

# Inclusion Support Program Staffing Grant Application



A • Facility Information	
Director / Provider	
Centre	Facility number
Address	
City	Postal code
Phone	Fax

B • Reason for Application
<input type="checkbox"/> New Grant <input type="checkbox"/> Increase in Salary <input type="checkbox"/> Decrease in Salary <input type="checkbox"/> Increase in Hours <input type="checkbox"/> Decrease in Hours <input type="checkbox"/> Other _____
Requested effective date

C • Staffing Grant Application is Made on Behalf of the Following Child(ren)	
Name	Name
Name	Name

D • Salary Information <small>(Salary information or salary scale <b>must</b> be attached to this form)</small>
$\frac{\text{hours per day}}{\text{hours per day}} \times \frac{\$}{\text{hourly rate}} \times \frac{\text{days per 4 week billing period}}{\text{days per 4 week billing period}} = \frac{\$}{\text{Total per billing period}}$
$\frac{\text{employer benefits}}{\text{Total per billing period}} \times 100 = \frac{\%}{\text{Total per billing period}}$
<p><b>Total per billing period</b>      \$</p>
<p><i>If benefits exceed 15%, a breakdown of benefits must be attached to this form.</i></p>

E • Variation in Hours			
<b>Spring Break</b>	days (max 5 days) for hours/day	<b>Summer Break</b>	days (max 45 days) for hours/day
<b>Winter Break</b>	days (max 10 days) for hours/day	<b>In-service Days</b>	days (max 10 days) for hours/day

F • Authorization	
Director / Provider signature	Date
Board chairperson / member signature	Date

The staffing grant may be claimed by submitting the Staffing Grant Payment Form *within two weeks* of the end of each billing period. Changes involving the use of this grant should be *immediately* reported to your child care co-ordinator.

G • Approval – For office use only	
Child Care Co-ordinator signature	Date
Comments	Approved Effective Date
	<input type="checkbox"/> Changes made to budget
cc <input type="checkbox"/> Child Care Coordinator <input type="checkbox"/> Child Care Facility	
<input type="checkbox"/> Original to ISP Financial Analyst at 210-114 Garry <b>or</b> Regional financial staff (Interlake & Central Areas)	