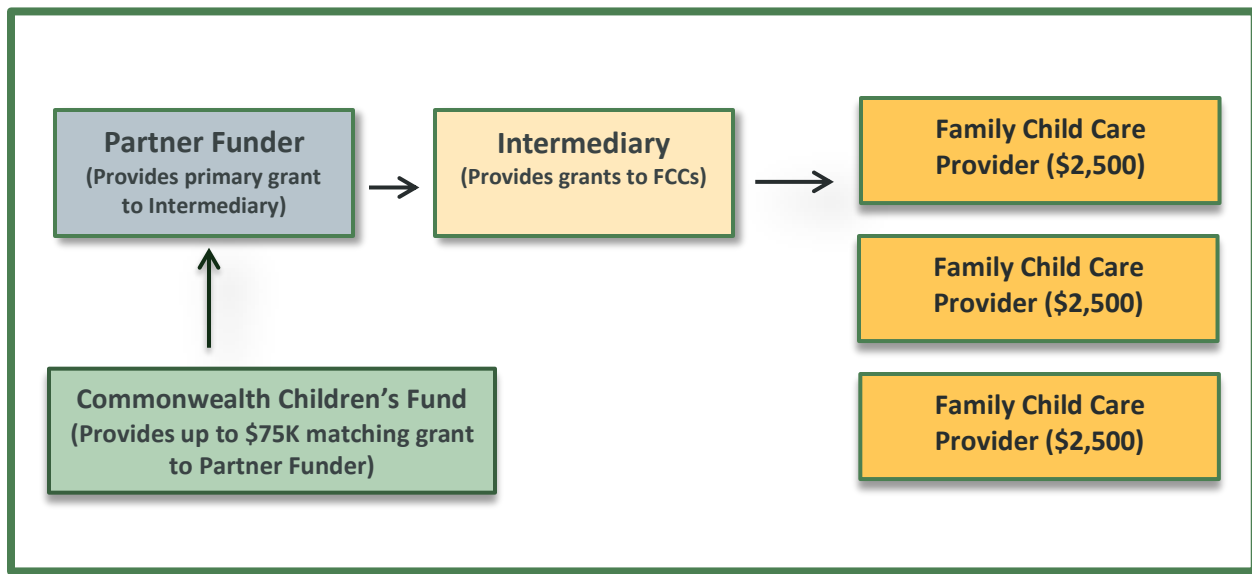


Massachusetts Family Child Care Emergency Fund (MAFCEF)

How MAFCEF works – There are four key players in the process:



Commonwealth Children's Fund (CCF)

What will CCF do?

- CCF has established a \$1 million matching fund focused on providing emergency relief to Massachusetts Family Child Care providers (FCCs). Through this match, CCF's intent is to engage and partner with other MA funders to support this critical sector.
- CCF will provide 1:1 matching funds to MA Partner Funders who will work in partnership with local Intermediaries, who will in turn provide \$2,500 in emergency support to individual FCCs (see diagram above)
- The CCF match will consist of:
 - **A maximum of \$1,250 per FCC** (plus 4% administrative fee to the Intermediary)
 - Partner Funders are welcome to provide more or less funding per FCC if they and their chosen Intermediary opt to do so, but CCF will only match **up to \$1,250 per FCC**
 - **A maximum of \$75,000 per Partner Funder**
- CCF will provide support across a geographically diverse group of Massachusetts communities
- CCF will provide assistance to Partner Funders who need help identifying Intermediaries in their communities

Partner Funders

Who is a “Partner Funder”?

- A “Partner Funder” could be a local community foundation, United Way, private foundation, corporate foundation, or private individual who is interested in and able to provide philanthropic support/emergency relief to home-based FCCs in Massachusetts.
- If an interested Partner Funder does not have a specific geography in mind, they are welcome to “adopt” a geographic area in need of support, and CCF can help connect them with potential Intermediaries seeking funding.

What does a Partner Funder need to do?

