



2018-2019 Officers

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Amy Barry

October 19, 2018

Attn: Center Director / Owner

Welcome to the Sustaining Facility Quality (SFQ) activity! SFQ helps facilities maintain high quality early care and education by providing unrestricted grant awards to 4 and 5 star rated facilities or those with NAEYC national accreditation or other nationally recognized accreditation. As a licensed child care center or home in Buncombe County your center or home **may** be eligible to receive a grant award for the period of July 1, 2018 – June 30, 2019. To determine eligibility, please review the enclosed **SFQ Fact Sheet**.

If you are eligible **or** if you expect to obtain your 4 or 5 star rating by May 1, 2019, complete the application and other required documents as instructed below and in the fact sheet.

Applications must be received by the deadline to be considered for participation. **There will be no exceptions to this deadline.** All forms must be completed by all centers and homes, **including** those who have participated in the program in the prior year(s). Applications and forms previously submitted will not be accepted for the new award year. Award payments will be issued twice a year.

Instructions for completing the application:

- Complete all information requested on the enclosed application. All information is required and must be completed in order to participate in SFQ.
- Sign the completed application.
- Complete the enclosed IRS Form W-9 and attach to your application (the ENTIRE first page of the enclosed Form W-9 must be completed, signed and dated to be valid) – payments cannot be made to you without a current IRS Form W-9.
- Applications are due by **NOVEMBER 3, 2018** via mail, email or hand delivery. Please confirm receipt if sent by email.

Our office location and mailing address is:
Buncombe Partnership for Children
2229 Riverside Drive
Asheville, NC 28804

Hand delivered application packages can be left at the front desk between 9 am and 4:30 pm or left in the drop mailbox outside the door at any time.

Sincerely,

Carey Price
Finance and Contracts Manager
carey@buncombepfc.org
828-407-2055



Supporting Children's First 2,000 Days