

2010-2011 Grant Application Instructions

Before you begin your application process there are a few steps you will want to take in order to ensure correct auto population in COPA.

You may run the following reports to verify agency and site information.

- 970- Grantee/Agency Profile
- 971 – Site Profile

You will need to submit through mail, fax or email an electronic image of signature page to:

Mail to: Division of Child Care/ABC Unit
700 Main Street, Slot S160
Little Rock, AR 72201
Fax: 501-683-0971
Email to: Jamie Morrison
Jamie.Morrison@arkansas.gov

You will need to email Kathy Miles or Nancy Pearlstein Part C and D of application which is the budget piece.

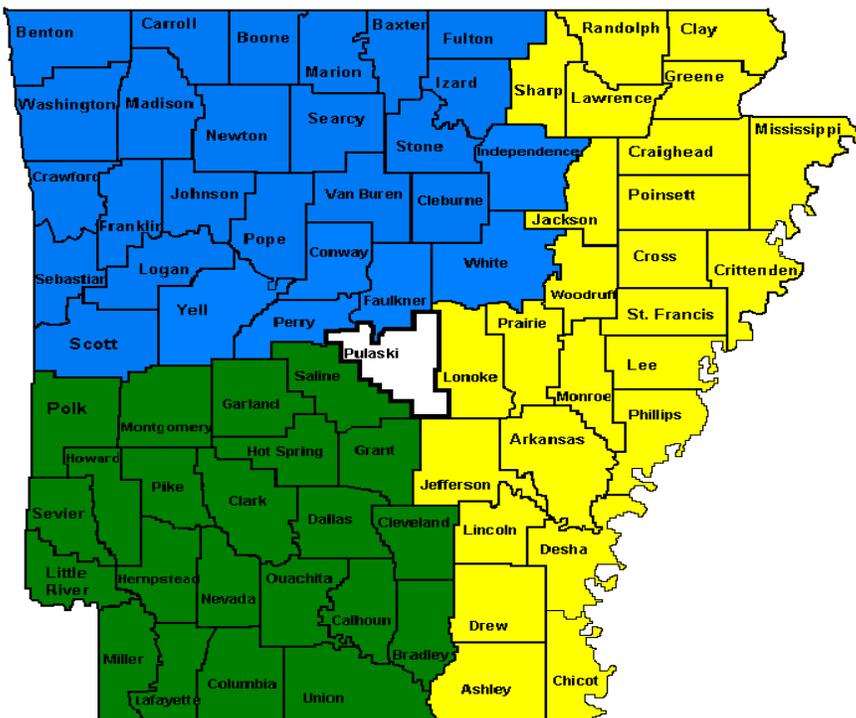
Kathy Miles (A-K)

Kathy.Miles@arkansas.gov

Nancy Pearlstein (L-Z)

Nancy.Pearlstein@arkansas.gov

Contact Information



Reporting Specialist/ Data Supervisor

Jennifer Spriggs
501-683-0972

Jennifer.Spriggs@arkansas.gov

Data Specialist

Barbara Barrows – Southwest Arkansas

Little Rock School District
501-682-2314

Barbara.Barrows@arkansas.gov

Lorria Eubanks – Eastern Arkansas

North Little Rock & Pulaski Co. School Dist.
501-683-0974

Lorria.Eubanks@arkansas.gov

Pamela Mellick – Northwest Arkansas

Pulaski Private Providers
501-682-0273

Pamela.Mellick@arkansas.gov

You will initially log into COPA using your current username/password. You will see the [Gran Application](#) link at the top of the [Sites](#) screen. Click on the grant application sub tab to access the application.



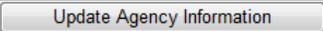
The grant application is separated into five (5) separate sections. (Agency, Sites, Activities, Summary and Budget) You will need to complete all sections of the application. The first four sections, Agency, Sites, Activities and the Summary will be completed through COPA. The budget piece will need to be completed through excel.

