



FY26 Early Education and Out of School Time Capital Fund Small Grant Program - Application

The Early Education and Out of School Time Capital Fund Small Grant ("EEOST Small Grant") Program provides grants between \$200,000 and \$499,999 to tax-exempt non-profit corporations, as defined by M.G.L. c. 180, and to organizations in which a non-profit corporation has a controlling interest to develop or improve a child care facility in which at least 50% of the child care enrollment consists of low-income families who are eligible to receive public subsidy. Eligibility for public subsidy is defined as having at least 50% of the site's enrollment comprised of children who receive childcare financial assistance from EEC, attend a Head Start slot, or receive another form of public subsidy as of the date of the EEOST Small Grant application. If this is a new site, then at least 50% of the organization's total licensed enrollment for all sites currently operating must consist of children from families who are eligible for public subsidy at the time of the application. When the new site is complete, at least 50% of the licensed childcare enrollment at the EEOST-funded facility must consist of children from low-income families who are eligible for public subsidy.

For the FY26 EEOST Small Grant Program, applicants who substantiate that their project promotes the "health and safety of children and staff" may be considered for a waiver which may provide a shortened minimum grant term, a modified grant recapture schedule and a waiver of the Land Use Restriction recording requirement outlined in 606 CMR 15.04(2)(e) and/or the Mortgage Lien requirement outlined in 606 CMR 15.04(2)(f). All project Categories listed in Section 2: Categories are eligible for consideration.

FY26 EEOST Small Grant Program Guidelines may be found at MassDevelopment's website: <https://massdevelopment.com/products-and-services/funding-and-tools/grant-programs/>

Deadline for submission is 11:59 p.m. on Friday, February 13, 2026. No mailed hard copies or emailed copies of the application will be accepted. If you start but are unable to complete your Application, select the "Save" button to receive a link to save your work and complete it at another time. Please note that you must do this each time you want to exit prior to submitting the Application.

Eligibility Questions

Please note that your answers to these questions will determine if you are eligible for this program.

Question 1: Is your organization a tax-exempt non-profit 501(c)3, as defined by M.G.L. Chapter 180, or a member of a partnership in which a non-profit corporation has a controlling interest?

Question 2: Does your organization have a valid license from the Department of Early Education and Care (EEC) in good standing? Programs holding provisional licenses are not eligible to apply.

Question 3: If you provide early childhood education and care, do you provide full-time, year-round care, including summers?

Question 4: If you provide out-of-school time care, do you provide year-round, School Age programming?

Question 5: Does your organization have audited financial statements from the past three years? (Please note, you only need to submit the most recent year of audited statements.)

Section 1: Applicant Information

Applicant Organization Name

Applicant Organization Address

Address Line 1

Address Line 2

City

State

Zip Code

Phone

Organization's Website

Please upload your organization's Articles of Incorporation

Please upload 501(c)3 letter issued by the IRS (not a tax-return or 990)

Name of your organization or business, as licensed by the Department of Early Education and Care (EEC) (if different)

Please provide your Provider Number (P-Number)

You can look up your P-Number using [this website](#).

Please upload your current license in good standing from EEC

Programs holding provisional licenses are not eligible to apply.

Executive Director/CEO

Title

First

Last

Phone

Email

Primary Contact for this Application

Name

Title

First

Last

Phone

Email

Project Name

Address where you run the childcare program you are applying for.

Address Line 1

Address Line 2

City

State

Zip Code

Site Control

☒ Own ☐ Lease

If owned, please upload property Deed.

Total Project Cost

EEOST Small Grant - Amount Request

Must be between \$200,000 - \$499,999.

Section 2: Project Details

Categories: Please select each of the six Categories of improvements that apply to your project.

Category 1: Improvements to Outdoor Play Spaces including the creation or enhancement of natural play spaces that integrate nature-based materials (e.g. rocks, water, logs, plants) to promote unstructured play, exploration, creativity, and connection to the outdoors.")

Category 2: Improvements to heating, air conditioning, and ventilation systems, including windows and Heating, Ventilation and Air Conditioning HVAC) equipment.

Category 3: Reconfiguration of indoor spaces, including classrooms, gross motor rooms, and bathrooms.

Category 4: Emergency repairs and system upgrades that impact the health and safety of occupants including roof replacement and upgrading electrical and life safety systems

Category 5: Physical environment modifications including accessibility or other improvements to support the inclusion of children and adults with special needs.

Category 6: Security enhancements to prevent and respond to potential threats including but not limited to the installation of security cameras and access control systems.

Please note that Information Technology (IT) upgrades - hardware, software, computers, tablets, or other IT equipment purchases - are not eligible and will not be considered.

