



Little Ledgers Bookkeeping Application

Little Ledgers is a Bookkeeping and Consulting Business that is located in Salina, KS and owned by Trinity Johnson.

Today's Date

Full Name

Date of Birth

Phone Number

Email Address

Phone Number

In-Home Childcare Name

DBA/LLC (if applicable)

Licensed in what county?

Childcare License #:

License Expiration Date:

How many children are you licensed to serve?

How many children are currently enrolled?

What are your days and hours of operation:

Attach current waitlist numbers (per age group)

Attach your weekly rates per age group and hours of operation.

Briefly describe your organization's mission and how your organization aligns with the Salina Area United Way's mission and focus areas.

Attach a copy of your annual budget. If there is an "other" category, please define any expenses that fall within that area.

Attach a copy of your anti-discrimination policy. If you do not have one, a policy must be adopted by January 1, 2027 or sign the attached document agreeing to the Salina Area United Way's policy prior to receiving funding.

Attach a copy of your Racial Equity statement. If you do not have one, a policy must be adopted by January 1, 2027 or sign the attached document agreeing to the Salina Area United Way's policy prior to receiving funding.



What services are you interested in and how can Salina Area United Way help support you best?



Little Ledgers is a bookkeeping service Salina Area United Way partners with to support in-home providers with behind-the-scenes financial tasks. Their team helps with things like tracking income and expenses, organizing records, and keeping books up to date—so providers can spend less time on paperwork and more time focusing on the children and families they serve.



What service(s) are you interested in from Little Ledgers?

- ☐ Start Up
- ☐ Standard Bookkeeping
- ☐ Premium Bookkeeping
- ☐ Consulting

Why do you feel you need these services and how do you feel they would benefit your childcare business?

Is this a service you would continue to pay for outside of this grant?

Do you agree that you will let us know immediately if your tax status changes?

Please attach a copy of a valid ID.

Please attach a copy of your current childcare license.

Please attach a copy of your W9.



Early Childcare Grant- Bookkeeping Application Policy

PURPOSE:

The purpose of the Early Childcare Initiative- Bookkeeping Application is to fund identified community needs. Consideration will be given to requests that align with the mission of the Salina Area United Way. The mission of the Salina Area United Way (SAUW) is to *strengthen North Central Kansas by uniting people and resources to build resilient, thriving communities*. SAUW priority areas and community goals are:

- o HEALTHY COMMUNITY: Expanding access to care and promoting mental, physical, and emotional well-being for all.
- o YOUTH OPPORTUNITY: Empowering children and adults with opportunities to learn, grow, and reach their full potential.
- o FINANCIAL STABILITY: Creating pathways to stability through job readiness, income growth, and access to essential needs.
- o COMMUNITY RESILIENCY: Building connected, adaptable communities that can withstand and overcome life's challenges.

II. **FUNDING:** Total funds available for Early Childcare Initiative- Bookkeeping Application shall be determined annually by the SAUW Board of Directors. SAUW cannot meet every community need. An organization may only receive the Early Childcare Initiative – Bookkeeping Application once within 12 months. Exceptions may be made in cases when the organization requesting funding serves as the fiscal agent for another organization. Due to limited funding, partial grants may be awarded. The decision-making and approval process can take up to 45 days. A lack of required information or an incomplete application will result in no award. *The deadline for the Early Childcare Initiative- Longevity Stipend application is noon, **CST, March 6, 2026.***

III. **ELIGIBILITY REQUIREMENTS:** *All organizations applying for Early Childcare Initiative- Bookkeeping Application must meet the following minimum requirements:*

- o Operates as a KDHE licensed in-home provider.
- o Operates on a non-discriminatory basis
- o Operates within the geographic service area of Saline or Ellsworth Counties.
- o Provides services or activities that align with the SAUW mission and community goals in Healthy Community, Youth Opportunity, Financial Stability, and Community Resiliency.

IV. OPERATING GUIDELINES:

The following operating guidelines shall apply:

- o Early Childcare Initiative Grants can be requested yearly and shall be used solely for the granted purposes.
- o The SAUW Board shall approve all Early Childcare Initiative- Bookkeeping Application.



V. APPLICATION AND FUNDING PROCEDURE: The Early Childcare Initiative-Bookkeeping Application is separate and distinct from other Salina Area United Way grants. The following general policy shall apply:

- o Applications will be considered based on available funding. Organizations must submit their application for funding to the SAUW by **noon, CST, March 6, 2026**.
- o Staff will conduct an initial review of applications based on the responses to the required statements rated against the approved scoring rubric. Applications that receive one or more 'no' will result in the denial of grant funding. Scores of 'yes' will result in the application being submitted to the Early Childcare Initiative Committee for review. The committee volunteers will review and score applications using a scoring rubric.
- o The Early Childcare Initiative Committee will submit a recommendation for Early Childcare Initiative – Bookkeeping Application funding recipients and amounts to the SAUW Board of Directors at any regular meeting.
- o The SAUW Board of Directors will make final decisions on grants at any regular meeting. Applicants will receive written notification of the Board's decision.
- o Grants will be considered based on funds available.
- o Applicants will be contacted with the outcome within 45 days after the grant deadline.