AGENCY

1. Click on your [Agency](#) sub tab.
2. Select your [Agency Name](#) at the top of your screen using the drop down arrow; this allows COPA to auto populate with data already collected in COPA.
3. Click on pencil icon to edit and/or add any information.
4. Save your data by clicking on the **Update Agency** button at bottom of screen.



Budget				Application for Grant Funds 2010-11				HELP?	
Agency Information									
Agency Name:				Tax I.D. Number: <i>Must match Agency Name in IRS database</i>					
FACILITY TYPE:		<input type="checkbox"/> Center <input type="checkbox"/> Lic. Family Home <input type="checkbox"/> Pat <input type="checkbox"/> HIPPY		APPLICATION TYPE:		<input type="checkbox"/> Renewal <input type="checkbox"/> New <input type="checkbox"/> Expansion			
Mailing Address:				Phone:		Fax:			
City				Zip		County:			
ABC Coordinator Name:				ABC Coordinator Email:					
Agency's Financial Matters Contact:				Financial Contact Email:					
# of Renewal ABC Pre-K Slots:									
Infant Slots			Toddler Slots			ts			
Core Curriculum Used in ABC Program									
<input type="checkbox"/> Adv. in Learning <input type="checkbox"/> Creative Curr <input type="checkbox"/> Core Knowledge <input type="checkbox"/> Comp Presc Prog <input type="checkbox"/> Curiosity Corner <input type="checkbox"/> DLM <input type="checkbox"/> Harcourt Pres Prog <input type="checkbox"/> High Reach <input type="checkbox"/> High/Scope <input type="checkbox"/> Houghton Mifflin <input type="checkbox"/> Investigator Club <input type="checkbox"/> Montessori <input type="checkbox"/> Opening the Wrld of Learn <input type="checkbox"/> Pebble Soup <input type="checkbox"/> Preschool First <input type="checkbox"/> Proj Approach <input type="checkbox"/> Scholastic <input type="checkbox"/> HIPPY <input type="checkbox"/> PAT									
What other funding sources does your agency receive?									
<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Local <input type="checkbox"/> Special Ed <input type="checkbox"/> Private Corp <input type="checkbox"/> Foundations <input type="checkbox"/> Private pay									
How will agency pay for meals / snacks in ABC?									
<input type="checkbox"/> Department of Education <input type="checkbox"/> CACFP (Special Nutrition Program) <input type="checkbox"/> Agency Funds (cash)									
Agency Type:									
<input type="checkbox"/> Public School <input type="checkbox"/> Coop <input type="checkbox"/> Head Start <input type="checkbox"/> Non-profit <input type="checkbox"/> For-profit <input type="checkbox"/> Faith-based <input type="checkbox"/> College/Univ <input type="checkbox"/> Other									
Management Type:									
<input type="checkbox"/> School Board <input type="checkbox"/> Board of Directors <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Other type corporation									



Agency Name/TAX ID – These fields will automatically populate for you once Agency name is selected from drop down menu.

***Facility Type** – How are you currently licensed.

***Application** – Only renewal applications may be submitted online.

Mailing Address – need mailing address.

Phone/Fax- will auto populate, if these fields do not auto populate for you contact your data specialist.

City, State, Zip, County- will auto populate, if these fields do not contact your data specialist.

***ABC Coordinator Name/Email**- person responsible for handling ABC matters.

***Agency Financial Contact/Email**- person that handles all ABC Financial matters.

Number of Renewal ABC PreK Slots – Slots you are currently renewing.

