

Child Care Wellness Mini-grant Project Checklist

Action Steps for Child Care Wellness Mini-grant Project	Timeline	Date Completed	Evidence and Documentation
To confirm participation, submit Participant Agreement and IRS W-9 forms			Copies of forms
View Overview and Orientation Webinar	Live Webinar October 10, 2018 or recorded version		PowerPoint handout
Complete online self-assessment(s)	October 26 2018		Copy of results summary
Develop and submit online Action Plan based on self-assessment results	November 16, 2018		Copy of Action Plan
Submit existing policy samples , if applicable	November 16, 2018		Policy samples if applicable
Complete and submit Planned Purchases form	On or before December 5, 2018		Copy of Planned Purchases form
Receive 1 st half of mini-grant payment - \$250	Checks will be mailed by January 4, 2019		
Implement action steps, including revision or development of nutrition and physical activity policy	November 2018- May 2019		Any relevant documentation (Professional development completed, schedule of activities, menu copies, etc)
Submit newly created or updated policies	May 3, 2019		Copy of updated policies
Complete re-self-assessments	May 17, 2019		Copy of results summary
Complete end-of-project Reflection	May 31, 2019		Copy of Reflection form
Receive 2 nd half of mini-grant payment - \$250	Checks will be mailed by June 14, 2019 at the latest		