Application Guide for **Employer-Sponsored Child Care Fund**

Learn about the grant opportunity and find details on eligibility and allowable expenses as well as a complete list of FAQs online.

Applications must be submitted by **Dec. 15 at 11:59 p.m. ET**

About this Guide

This guide is divided into two sections by application track. Understand your track and proceed to the corresponding section.

Single Employer Application

For a business/corporation employing 20 or more Indiana-based employees.

Page 3

Group Application

For either 1) a group of employers with 20 or more Indiana-based employees, or 2) a 501(c)(3) or 501(c)(6) community-based non-profit applying on behalf of a group of local employers that collectively represent 20 or more Indiana-based employees.

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FSSA Family & Social Services Administration
Office of Early Childhood & Out-of-School Learning

Employer-Sponsored Child Care Fund

The Employer-Sponsored Child Care Fund is a $25 million grant effort developed in partnership between the Office of Early Childhood and Out-of-School Learning and the Indiana Chamber of Commerce. The effort, which Gov. Holcomb detailed in his 2023 Next Level Agenda, aims to mobilize Indiana's business community to support the state's growing child care needs.

Grant awards provide seed funding for employers and nonprofit organizations to create or expand employer-sponsored child care benefits for Hoosier families. Funding is available to support the implementation of a range of child care benefit offerings, enabling employers and communities of all sizes to participate.

For more information, visit the Employer-Sponsored Child Care Fund webpage.

For questions or assistance with this application, please contact OECOSLDirector@fssa.IN.gov.

Eligibility

To be eligible for this opportunity, applicants must be:

- A business or corporation employing 20 or more Indiana-based employees;
- A group of employers with a total of 20 or more Indiana-based employees; OR
- A 501(c)(3) or 501(c)(6) community-based nonprofit organization (i.e., community foundations, chambers of commerce, United Way agencies, coalitions, etc.) applying on behalf of a group of local employers to collectively represent 20 or more Indiana-based employees.

Note: All entities included in the application, including lead applicants and supporting partners, must be located in Indiana and be in good standing with the Indiana Secretary of State Office.

Child care providers are not eligible to apply for this opportunity.

Allowable Caps

Award amounts are capped based on employer size using the chart below. Applicants that request more than their award cap will be disqualified.

# of Total IN Employees Represented by Applicant	*Award Cap*
1,000+	*$750,000*
500-999	*$350,000*
250-499	*$200,000*
100-249	*$100,000*
50-99	*$50,000*
20-49	*$25,000*

Guide for

Single Employer Application

For a business/corporation employing 20 or more Indiana-based employees.

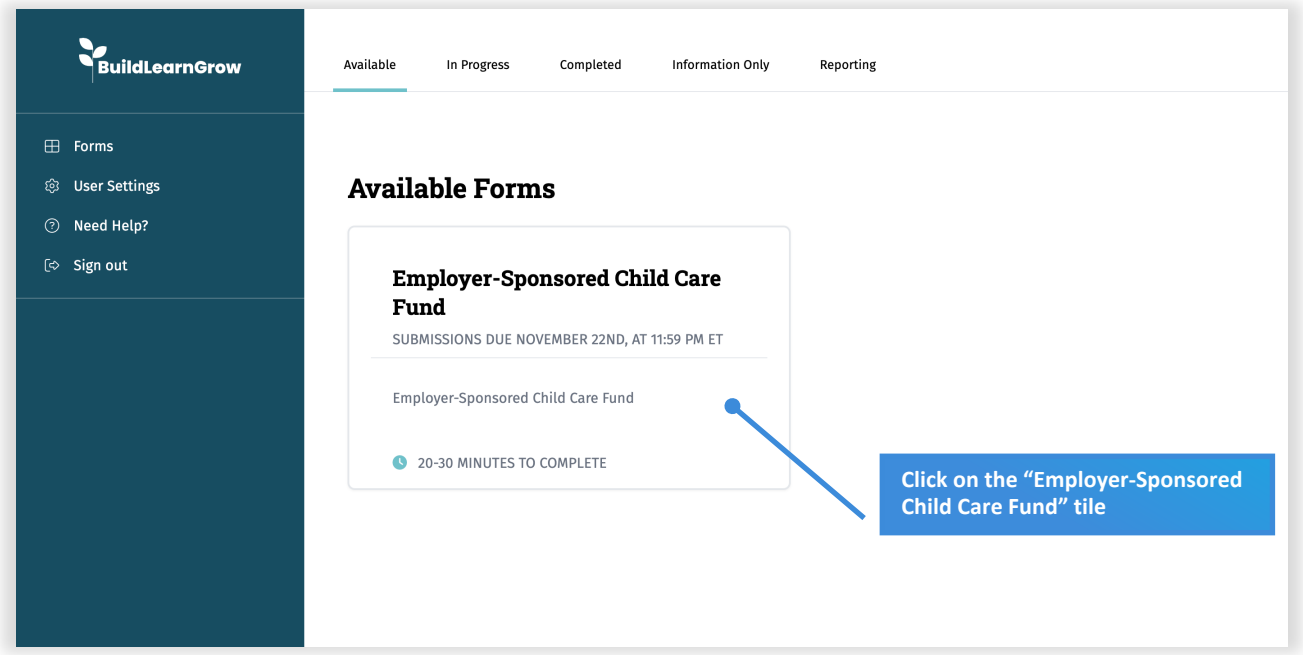
Note: Applicants must be located in Indiana and be in good standing with the Indiana Secretary of State Office

Step 1: Log in to Access Indiana.

To apply, visit https://childcaregrants.fssa.in.gov/ and log in with Access Indiana.

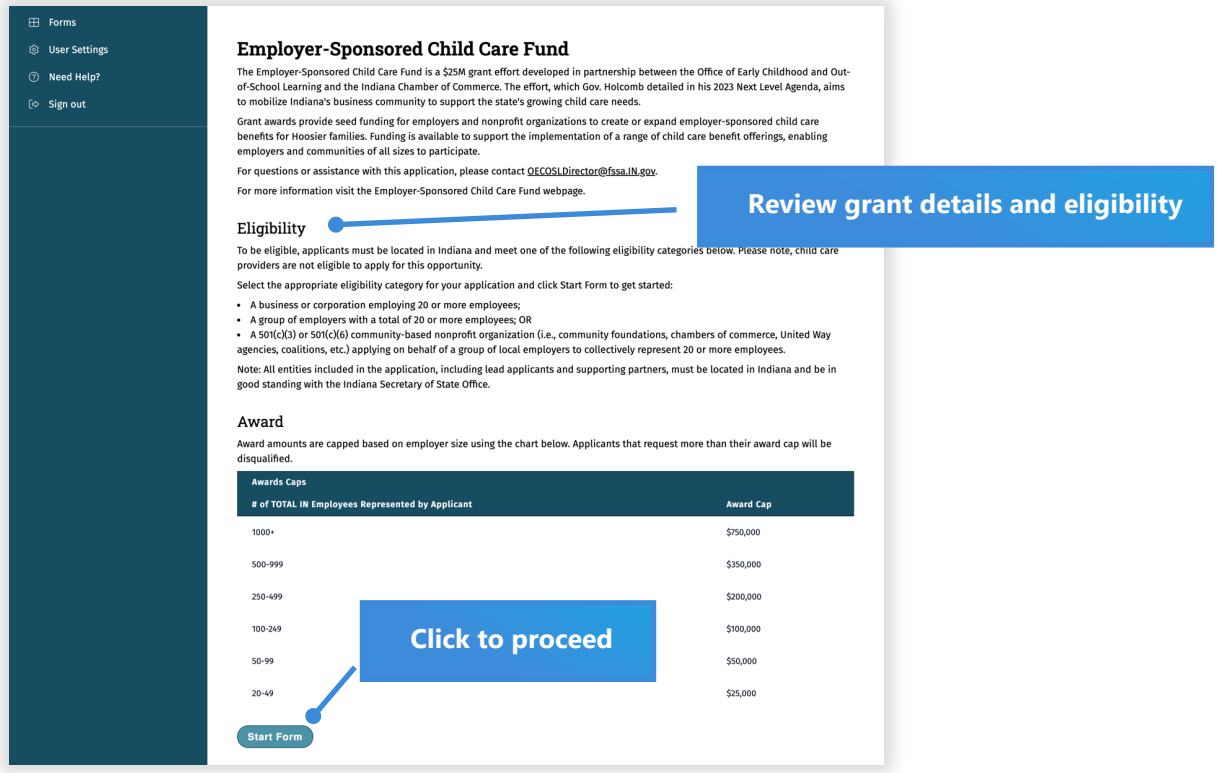
Step 2: Access the Grant Portal.

Once logged in, click the Employer-Sponsored Child Care Fund tile.



