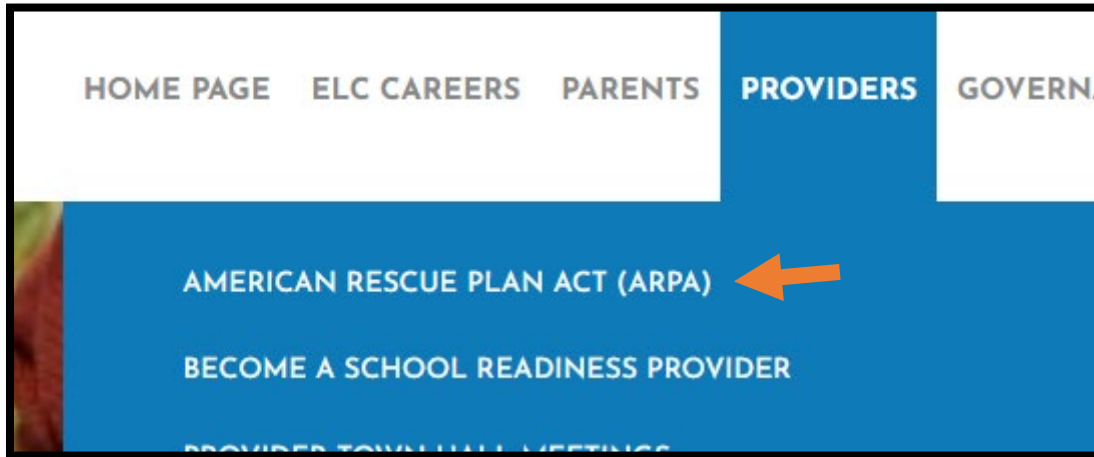


Applying for phase two ARPA grants.

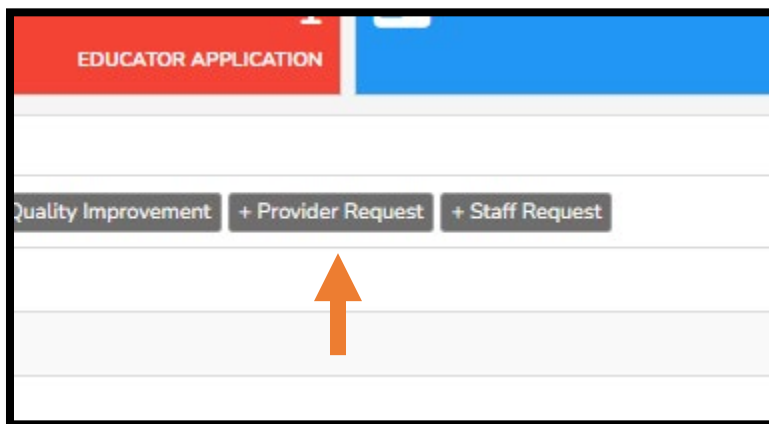
Start here: www.elcofswfl.org



Click on American Rescue Plan Act (ARPA) to take you to all things grant related. Once here each provider should click on [Center Sign In](#) . This will take you to your Webauthor account. From there you will click on ARPA to access the different funding requests.

Infant/Toddler Capacity Increase

1. Choose the grey box labeled Provider Request.



2. Choose Infant or Toddler Classroom Capacity Increase from the drop-down menu.

The screenshot shows a form with the following fields and values:

- Fund Request Type: [Empty]
- icipated) Purchase *: [Empty]
- Description: Infant or Toddler Classroom Capacity Increase (highlighted in blue)
- Receipt: [Choose File]

3. Fill out form and click Save & Submit Entry.

Provider Mini Grant

1. Choose the grey box labeled Provider Request.

The screenshot shows the 'EDUCATOR APPLICATION' header. Below the header, there are three buttons: 'Quality Improvement', '+ Provider Request', and '+ Staff Request'. An orange arrow points to the '+ Provider Request' button.

2. Choose Provider Mini Grant from the drop-down menu.

The screenshot shows a form with the following fields and values:

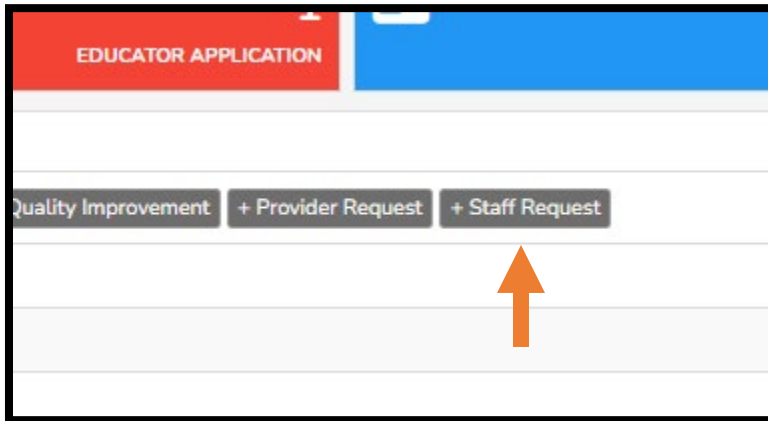
- icipated) Purchase *: [Empty]
- Description: Provider Mini Grant (highlighted in blue)
- Receipt: [Choose File]
- Amount *: [Empty]

3. Fill out form and click Save & Submit Entry.

Staff Bonuses

Steps apply for each bonus.

1. Choose the grey box labeled Staff request.



2. Choose staff name from drop down box.
3. Choose type of fund request.
4. Documentation:
 - a. CLASS Bonus- screenshot from QPS or VPK App
 - b. VPK Retention Bonus- Screenshot from VPK App
 - c. VPK Substitute Bonus- Documentation of CDA-transcript or certificate

Procare

If you are interested in using Procare please fill out the application here [Procare](#)