

East Hartford School Readiness Council
Policies and Guidelines
Sub-grantee Network Funds
Reference (GP-09-03)

If Quality Enhancement funding is reduced or eliminated, EHSR sub-grantees funded through the School Readiness grant may contribute 1% of their grant for the purposes of community wide collaborative efforts. For those sub-grantees that collaborate on joint activities with other school readiness programs in their community through contributions of their School Readiness funds or parent fees, the following criteria must be followed:

- This 1% contribution is voluntary;
- A minimum of two providers from different organizations will sit on the Quality Enhancement subcommittee;
- Priority for expenditure of funds will be given to those items which impact services of all funded sub-grantees and assist sub-grantees in meeting grant requirements;
- Use of the funds will be decided by majority vote of those in attendance at a scheduled EHSR Council meeting

The EHSR grant fiduciary, is responsible for transferring funds monthly to designated EHSR sub-grantee programs and/or their fiduciary. The sub-grantee fiduciary designee will issue payments to all providers, pending funding from CT OEC.

Record keeping:

- Records of all funds invoiced from EHSR sub-grantees are to be maintained at the EHSR Office
- Records of EHSR funded expenditures are to be maintained by EHSR sub-grantee fiduciary
- Report of EHSR funds will be made to EHSR Council
- All EHSR funds are to be expended in the grant year they are collected