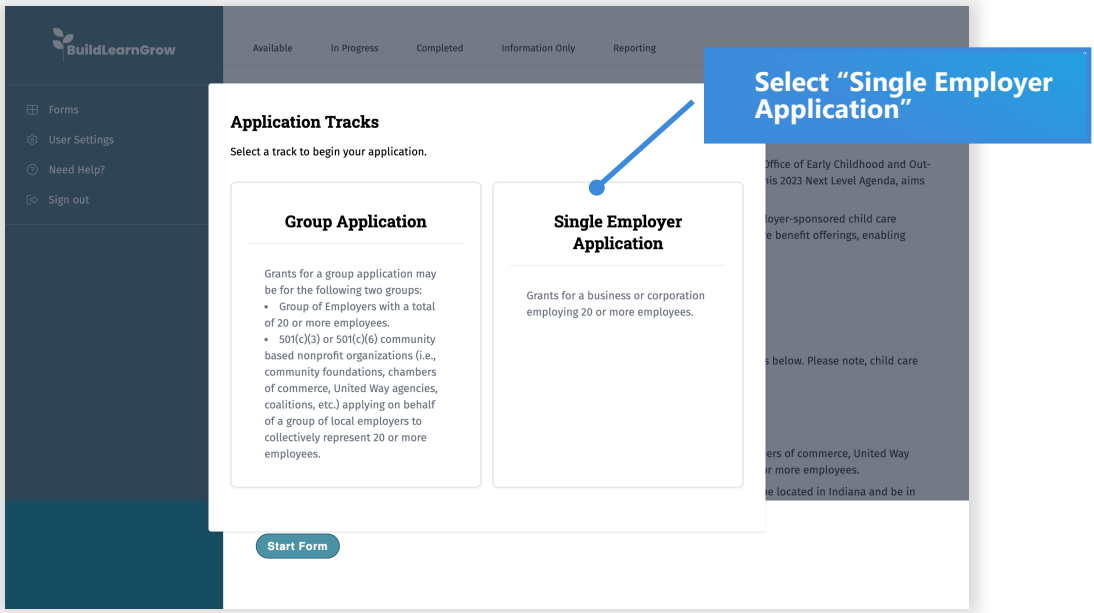
Step 2: Review grant eligibility and click Start Application.

Review the grant overview and eligibility requirements. If you meet all eligibility requirements, click "Start Form" to proceed.



Step 3: Select your application track.

Click the "Single Employer Application" tile.

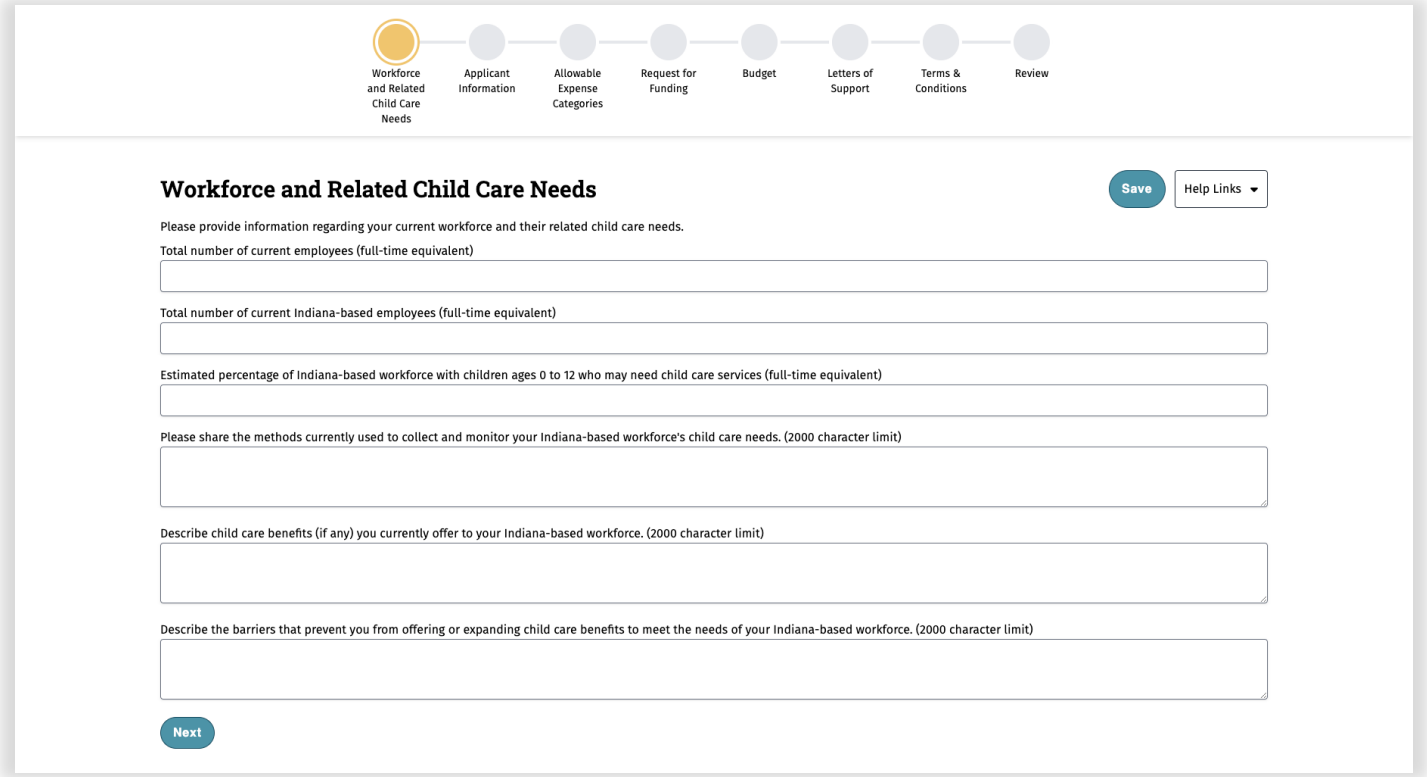


Have questions about eligibility?

For eligibility questions, please email OECOSLDirector@fssa.in.gov or contact your local Child Care Resource and Referral agency.

Step 4: Complete the Workforce and Related Child Care Needs page.

Provide information regarding your current workforce. Applicants are encouraged to be clear and concise in their responses.



