



CHILD CARE FACILITIES IMPROVEMENT PILOT PROGRAM—PHASE 2

APPLICATION CHECKLIST

The Child Care Facilities Improvement Pilot Program—Phase 2 is a pilot grant of \$5 million to support New Jersey Registered Family Child Care homes (FCCs) with the purchase of furniture, fixtures, and equipment (FFE) that will contribute to Health, Safety and Accessibility and/or High-Quality Learning Environments.

As part of the application, you will be asked to upload documents. This checklist will guide you through what is needed. This list is separated into two (2) categories.

1. **Standard Documentation** that all applicants are required to submit.
2. **Project-Specific Documentation** that will be unique to your project.

It is highly recommended you save all these documents to your computer before starting your application to ensure a smooth application submission process.

1. Standard Documentation:

Reminder: Prior to approval, applicants must be registered to do business in NJ and must provide formation documents and a tax clearance certificate. That means you can still apply without these documents, but you will be required to provide them before an approval can be made. We encourage you to spend some time gathering these documents before the application launches, to reduce delays in approval of your application.

- Formation Documents** based on your entity type:
 - *Sole Proprietor*: Certificate of Trade Name
 - *LLC*: Certificate of Formation **OR** Operating Agreement
 - *Corporation*: Certificate of Incorporation; **AND** a copy of by-laws
 - *Not-for-profit*: Certificate of Incorporation; **AND** IRS determination letter; **AND** a copy of by-laws
- Tax Clearance Certificate**: Must be issued no more than 180 days before the date of your application submission.
 - In order to obtain a Tax Clearance Certificate, you must be a registered business. Please find instructions [here](#). If you are already a registered business, please find instructions on how to obtain your TCC [here](#). You can email businessassistancetc.taxation@treas.nj.gov at any time for assistance as well.
- Family Child Care Certificate of Registration** from the New Jersey Department of Children and Families (DCF): Must have the same address listed as your site and be up to date.

2. Project-Specific Documentation:

Furniture, Fixture, and Equipment quote(s) will used to determine your total award amount. Please ensure that your quote(s) is inclusive of all cost, such as shipping, taxes, or any other cost. Incomplete quotes will negatively impact your project and your award amount will not reflect the true full cost of your project.

- Furniture, Fixtures, and Equipment (FFE) quote** with prices from store or online retailer for Furniture, Fixtures, and Equipment.
- Photos of the project area(s)** that show where the FFE item(s) will be located and support the need for these item(s).