New for Small Grants

Health and Safety Waiver

Applicants who substantiate that their project promotes the “health and safety of children and staff” may be considered for a waiver which may provide a shortened minimum grant term, a modified grant recapture schedule and a waiver of the Land Use Restriction recording requirement outlined in 606 CMR 15.04(2)(e) and/or the Mortgage Lien requirement outlined in 606 CMR 15.04(2)(f). All project Categories listed above are eligible for consideration.

Would you like to be considered for this waiver?

Yes No I'm not sure at this time

If yes, please describe how the proposed project meets this criteria. If no or unsure, please enter N/A.

Please describe the project for which you are applying for funds, noting the facility problem(s) you are trying to solve. (Examples: poor indoor air quality, lack of security features, lack of handwashing sinks, emergency roof repair, etc.)

What specific improvements will you build or equipment will you purchase to address these facility challenges with the requested funds?

Attach scopes of work, quotes, estimates, sample equipment and/or furniture purchases, etc. All attachments should include company name, date, and estimate of work to be done, differentiating between labor and materials.

Please provide color photos of the area(s) to be improved, demonstrating problem areas.

Please consolidate all photos into one Word or PDF attachment.

Please upload any conceptual plans, drawings or specifications that accompany the work to be completed by a licensed contractor, design or engineering professional.

If you are applying for a Category 1 project, please submit a site plan or drawing which outlines where equipment, surfacing and fencing will be updated or installed.

Describe the direct benefits the project will have on your program, for children and staff.

Have you ever conducted a Capital Needs Assessment, a Mechanical, Electrical, Plumbing ("MEP") assessment, or other type of assessment of the building or project site? If yes, please explain how this project supports its findings.

Please attach any of the referenced reports, if applicable. If too large, you may insert a link in the field for the question above.

Is this project part of a larger redevelopment project or a stand alone project?

If this is part of a larger project, please describe the overall project, its total development cost, and funding sources (secured and anticipated).

Have you hired a consultant, such as a design professional, to review the accessibility compliance of your facility? If not applicable, please write "N/A."

Does this project trigger Americans with Disability Act or Massachusetts Architectural Access Board (ADA/MAAB) accessibility compliance?

Does this project require any variances from municipal government? If so, please indicate those required and status of requests/approvals.

If not known, please consult with your local building department and/or design professional as to whether the project will need accessibility compliance.

Has your organization ever conducted a hazardous materials survey on your building or an environmental site assessment at the project site? Please tell us when, and if there were any findings. Please also attach or provide links (for large files) to any relevant documents or reports.

If you are disrupting drywall, flooring, or other interior surfaces at your site, you may need to conduct a Hazardous Materials ("HazMat") Survey if you are awarded a grant. If you are disrupting outside soil as part of your proposed project, you may need to conduct a Phase 1 Environment Site Assessment if awarded a grant.

Please upload any HazMat reports, geotechnical testing or environmental testing reports that were noted above. If the file is too large, you may instead add a link in prior section.

What is your anticipated timeline to complete the proposed work, including start date and estimated number of months until completion?

If you have begun or completed part of your project, please identify which parts, the timeline of the work, and its funding source.

What, if any, factors may impact your construction schedule? Please include temporary relocation needs,

If you are required to relocate any parts of your program due to construction, either within the building or off site, describe the relocation plan and schedule. If none is needed, note this as well.

Section 3: Organization and Project Team

Please provide a brief overview of your organization's history, general services offered, early education and child care services offered, and population served.

Are you submitting this application on behalf of a partnership

If yes:

Please list the members of the Partnership

Please provide a the Memorandum of Understanding, Memorandum of Agreement or Partnership Agreement between the parties. This must include an explanation of the financial and business relationship between all parties.

Please upload the Articles of Incorporation for the Partner Organization.

If the Partner Organization is a registered 501(c)3 non-profit organization, please upload the IRS issued letter

Please upload the recent fiscal year audited financial statements for the Partner Organization(s).

Please upload the Partnership's internal balance sheet and profit & loss (P&L) statement for the current fiscal year

What is the total number of licensed child care sites your organization operates? Please note their names, locations and approximate number of children served.

Who will manage the project in its planning and construction phases?

Please list name, title and company.

Please include persons such as Architect, General Contractor, Construction Manager, Design or Planning Consultants, Engineers, etc.

Are any of the professionals on your project team certified by the Massachusetts Supplier Diversity Office (SDO)? If so, please list their names and firms here. If not, please write "none."

You may check the link to the [MA Supplier Diversity Office \(SDO\)](#) to confirm.

Section 4: Finances

Project Budget

In order to be considered for a grant, you must complete and upload the Excel spreadsheet that can be found at the link below. Failure to submit will make you ineligible for consideration.