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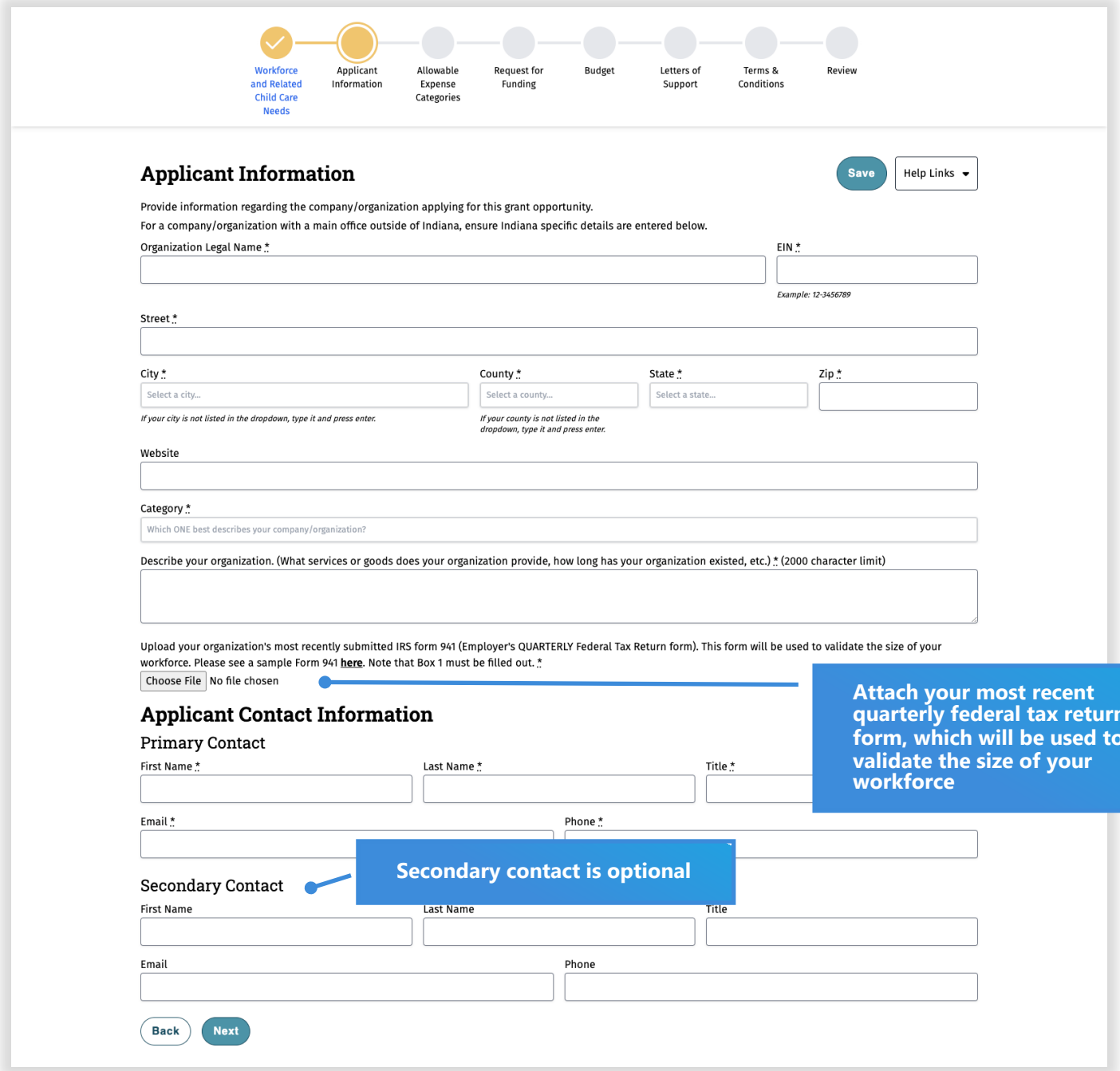
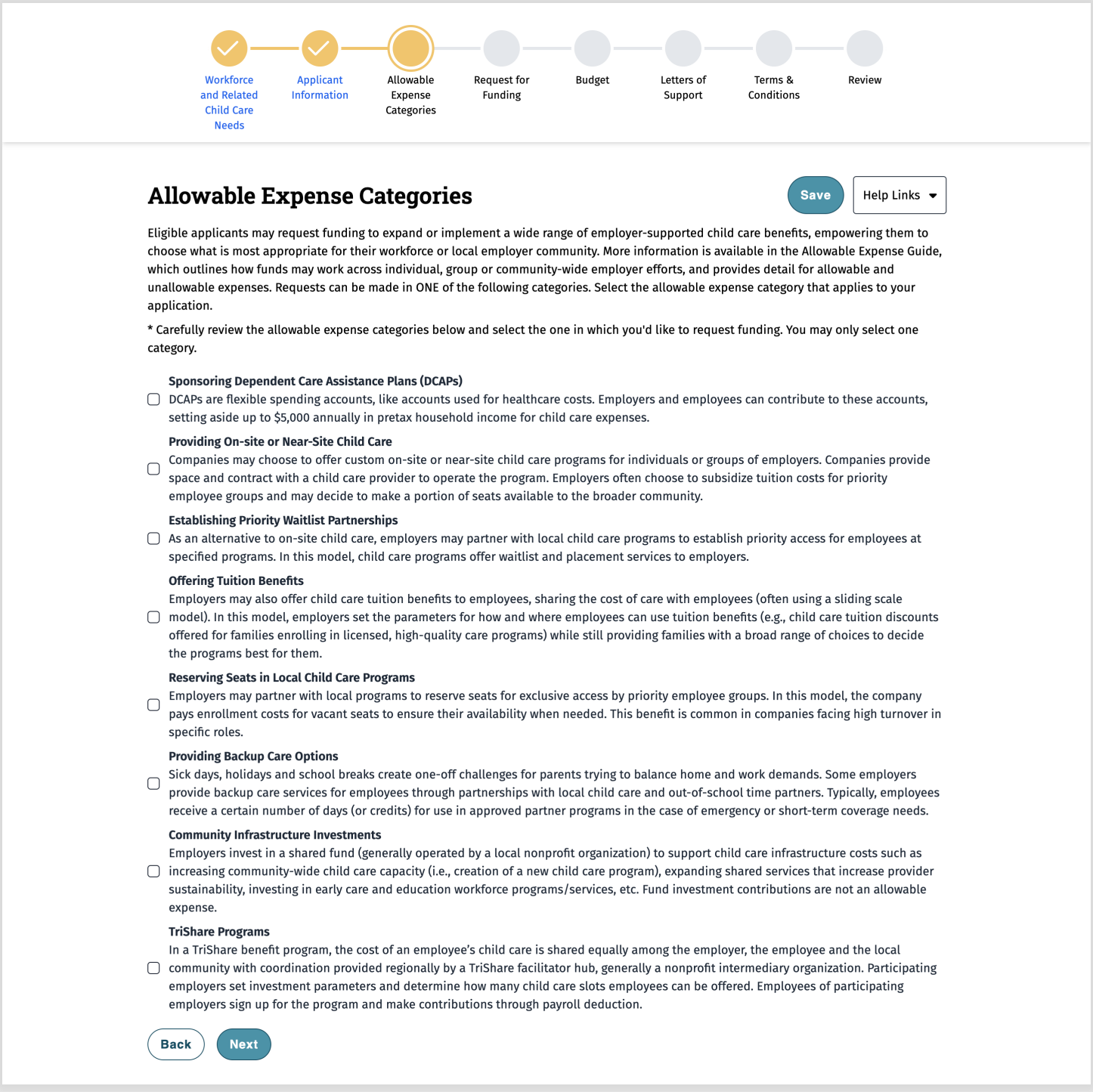
Step 5: Complete the Applicant Information page.

Provide basic information regarding your company/organization and list a point of contact.



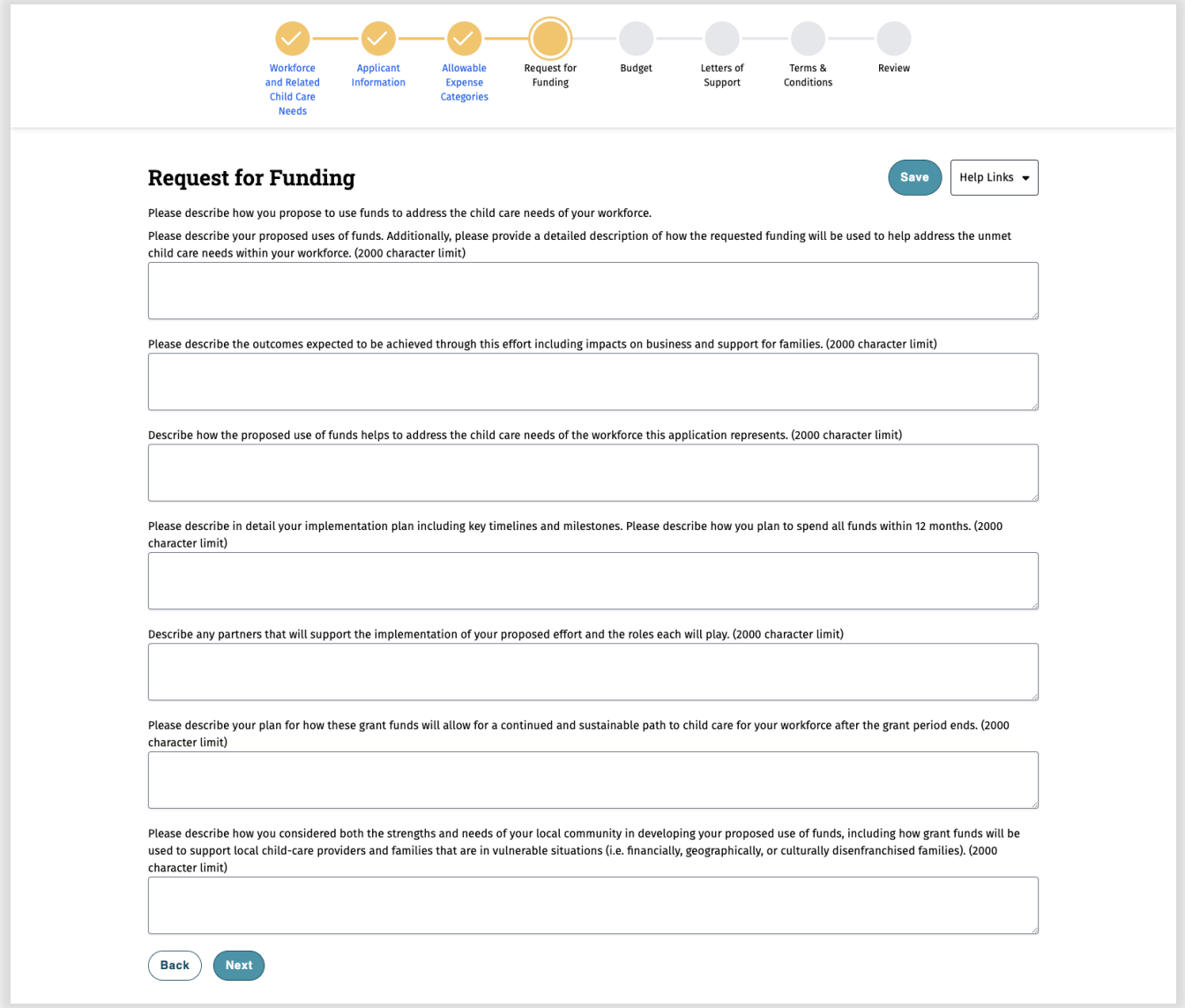
Step 6: Select an Allowable Expense Category for your funding request.

Carefully review the allowable expense categories and select the one in which you'd like to request funding. You may only apply under one category.



Step 7: Complete the Request for Funding page.