- Submit a pre-approval application (template provided) to CCF notifying CCF of your interest in participating in this matching grant program. The pre-approval application will include:
 - The amount of relief funding you hope to allocate or raise to be matched by CCF
 - The geographic region on which you expect to focus and the Intermediary (ies) with whom you expect to work
- Expect a response from CCF within 48 hours
- Allocate or raise emergency relief funds in support of this emergency funding initiative
- Identify and partner with appropriate Intermediaries (as defined below)
- Accept and approve applications (templates provided) from Intermediaries
- Apply to CCF for matching funds which will be released upon receipt of applications approved by Partner Funder
- Provide funds to selected Intermediary(ies) for immediate distribution to pre-approved FCCs
- Share post-grant reporting information (template provided) with CCF by October 1, 2020
- Work in cooperation with CCF on any press or communications strategies to promote awareness of the importance of supporting family child care providers

Intermediaries

Who is an Intermediary?

- An intermediary is a support organization that understands which local FCCs provide high quality care, serve vulnerable families and have the greatest need for emergency funds in order to continue operating after the closure. This can be a Massachusetts Family Child Care System, a Child Care Resource and Referral Agency (CCR&R), a staffed family child care network, or another type of local nonprofit which:
 - Is connected with local FCCs and can conduct outreach and provide support to FCCs in completing the application process
 - Can receive and distribute funds to FCCs

What does an Intermediary need to do?

- Conduct outreach to identify and engage priority FCCs to receive MAFCEF grants. When prioritizing FCCs, we encourage Intermediaries to consider the following:
 - Does the FCC provide care to an underserved age group in its area?
 - Does the FCC operate in an area with a shortage of child care?
 - Does the FCC enroll a high percentage of low-income families?
 - Does the FCC provide consistently high-quality care?
 - Does the FCC intend to re-open once the state-mandated closure has been lifted?
- Support FCCs in the grantmaking process
- Administer the grantmaking process:
 - Consolidate applications and supporting documentation from the FCCs
 - Apply to the partner funder for an emergency relief grant
 - Receive funds from a partner funder
 - Distribute MAFCEF grants to chosen FCCs
 - Gather follow-up information to report back to the partner funder by September 15, 2020

What support does the Intermediary receive?

- Intermediaries will receive administrative compensation in the amount of 4% (e.g. \$100 on top of \$2,500) of the grant amount to each FCC.

Family Child Care Providers (FCCs)

Who is eligible?

- MAFCEF matching funds are intended to support Massachusetts home-based FCCs that:
 - Are licensed and not on probation or facing other sanctions
 - Are closed due to the emergency order temporarily closing all early childhood education centers across the Commonwealth of Massachusetts due to COVID-19
 - Are not serving as a Massachusetts Department of Early Education and Care (EEC) Approved Exempt Emergency Child Care Program
 - Were operating before COVID-19 closure with at least 40% private pay child care slots
- Priority will be given to those FCCs which:
 - Provide quality child care to the most vulnerable families
 - Have the most difficulty accessing other available public and private supports

What do FCCs need to do?

- Wait to be contacted by a local Intermediary (Massachusetts Family Child Care System, Child Care Resource and Referral Agency, staffed family child care network, etc.) which will be seeking grant funding from a partner funder.
 - Get the MAFCEF application through an Intermediary and provide the following information through the application to the intermediary:

Required Information:

- Name and operating address
- # of subsidized slots as of the week of March 16, 2020
- # of private pay slots as of the week of March 16, 2020

- Average weekly business revenue (including subsidies and other tuition or fees) at time of closure
- Current average weekly business revenue including Massachusetts or Federal relief funds
- Sign an “Attestation” that the FCC:
 - Has current insurance coverage as required by EEC
 - Is current on all local, state, and federal taxes (and/or is under payment plan)
 - Has conducted all relevant background checks for self and staff as required by EEC
 - Intends to stay in business after the state emergency closure order has been lifted
 - Understands that this grant will be considered taxable income

Document Submission:

- Current EEC Family Child Care License (that matches the operating address)
- 2018 or 2019 W-9 tax form with EIN or SSN listed
- Copy of current lease or mortgage (or evidence of rent or mortgage payment)
- Direct deposit (ACH) information (if no banking information, the intermediary can work with FCC to provide funds in an alternative way)