FY26 EEOST Application Spreadsheet

*Please download the required spreadsheet found here: [FY26 EEOST Capital Fund - Small Grants - Application Spreadsheet](#) and complete the Development Budget (Tab 1) and the Sources & Uses (Tab 2). The Development Budget should included **all** proposed construction costs based on the scopes of work, estimates, furnishings, equipment, etc that were previously uploaded in Section 2, Project Description. Eligible expenses are those incurred beginning January 1, 2026.*

Please upload your most recent audited financial statements for fiscal year 2025. if not available, please provide one for fiscal year 2024. If your prior fiscal year financial statements have not yet been audited, please attach a draft audit or internal unaudited statements (entire prior fiscal year balance sheet and profit and loss statement) for the most recent fiscal year in addition to the most recent audit.

Please note that internal financial statements are not sufficient to apply to this grant program; you must have an audit completed by a third-party accountant or accounting firm.

Did your organization experience a deficit over any of the prior three fiscal years? If so, how did your organization address this issue?

Did your organization experience an operating deficit over any of the prior three fiscal years? If so, how did your organization address this issue?

Please upload your most recent Board-approved operating budget for the current fiscal year in progress - for the program site AND the overall agency, if applicable. You can submit the projected operating budget if the board has not yet approved the operating budget.

Over any of the three prior years, did your audits or Management Letters indicate any significant findings, material weaknesses, or deficiencies? If so, what is the nature of these findings, and how has your organization addressed them?

Please provide Management Letters (addressed to the Board of Directors) – whether or not your organization had any significant findings - for the past three fiscal years, as issued by your auditors or accountant. If you do not have any separate management letters, please upload a statement to that effect.

Management letters indicate if the audit firm noted any material weaknesses or irregularities within the organization's financials.

Please upload your internal balance sheet and profit & loss (P&L) statement for the current fiscal year.

Does your organization currently have access to financial resources (including cash reserves or a Line of Credit)? Please explain. If so, what is the currently available (undrawn) amount?

Section 5: Enrollment

In order to be considered for a grant, you must complete the Enrollment tab included in the Excel spreadsheet which can be found at the link below. Failure to submit will make you ineligible for consideration.

Site Enrollment

Please download the required spreadsheet found here: [FY26 EEOST Capital Fund - Small Grants - Application Spreadsheet](#) and complete the Site Enrollment portion in Tab 3. This is part of the same spreadsheet found in Section 4. You may upload it here or in that section, individually or separately, as long as you complete and submit all three completed tabs in either location.

As of the date of this application, is at least 50% of the program's enrollment at the project site serving low-income families who are eligible to receive public subsidy? This is defined as having at least 50% of the site's enrollment comprised of children who receive EEC subsidy, attend a Head Start slot, or receive another form of public subsidy. If this is a new location, then your organization's total enrollment must serve or exceed 50% subsidized slots at the time of the application. When complete, the EEOST-funded facility must provide services to at least 50% of its capacity to low-income families who are eligible for public subsidy.

What percentage of your total enrollment was EEC or Head Start subsidies as of the date of this application?

If your enrollment was less than 50% EEC or Head Start subsidies, what percentage of your total

enrollment had other public subsidies (e.g. SSI/SSDI, SNAP, CHIP, Section 8, MassHealth or earned income tax credit) as of the date of this application?

What is the Social Vulnerability Index ("SVI") score of the address where your project is located?

Low (0.0 - 0.25)

Low - Medium (0.2501 - 0.50)

Medium - High (0.5001 - 0.75)

High (0.7501 - 1.0)

No Data Available

You may look up your SVI Score here: [Social Vulnerability Index \("SVI"\)](#)

Please use this section to inform MassDevelopment of any additional information you would like us to know about your application. If not needed, write N/A.

Please use this section to upload any additional documents that you believe are relevant to this application but have not been requested elsewhere

ATTESTATIONS:

I hereby declare that the above information is true and correct to best of my knowledge and belief, and that I am authorized to submit this Application on behalf of my organization

I have read the FY26 EEOST Small Grant Program Guidelines before submitting this Application.

I agree that if I am successful in my application that I will only use grant funds for the specific project categories and purposes indicated on this application.

Our organization, at the time of this application, holds a valid license from EEC in good standing for the project site, and provides center-based early care and education and/or out-of-school time care for low-income families who are eligible for public subsidy.

The project site in this Application provides full-day, year-round care for early childhood education and care; and/or this project site provides out-of-school time programming year-round (including summers).

I understand that receiving an EEOST Small Grant may have tax implications for organization and will consult a tax professional to fully understand any financial liability prior to accepting an award.

Signature