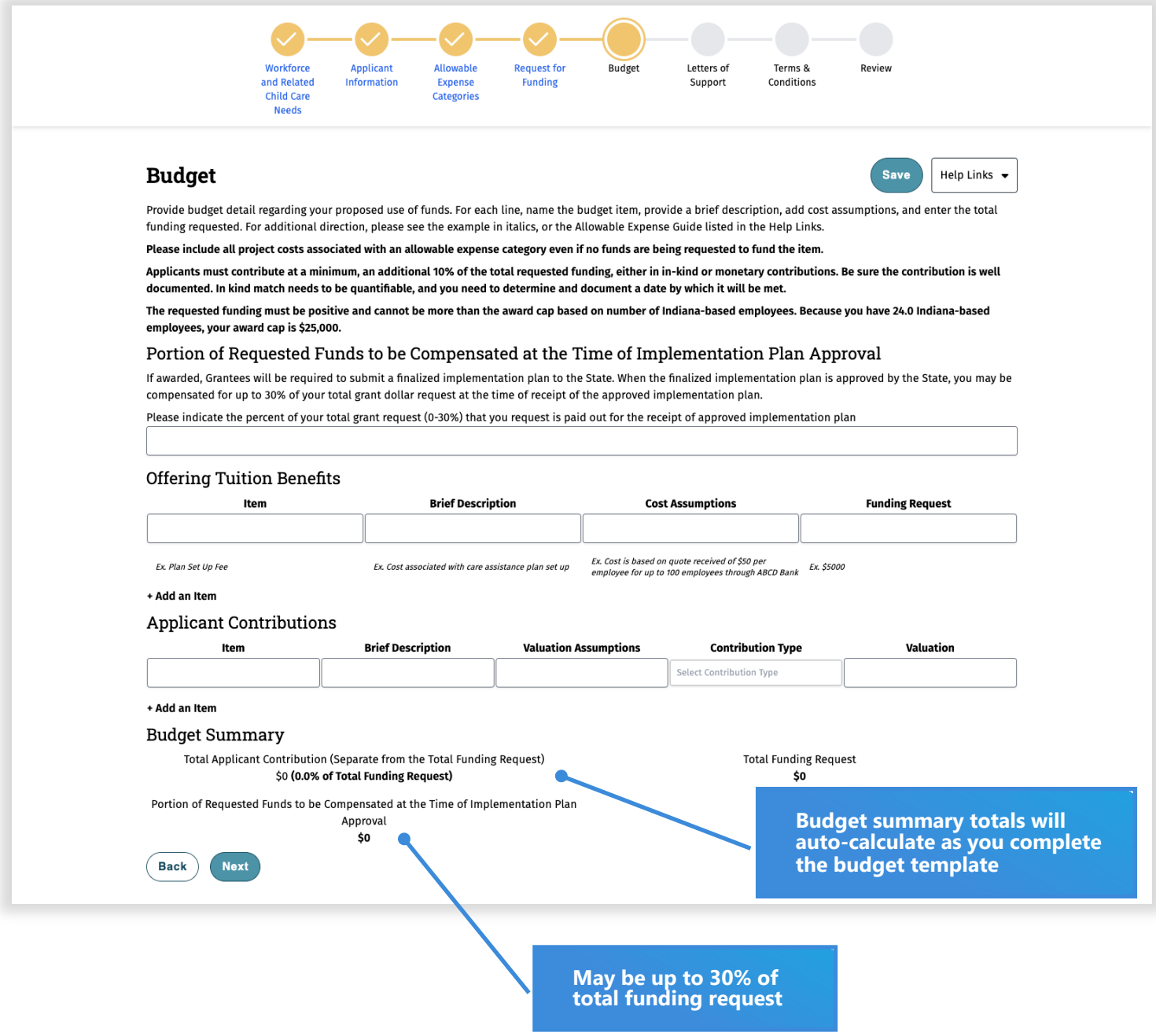
Describe how you propose to use funding. Applicants are encouraged to be clear and concise in their responses. Responses are limited to 2,000 characters.



Step 8: Provide your project budget.

Complete the budget template regarding your proposed use of funds. Include the total cost of implementing your project, the funds you are requesting through this opportunity and any funding you are providing. Remember, applicants must contribute at a minimum an additional 10% of the total funding request through in-kind or monetary contributions.

If awarded, grantees will be required to submit a finalized implementation plan to the state. When the finalized implementation plan is approved by the state, you may be compensated for up to 30% of your total grant dollar request at the time of receipt of the approved implementation plan.



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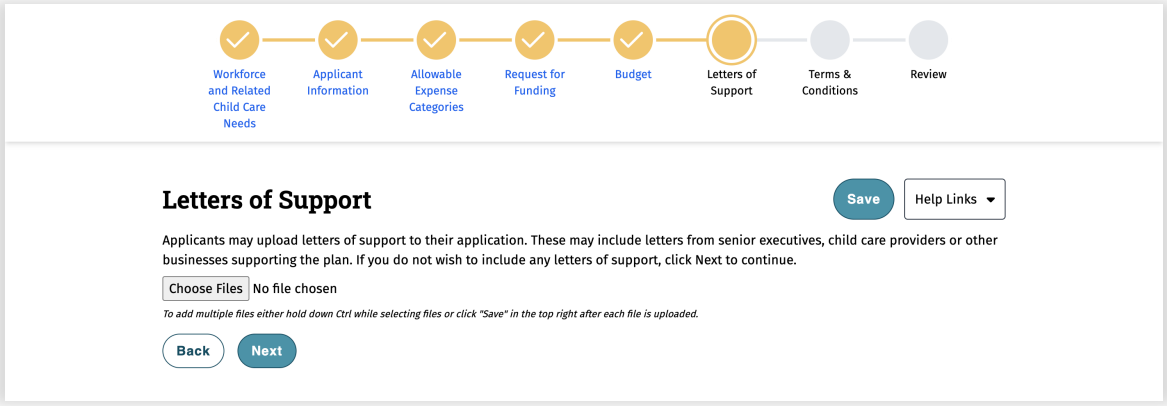

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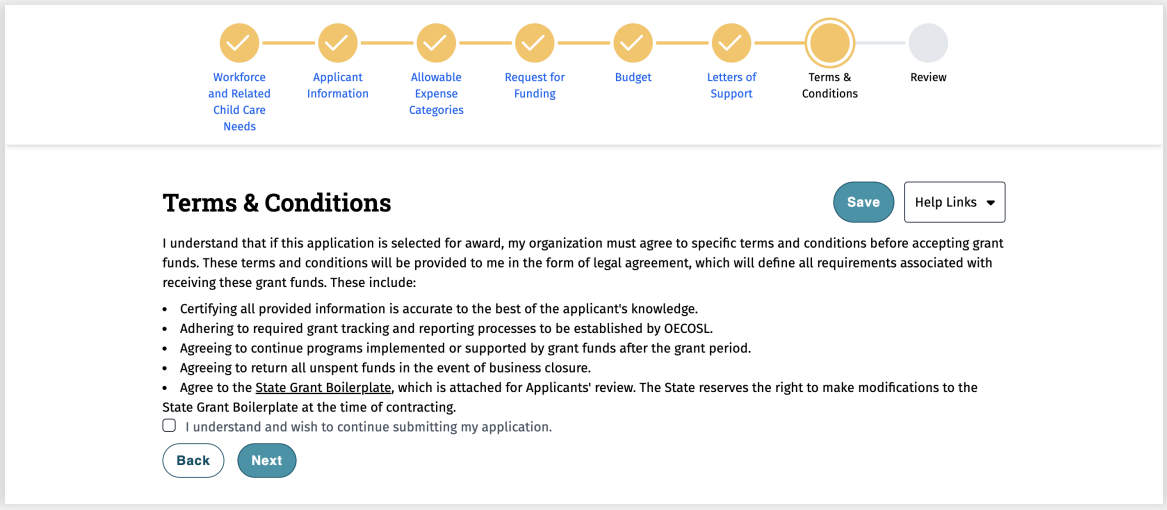

