

# ANNUAL DAYCARE SUBSIDY APPLICATION POLICY

Municipality of Skagway



## GENERAL GUIDELINES

1. Licensed childcare providers may apply for an annual subsidy, beginning January 1, 2023.
2. Successful applicants may receive an annual subsidy in only one of the following categories, per Resolution No. 23-21R:
  - childcare providers open at least five (5) consecutive months - \$10,000;
  - childcare providers open at least ten (10) consecutive months - \$25,000.
3. The application period is January 1 through November 1 of each fiscal year.
4. 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.
5. Applicants that receive a start-up childcare subsidy pursuant to Resolution No. 22-15R shall not be eligible for funding through this program for the term of the 4-year start-up subsidy.
6. Applicants shall not receive both Community Funding Grant program funding for childcare services and an annual childcare subsidy under this program in the same fiscal year.

## 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;
- Be licensed as a childcare provider through the State of Alaska Department of Social Services;
- Must not have received a subsidy or grant from the Municipality of Skagway for childcare services during the year of application;
- Have a minimum of 10 children enrolled monthly within six (6) months of award.

## REQUIRED DOCUMENTATION

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

- Proof of all applicable Alaska state licensing related to the provision of child care services;
- 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.

## **AWARD PROCEDURE**

1. The application period is January 1 – November 1 of each fiscal year, beginning on January 1, 2023. The application period will be closed to all new applications after November 1 of each fiscal year.
2. Applications are to be submitted to the Borough Treasurer.
3. Applications shall be considered by the Borough Manager in the order they are received.
4. Eligibility requirements for all applications will be reviewed by the Borough Manager and the Borough Manager shall be the solely responsible for determining whether all eligibility requirements are met by each applicant. Applications that meet all of the eligibility requirements will be approved by the Borough Manager.
5. 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 childcare 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.
6. The decision as to eligibility by the Borough Manager shall be final. The Borough Manager shall provide written notification to each applicant as to whether the applicant met the eligibility requirements. There shall be no appeal or protest of the eligibility decision of the Borough Manager.

# ANNUAL DAYCARE SUBSIDY APPLICATION

Municipality of Skagway

PO Box 415  
Skagway, AK 99840  
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[www.skagway.org](http://www.skagway.org)

**APPLICATION PERIOD IS JANUARY 1 - NOVEMBER 1 OF EACH FISCAL YEAR**

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

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

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

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

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

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

I am a:

- Childcare provider open at least five (5) consecutive months  
 Childcare provider open at least ten (10) consecutive months

Have you 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.

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

- Applicant has not received a subsidy from the Municipality for childcare services in the current year.  
 Applicant will have a minimum of 10 children enrolled monthly.

## ATTACHMENT CHECKLIST

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

- Proof of current municipal business license.  
 Proof of current childcare provider licensing from State of Alaska.  
 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