***Infant/Toddler/Preschool**– enter current number of slots or if non you may leave blank

***Core Curriculum** – Select curriculum used. More than one may be selected.

***Funding** – What funding source does your agency use? More than one may be selected.

***Meals/Snacks** – How does your agency pay for meals/snacks? More than one may be selected.

***Agency Type**- Select your agency type.

***Management Type**- Select your management type.

* - MUST BE COMPLETED IN APPLICATION

SITES

1. Select the next sub tab menu item Sites . (once 'Agency Name' has been selected all site information will automatically populate)
2. Click the pencil icon to edit and/or add any information.
3. If a site is **NOT** returning next year you may un-check the box next to Site Name to remove site from list.
4. Save your data by clicking on the update site button at bottom of screen. Update Site Information

Agency
Sites
Activities
Summary

Arkansas Better Chance Program

P.O. Box 1437, Slot S-160

Little Rock, Arkansas 72203

Application for Grant Funds 2010-11
Site Information HELP?

Name of Site License #	Address City, Zip (physical not po box)	School Districts Served	Site Contact Name Site Contact Phone Site Contact Email	# ABC Classrooms	
ABC Test Site #1 123456	123 Main Street Little Roc 72203	6003 Pulaski County Special	Jane Doe	# ABC Classrooms	1
			501-683-0971	# ABC Slots	20
			jane.doe@email.com	# non ABC Classrooms	1
				# non ABC Slots	20
ABC Test Site #2	454 Main Street Little Roc 72203		Jim Doe	# ABC Classrooms	1
			501-683-0972	# ABC Slots	20
			jim.doe@email.com	# non ABC Classrooms	0
				# non ABC Slots	0

Update Site Information

Name of Site/License # - Name of your physical site and site license number.

Address/City/Zip – physical address of site.

School Districts Served – list of school districts that particular site serves.

✳️ **Site Contact Name/Phone/Email:** person responsible for site information including phone and email.

✳️ **# of ABC Classrooms** – how many abc classrooms are at the site.

✳️ **# ABC Slots** – how many slots are at that site.

✳️ **# of non-abc Classrooms** – how many non abc classrooms are in your site

✳️ **# of non abc slots** – how many non abc slots do you have at site

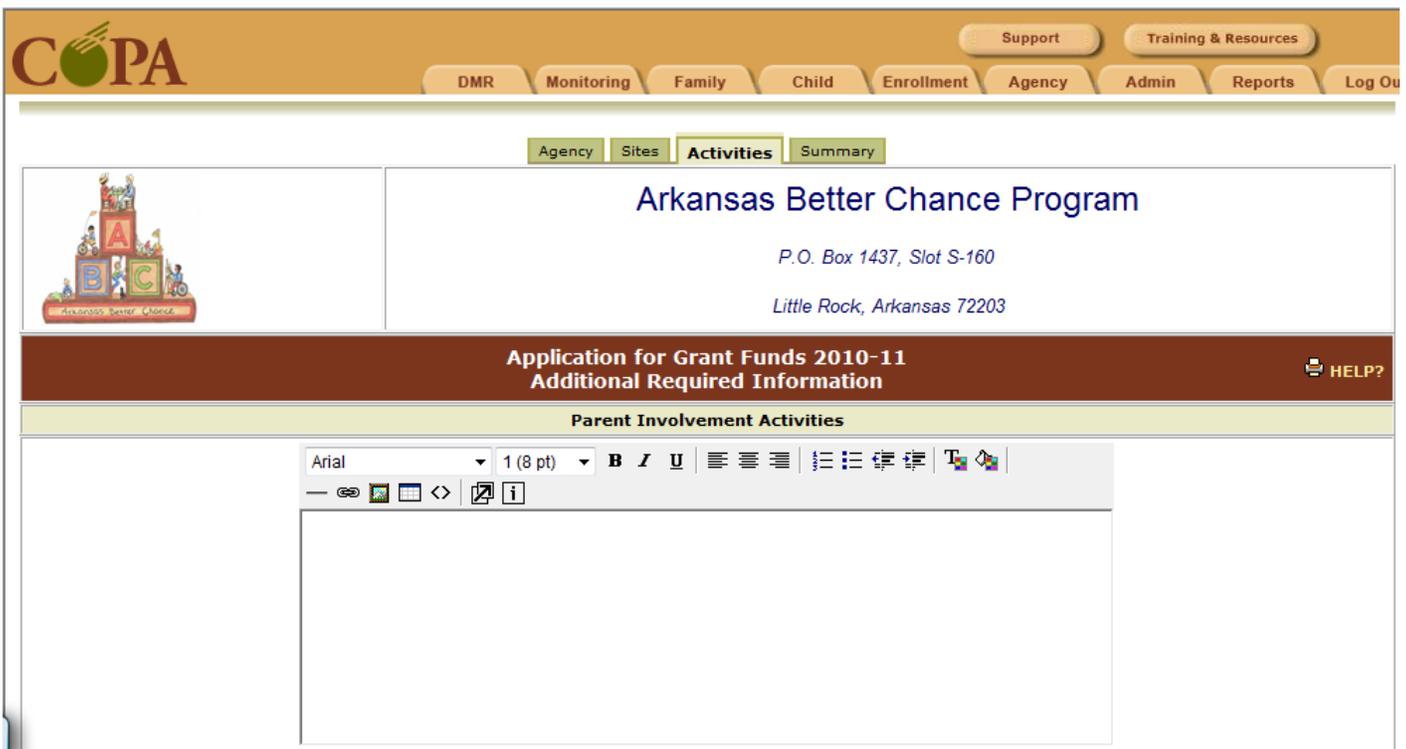
✳️ **Total Classrooms** – this field is auto calculated with totals number of classrooms per site.