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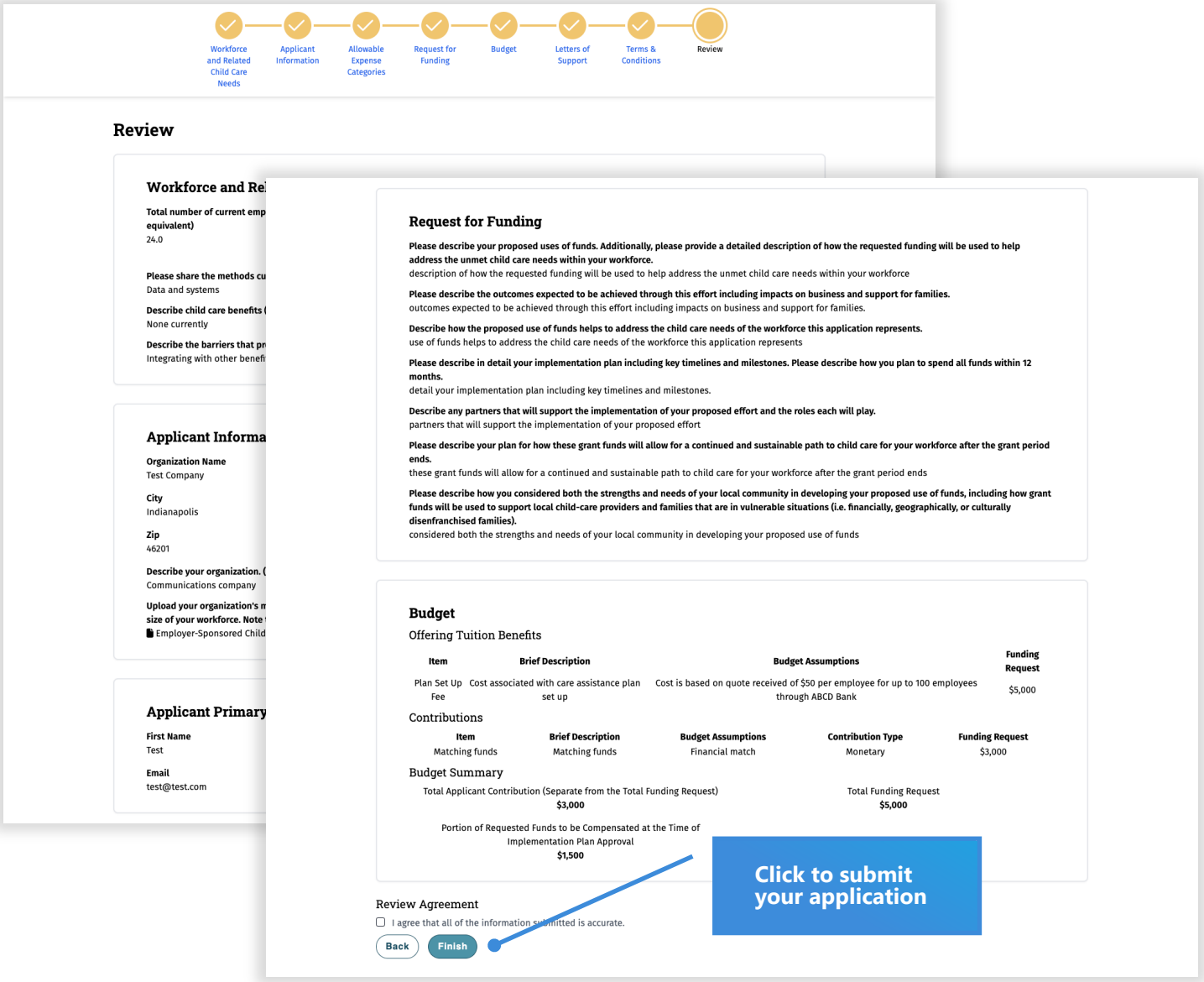

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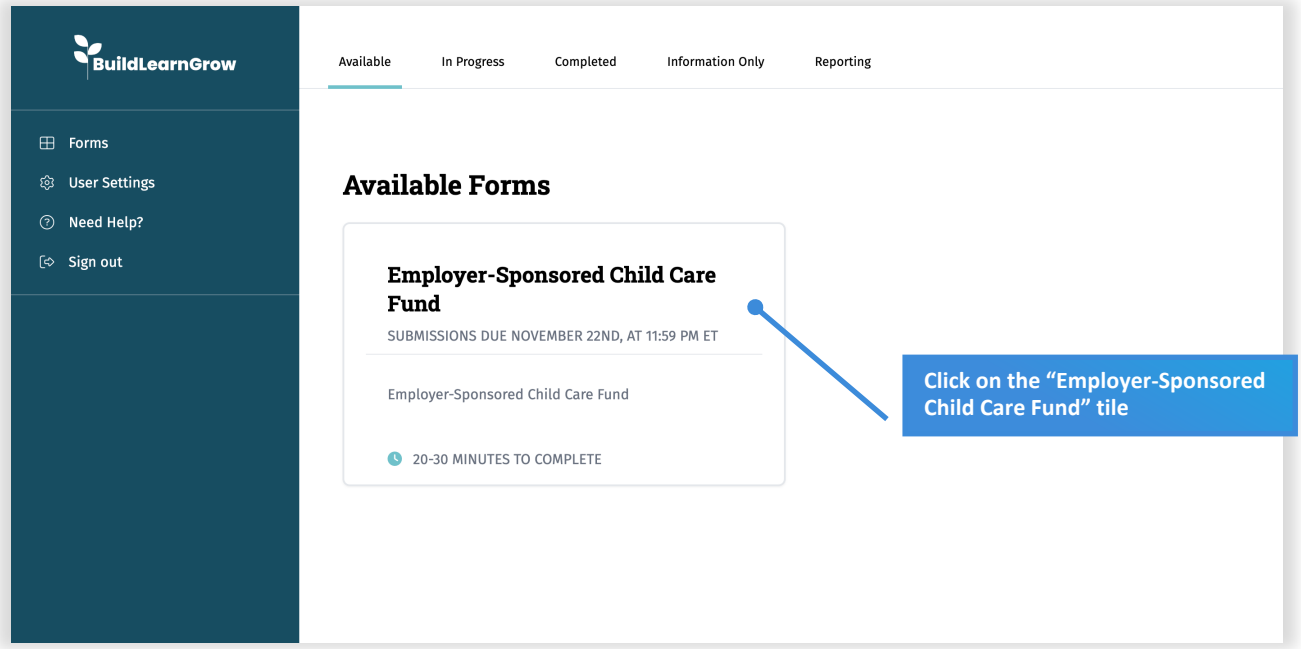

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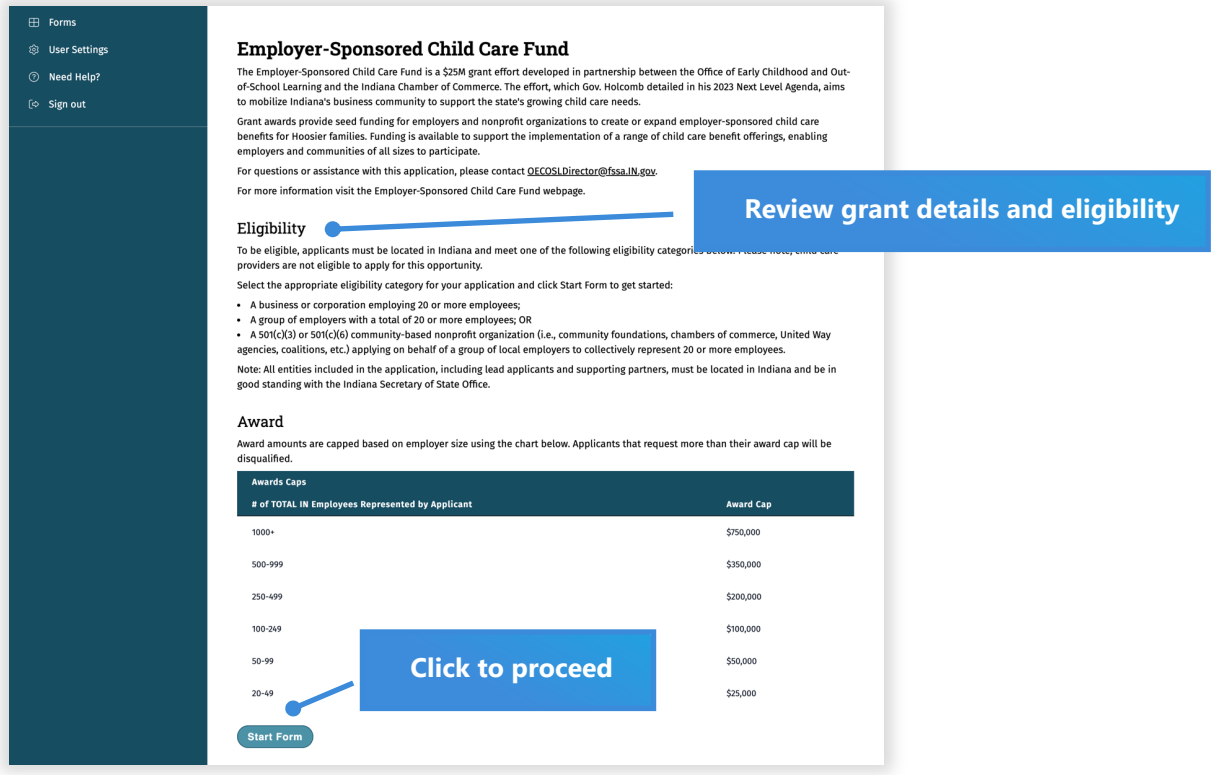

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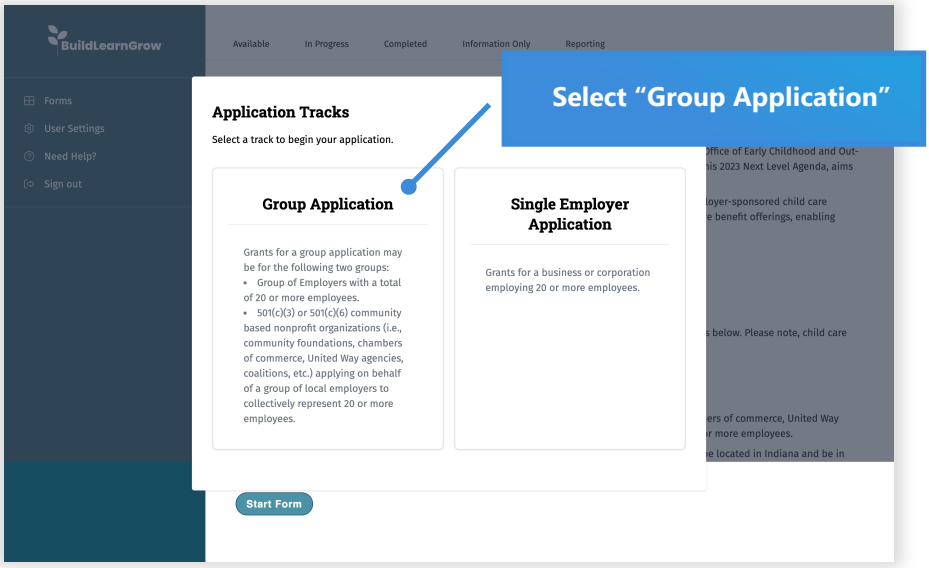

