

# START-UP DAYCARE SUBSIDY APPLICATION POLICY

Municipality of Skagway



## GENERAL GUIDELINES

1. Newly licensed childcare providers may apply for a one-time subsidy of \$100,000.
2. The maximum number of subsidies is two (2) \$100,000 subsidies, per Resolution No. 22-15R.
3. The application period for the award year begins on November 16 of the year prior to the award year, and ends on November 15 of the award year.
4. Applications will be considered beginning on November 16 of the award year, and awarded according to the Award Procedure below. No additional applications will be considered after the award of the maximum two (2) subsidies.
5. The subsidy is payable in four (4) yearly installments [\$40,000 for the first year, and \$20,000 for each of the subsequent three (3) years].
6. Successful applicants must commit in writing on the application to maintaining operations for at least eleven (11) consecutive months in each calendar year, for a minimum of four (4) years.
7. Funding of subsidies will depend on Assembly approval via the budget adoption each fiscal year as outlined in municipal code. The Assembly may in its sole discretion determine not to fund this subsidy program or to reduce the amount of the subsidy.
8. If successful applicant does not fulfill the eligibility requirements at any time during the 4-year term of the subsidy, the subsidy shall be paid back to the Municipality on a prorated basis per a payment plan approved by the Municipality. If the applicant does not agree to or fails to fulfill an approved payback plan, the Municipality may pursue legal action, and applicant is not eligible for any other municipal subsidy funds while in arrears.
9. Successful applicants are not eligible for additional childcare funding through the Community Funding Grant.

## APPLICANT ELIGIBILITY

Checks will be issued to the person or organization listed on the application. Please provide current information, including mailing address, contact name, email address & phone number. To be eligible for a municipal subsidy, applicants must:

- Hold a municipal business license, which shall be maintained for the four (4) year subsidy term;
- Be licensed as a childcare provider through the State of Alaska Department of Social Services within six (6) months of award, and for each of the four (4) years of the subsidy term;
- If applicant is already licensed as a childcare provider at time of application, such license must be newly granted within the past 12 months at time of application;
- Must not have previously received a subsidy or grant from the Municipality of Skagway for childcare services within the award year;

- Have a minimum of 10 children enrolled monthly within six (6) months of award;
- Commit in writing to maintaining operations for at least eleven (11) consecutive months in each calendar year, for a minimum of four (4) years.

## **REQUIRED DOCUMENTATION**

Applicants must provide the following with their application to be considered for subsidy:

- Business plan to provide childcare services during term of subsidy. Business plan must include information addressing the award criteria below.
- Proof of all existing Alaska state licensing related to the provision of child care services, if applicable.
- Proof of municipal business license.
- W-9.

Upon notice of award, successful applicants must provide:

- A monthly enrollment report to the Municipality. Within six (6) months of award, a minimum of 10 children must be enrolled each month in order to meet eligibility requirements;
- Within six (6) months of award, proof of current State of Alaska childcare provider license.
- By January 1 of each subsequent year after notice of award, proof of current municipal business license and current State of Alaska childcare provider license.

## **AWARD PROCEDURE**

1. The application period for the award year begins on November 16 of the year prior to the award year, and ends on November 15 of the award year. The application period will be closed to all new applications after two subsidies are awarded.
2. Applications are to be submitted to the Borough Treasurer.
3. Subsidies will be considered and awarded beginning on November 16 of the award year.
4. The Health, Education, and Welfare Committee will evaluate the applications and approve awards.
5. Applications will be evaluated and scored in accordance with the following criteria:
 

a. Proposed business plan	25 points
b. Understanding of community need	25 points
c. Capacity and ability to address community need	25 points
d. Resources and experience	25 points
e. Required documentation	Pass / Fail
f. Eligibility requirements	Pass / Fail
6. No applicant is entitled to receive the subsidy or any part of the subsidy. This program has been established by the Assembly for the purpose of assisting community members who are in need of daily child care services in order to have the opportunity to be employed. This program does not create any right in any person or entity to receive the subsidy even if the eligibility requirements are met.
7. The decision of the Health, Education, and Welfare Committee to award a subsidy shall be final. Following award, the Borough Manager shall provide written notification to each applicant about the decision of the committee. There shall be no appeal or protest of the decision of the Health, Education, and Welfare Committee.

# START-UP DAYCARE SUBSIDY APPLICATION

Municipality of Skagway

PO Box 415  
Skagway, AK 99840  
Phone: 907-983-2297



[h.rodig@skagway.org](mailto:h.rodig@skagway.org)  
[www.skagway.org](http://www.skagway.org)

**APPLICATION PERIOD IS NOVEMBER 16, 2022 TO NOVEMBER 15, 2023**

Date of Application: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_ Fax: \_\_\_\_\_

Telephone: \_\_\_\_\_ Website: \_\_\_\_\_

Email: \_\_\_\_\_

Has your organization received a Municipal contribution before:

- Yes → If yes, please provide year(s) previous funding was received: \_\_\_\_\_  
 No \_\_\_\_\_

## APPLICANT ELIGIBILITY REQUIREMENTS

**Applicants must provide proof of the following:**

- Municipal business license.  
 State of Alaska DSS childcare license acquired within 6 months of application.

**Applicants must acknowledge and affirm the following:**

- Applicant has not previously received a subsidy from the Municipality for childcare services.  
 Applicant will have a minimum of 10 children enrolled monthly.  
 Applicant commits to maintaining operations for at least eleven (11) consecutive months in each calendar year, for a minimum of four (4) years.  
 Applicant will maintain a municipal business license and state childcare provider license for the term of the subsidy.  
 Applicant understands that if eligibility requirements are not fulfilled for the term of the subsidy, applicant will be required to pay the subsidy back to the Municipality.

## ATTACHMENT CHECKLIST

***The following must be included with the application to be considered for subsidy:***

- Business plan to provide childcare services during term of subsidy.  
 Proof of current municipal business license.  
 Proof of existing childcare provider licensing from State of Alaska, if applicable.  
 Completed W-9.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please fill out completely and return to City Hall, PO Box 415, Skagway AK 99840  
or email to [h.rodig@skagway.org](mailto:h.rodig@skagway.org)  
For more information please call 907-983-2297