

YoungStar Micro-Grant Purchasing Matrix

Description	Purchasing Track	Vendors	Documents Required
<i>Child materials—regular (puzzles, books, blocks, art materials, etc.)</i>	Micro-grant staff purchases	Constructive Playthings, Discount School Supply, Kaplan, Lakeshore Learning, S&S Worldwide, School Specialty	<ul style="list-style-type: none"> • Purchase Plan only
<i>Child materials—preapproved exceptions</i>	Micro-grant staff purchases, or program purchases and seeks reimbursement	any	<ul style="list-style-type: none"> • Purchase Plan • <i>If requesting reimbursement:</i> Check Request and Receipts or front and back of processed check
<i>Child materials—playground</i>	Program purchases and seeks reimbursement	any	<ul style="list-style-type: none"> • Purchase Plan • Check Request • Receipts or front and back of processed check
<i>Provider resources (books, furniture, technology, etc.)</i>	Micro-grant staff purchases, or program purchases and seeks reimbursement	any	<ul style="list-style-type: none"> • Purchase Plan • <i>If requesting reimbursement:</i> Check Request and Receipts or front and back of processed check • <i>If requesting technology:</i> Electronic Device Waiver
<i>Curriculum, Assessments, and Screening Tools</i>	Micro-grant staff purchases, or program purchases and seeks reimbursement	any	<ul style="list-style-type: none"> • Purchase Plan • <i>If requesting reimbursement:</i> Check Request and Receipts or front and back of processed check
<i>Membership in Professional Organizations</i>	Program purchases and seeks reimbursement	any professional organization	<ul style="list-style-type: none"> • Purchase Plan • Check Request • Receipt or front and back of processed check
<i>Training, Conferences, and Credit-based Education</i>	Program purchases and seeks reimbursement	Any <i>Note: childcare start-up classes, SBS/SIDS, CPR/First Aid, make and takes are not approved for micro-grant use</i>	<ul style="list-style-type: none"> • Purchase Plan • Check Request • Receipt or front and back of processed check • Registry Event ID or certificates for each attendee of training • Transcript or grade report for credit-based education
<i>Program/Provider Portion of T.E.A.C.H.</i>	Program purchases and seeks reimbursement	Wisconsin Early Childhood Association	<ul style="list-style-type: none"> • Purchase Plan • Check Request • Receipt, front/back of processed check, or statement

Additional Technical Assistance	Program purchases and seeks reimbursement	Registry Approved Technical Assistance Professional	<ul style="list-style-type: none"> • Purchase Plan • Check Request • Receipt or front and back of processed check
Registry certificates	Program purchases and seeks reimbursement	The Registry	<ul style="list-style-type: none"> • Purchase Plan • Check Request • Receipt or front and back of processed check
Accreditation fees	Program purchases and seeks reimbursement	YoungStar-recognized accrediting bodies	<ul style="list-style-type: none"> • Purchase Plan • Check Request • Receipt or front and back of processed check
Staff or Substitute Time	Program purchases and seeks reimbursement	n/a	<ul style="list-style-type: none"> • Purchase Plan • Check Request • Time sheet • Pay stubs or front and back of processed check
Contracted services (strategic planning consultants, playscape designs, artists, etc.)	Program purchases and seeks reimbursement	any	<ul style="list-style-type: none"> • Purchase Plan • Check Request • Receipt or front and back of processed check
Improvements to the Physical Environment (materials and labor)	Program purchases and seeks reimbursement	licensed contractor	<ul style="list-style-type: none"> • Purchase Plan • Check Request • Receipt or front and back of processed check • Construction/Renovation form
Improvements to the Physical Environment (materials only)	Program purchases and seeks reimbursement	any	<ul style="list-style-type: none"> • Purchase Plan • Check Request • Receipt or front and back of processed check • Construction/Renovation form

For additional information, contact your Technical Consultant or the Micro-Grant Program:

YoungStar Micro-Grant Program

Supporting Families Together Association

700 Rayovac Drive, Suite 6 Madison, WI 53711

microgrants@supportingfamilies.together.org



(608) 443-4310