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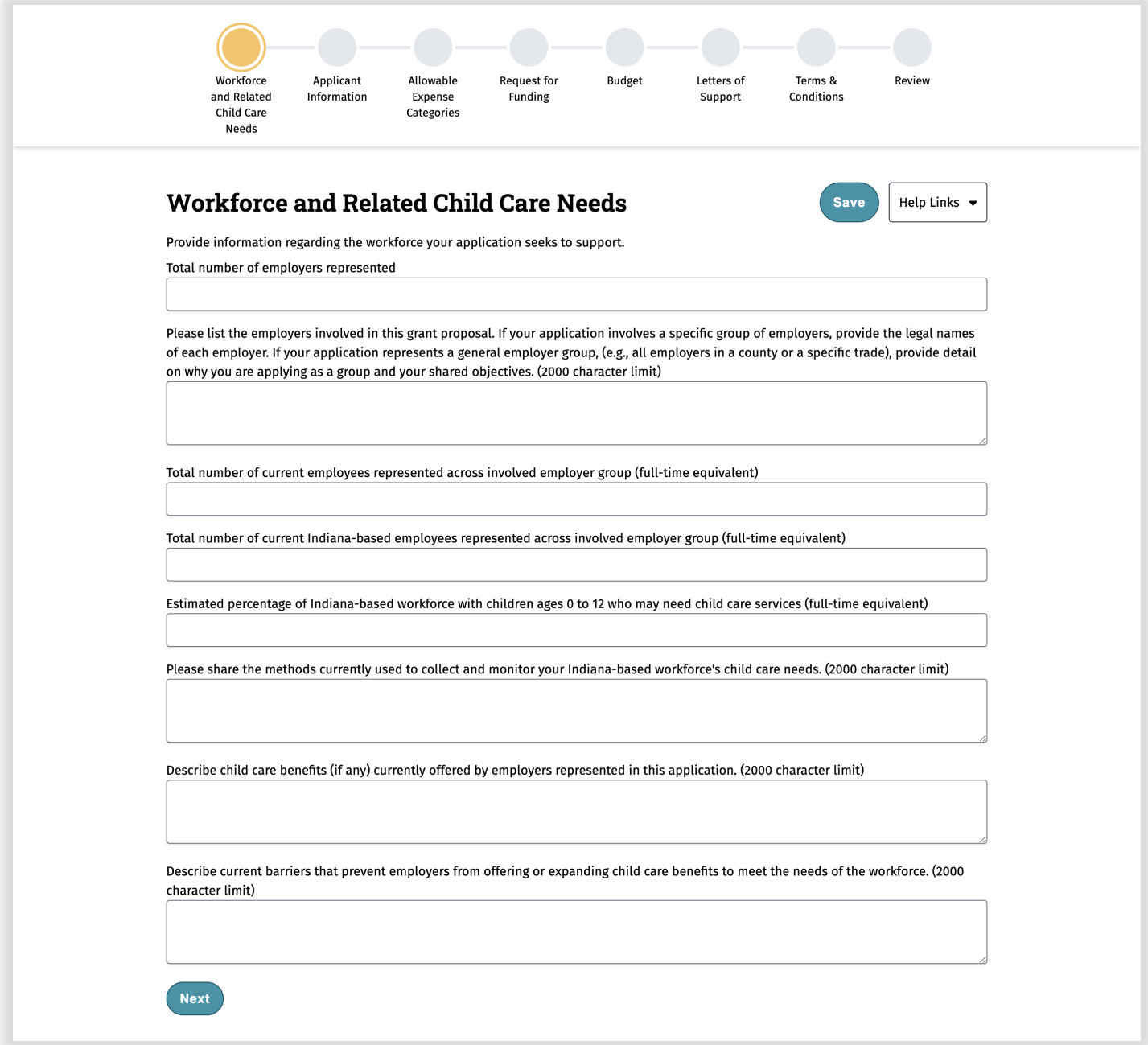

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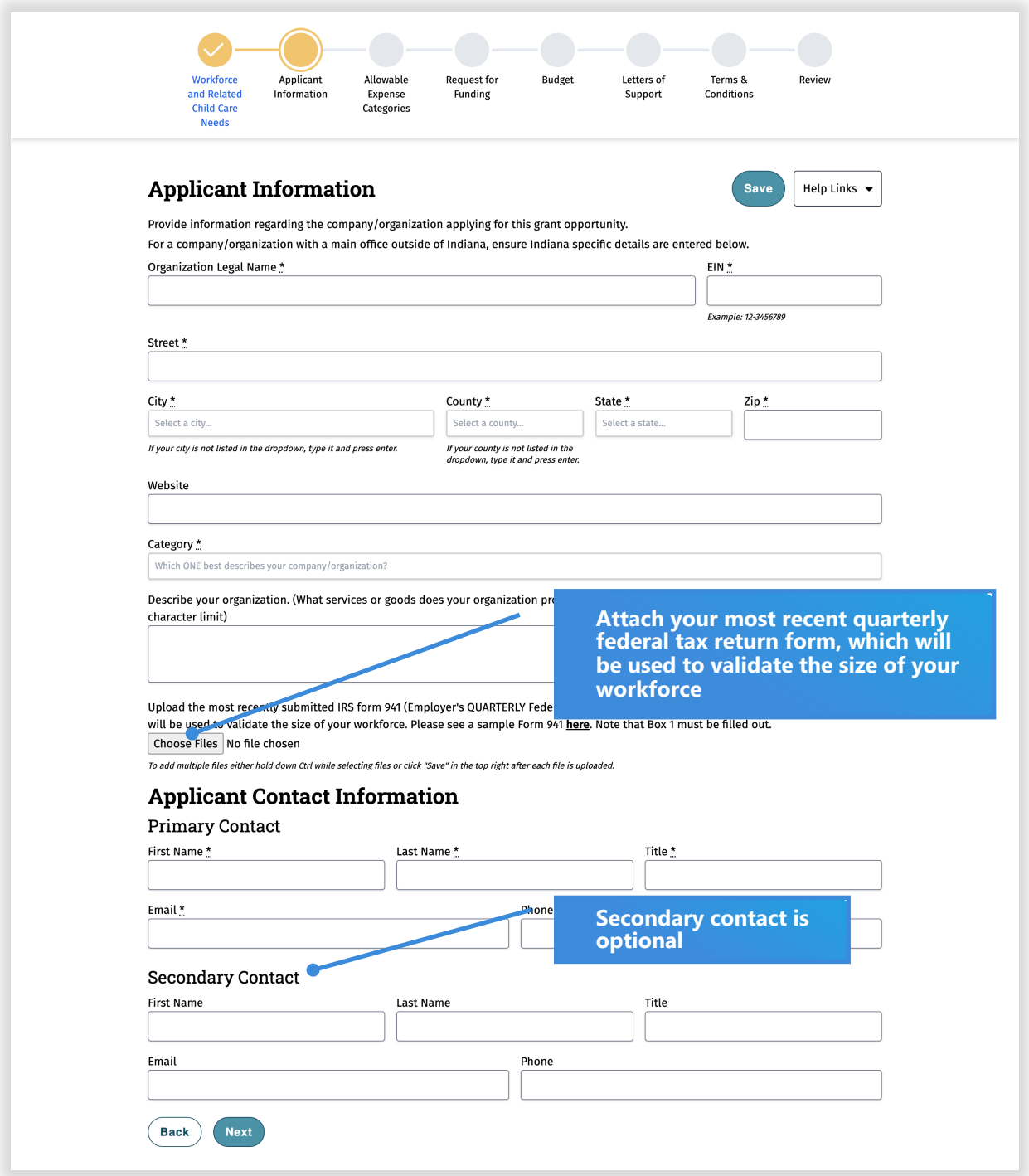