✳️ **Total Slots** – this field is auto calculated to show total number of slots per site.

✳️ **MUST BE COMPLETED IN COPA**

ACTIVITIES

1. Click on next sub tab **Activities**
2. Click on pencil icon to edit and/or add information. 
3. You may type in text box here **OR** you may copy and paste from another program such as word, notes, etc.
4. Save data by clicking on the update activity button at bottom of screen.



The screenshot displays the COPA web application interface. At the top, the COPA logo is on the left, and navigation buttons for 'Support' and 'Training & Resources' are on the right. Below this is a horizontal menu with buttons for 'DMR', 'Monitoring', 'Family', 'Child', 'Enrollment', 'Agency', 'Admin', 'Reports', and 'Log Out'. Underneath, a sub-menu highlights 'Activities' among 'Agency', 'Sites', and 'Summary'. The main content area features the 'Arkansas Better Chance Program' logo on the left and contact information on the right: 'P.O. Box 1437, Slot S-160' and 'Little Rock, Arkansas 72203'. A dark red banner below the contact info reads 'Application for Grant Funds 2010-11 Additional Required Information' with a 'HELP?' icon. The bottom section is titled 'Parent Involvement Activities' and contains a rich text editor with a toolbar (font, size, bold, italic, underline, list, link, unlink, undo, redo, help) and a large empty text area for input.

Collaboration / Community Involvement Activities

Arial 1 (8 pt) B I U [List Icons] [Link Icon] [Image Icon]

Update Activity Information

✳️ **Parent Involvement** – (minimum of 5) Describe the activities and strategies used by your program to engage families.

✳️ **Collaboration/Community Involvement Activities** – (minimum of 5) List and Describe the ways your program collaborates and partners with others in your local early childhood community.

✳️ **MUST BE COMPLETED IN APPLICATION**

SUMMARY

1. You must print summary and either mail, fax or email image of signature page to the following:

Mail to: Division of Child Care/ABC Unit
700 Main Street, Slot S160
Little Rock, AR 72201
Fax: 501-683-0971
Email to: Jamie Morrison
Jamie.Morrison@arkansas.gov

BUDGET

1. Click on Budget link to access parts C and D of application. Save budget to your computer.
2. Complete budget in excel.
3. Email to:

Kathy Miles
A – K (If your program name starts with A – K)
Kathy.Miles@arkansas.gov

OR

Nancy Pearlstein
L-Z (if you program name starts with L-Z)
Nancy.Pearlstein@arkansas.gov