

Childcare Center Grant Prep Worksheet

Use this worksheet to organize your answers and budget before transferring them into your funder's actual application form.

Every funder has its own application form and requirements. This worksheet isn't a substitute for that form, it's a place to draft your answers, organize your budget, and gather your documents ahead of time, so you're ready to fill out any application quickly and confidently.

1. Organization Information

Center Name:

License Number:

Address:

Director / Contact Name:

Phone & Email:

Current Enrollment (number of children):

Ages Served:

2. Grant Details

Grant Name / Funder:

Application Deadline:

Amount Requested:

Grant Purpose (in one sentence):

3. Statement of Need

Describe the specific need this grant will address. Use real numbers and community context where possible.

Guiding Questions

- What challenge or gap are you addressing?
- How many children/families will this impact?
- Why does this matter to your community right now?

Your Response:

4. Project Description & Goals

Explain exactly what the funds will be used for and what success looks like.

What will the funds be used for:

Expected outcomes (be specific and measurable):

5. Budget Breakdown

Itemize every dollar requested. Make sure the total matches your requested amount exactly.

Expense Category	Requested Amount	Other Funding	Notes / Justification
Staff training & professional development			
Classroom materials & STEM equipment			
Facility or safety improvements			
Tuition assistance / family subsidies			
Other (specify)			
TOTAL			

6. Required Documentation Checklist

Confirm you have these ready to attach before submitting.

✓	Document
<input type="checkbox"/>	Current childcare license and inspection records
<input type="checkbox"/>	Tax records, W-9, and recent financial statements
<input type="checkbox"/>	Proof of enrollment and demographic data
<input type="checkbox"/>	Staff qualifications, resumes, and certifications
<input type="checkbox"/>	Center mission statement
<input type="checkbox"/>	Letters of support (if applicable)

7. Final Review Checklist

- Confirmed page limits, font, and margin requirements
- Had someone outside the organization proofread the application
- Double-checked the budget totals match the requested amount
- Attached all required documentation
- Submitted before the deadline (not on the deadline day)