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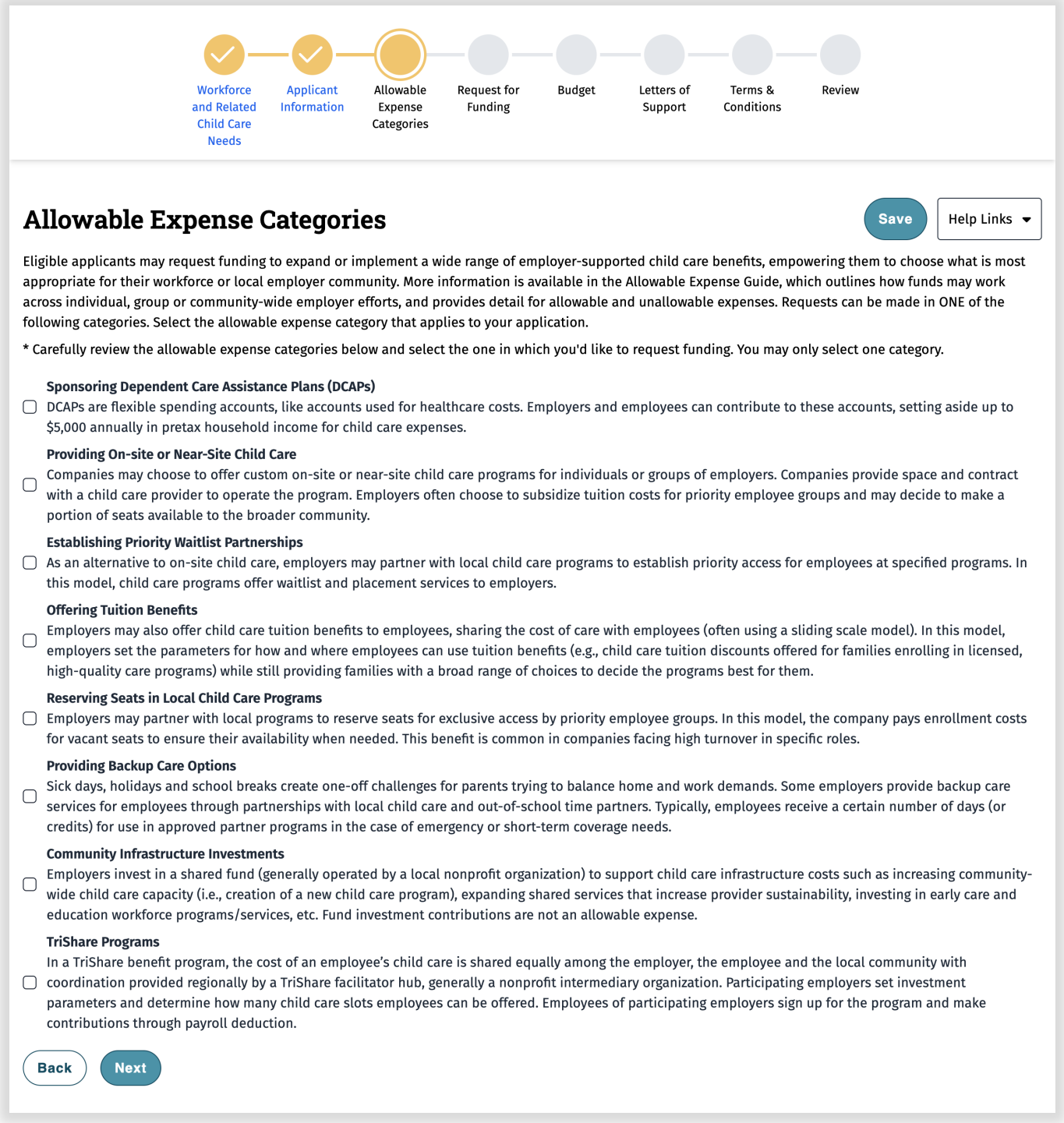

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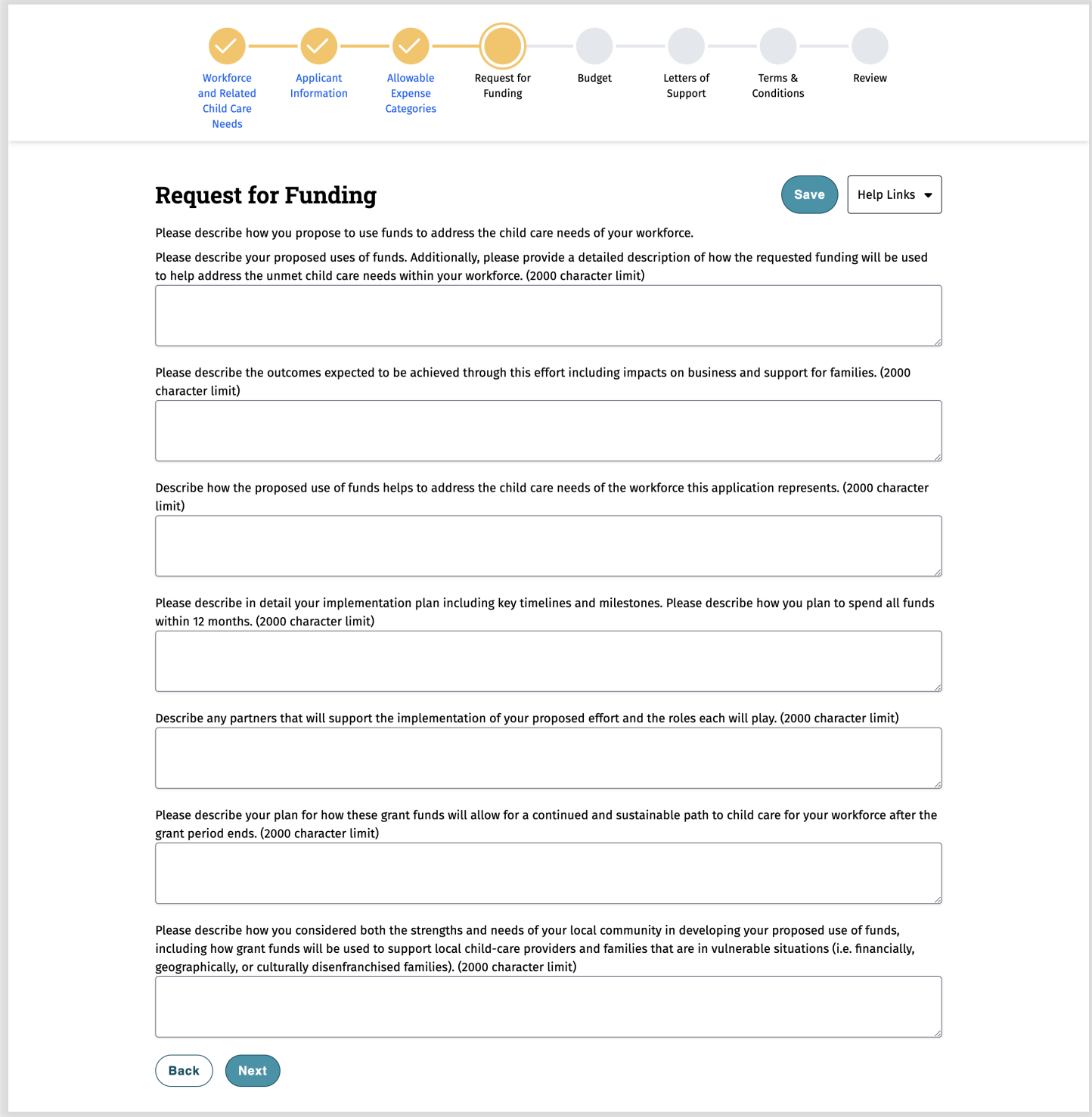

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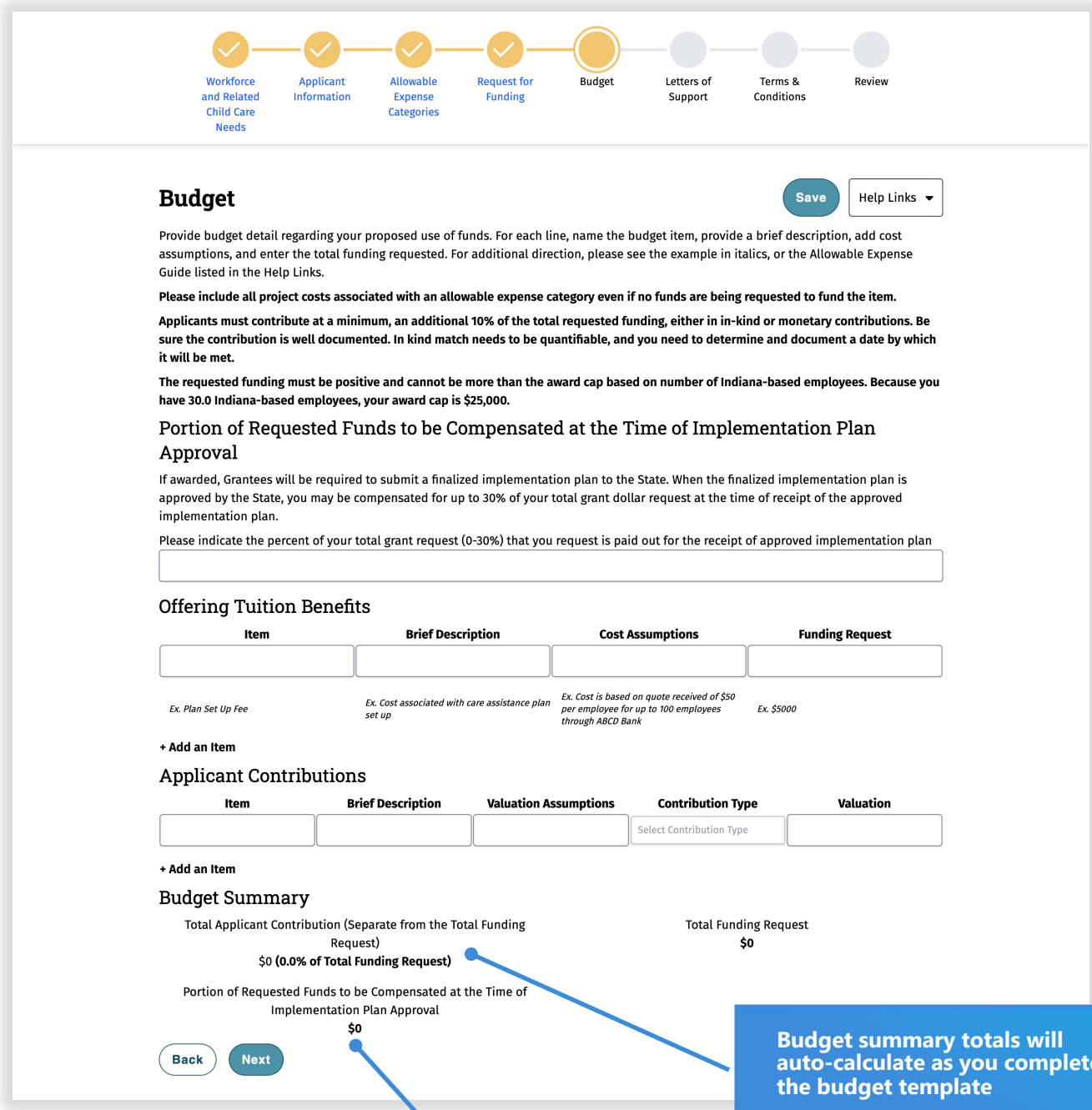

