the provider(s), or for professional development. I will use our completed Self-Assessment/Quality Improvement Plan as a guide to plan how these dollars will be most effectively spent. I agree to keep my receipts for a minimum of 7 years in the event of an audit to verify how the funds were spent. I also agree to be subject to such audit if chosen on a random basis or as a result of an investigation.

I will not use funds received in any way listed in this document as inappropriate or otherwise reasonably understood to be inappropriate. If I have any questions as to the appropriateness of any expenditure, I will contact a Quality Improvement Specialist at the local Child Care Resource and Referral Agency/Hub or The Research Institute at Western Oregon University at 877-768-8290 or QRISHelp@wou.edu. **By receiving these funds we commit to making program improvements and submitting a complete portfolio.** I also understand there could be tax consequences by accepting these funds and I may want to consult with a tax professional.

I verify that the information submitted is accurate and I agree to the above statements.

_____	_____
(Print Full Name)	(Title)
_____	_____
(Signature)	(Date)

Send this Request for Support form with a WOU Substitute W-9 to:

Oregon's QRIS/Spark
The Research Institute / Western Oregon University
345 N. Monmouth Ave / Monmouth, OR 97361

For Office Use Only:

			TRI _____
			28636
			Amount Requesting: \$
Eligible for Support Funds	Date	QRIS staff name	QRIS staff signature
<input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, reason:			