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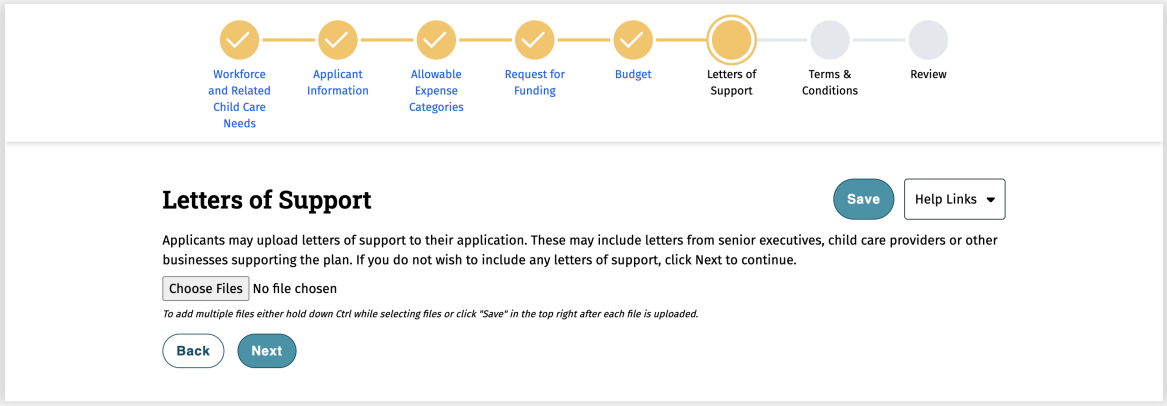

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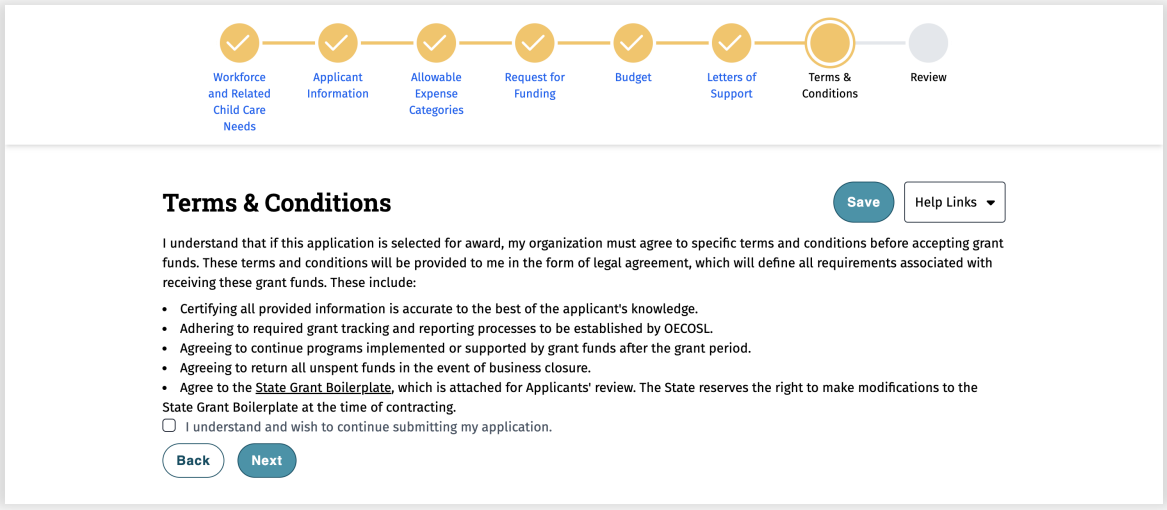

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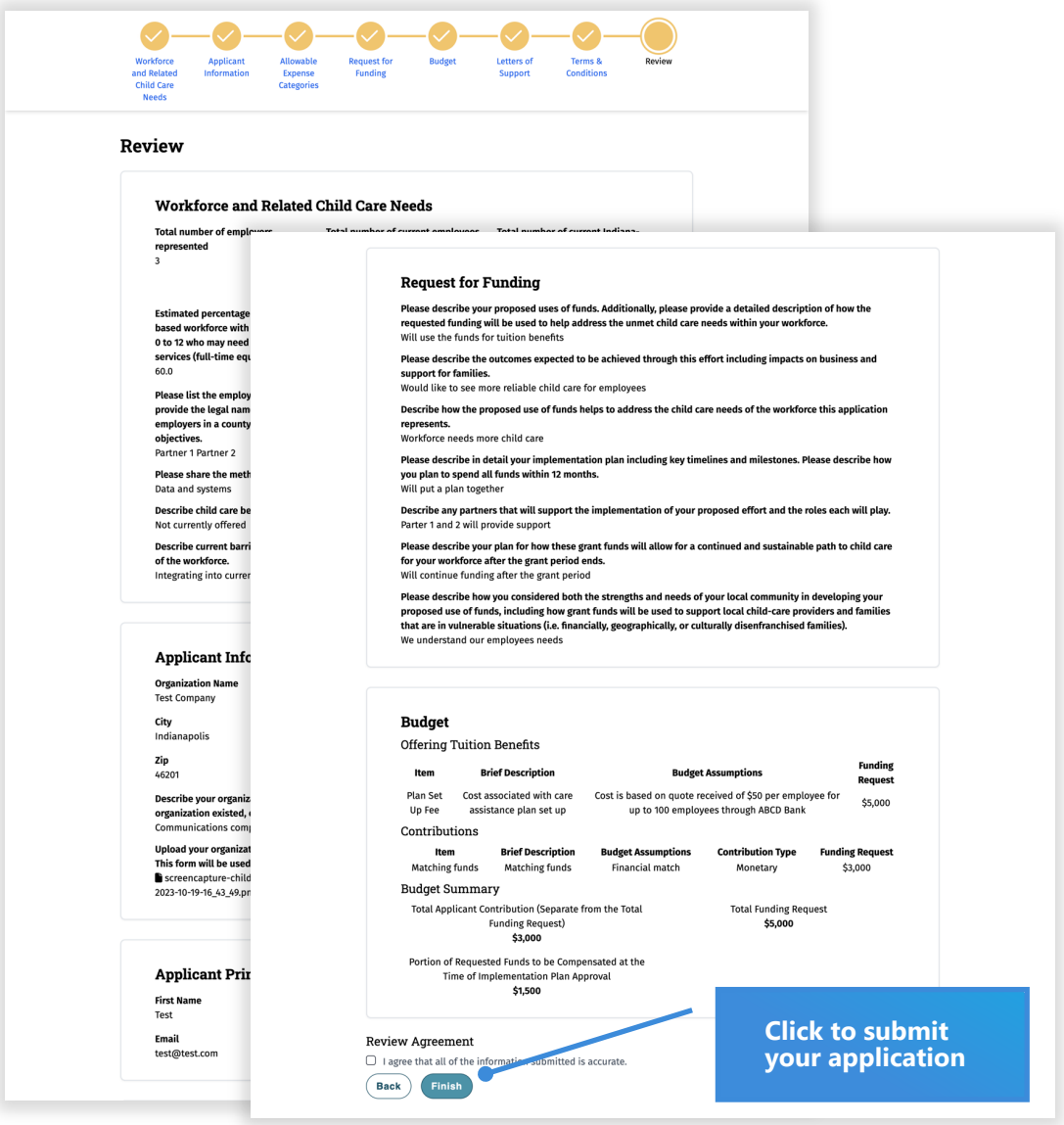

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