



## Community Groups Childcare

Mercy Church is happy to offer a subsidy to help offset the cost of childcare for both individuals and groups as they meet regularly for Community Group. The method of submission for a personalized subsidy or group subsidy depends on the approach you take to your childcare.

### Individual Childcare (i.e. if **you** get a sitter to keep **only your kids**):

- Click [HERE](#) to access the subsidy request Google Sheet - it will open in “force copy” which will require that you make a copy of the document, rather than editing the original.
- Follow the instructions below (these are also provided on the form)
  - Complete the form in its entirety - name, address, phone, email, and date of submission are REQUIRED.
  - List the Community Group event(s) for which you used a sitter - make sure to include the number of kids and the number of hours for each event.
  - **Save the document:**
    - As a PDF - file name: Your Last Name and date of submission (ex: Foster\_3-1-23)
    - ***Please ensure all columns and rows fit on one page; you may have to change the layout from portrait to landscape***
  - Submit to [mercycharlotte@bill.com](mailto:mercycharlotte@bill.com)
- Subsidy payment will be made through Bill.com which offers either electronic payment (once you set up an account) or a mailed check.
  - If this is your first form submission, you will receive a preliminary email from Kelly Fulcher inviting you to set-up a secure account linked to your bank.
  - If you prefer not to set up, you will receive a check in the mail.
- Your subsidy payment will be provided according to the scale found on the bottom of the page.

### Group Childcare (i.e. if your group provides on-site childcare for all of the kids during a Community Group meeting):

- Click [HERE](#) to access the group subsidy/reimbursement request Google Sheet - it will open in “force copy” which will require that you make a copy of the document, rather than editing the original.
- Follow the instructions below (these are also provided on the form)
  - Complete the form in its entirety - name, address, phone, email, and date of submission are REQUIRED.

- List the Community Group event(s) for which you used a sitter - make sure to include the number of kids and the number of hours for each event.
- **Save the document:**
  - As a PDF - file name: Group Leader's Last Name and date of submission (ex: Foster\_9-1-22)
  - ***Please ensure all columns and rows fit on one page; you may have to change the layout from portrait to landscape***
- Submit to [mercycharlotte@bill.com](mailto:mercycharlotte@bill.com)
- Reimbursement payment will be made through Bill.com which offers either electronic payment (once you set up an account) or a mailed check.
  - If this is your first form submission, you will receive a preliminary email from Kelly Fulcher inviting you to set-up a secure account linked to your bank.
  - If you prefer not to set up, you will receive a check in the mail.
- Your reimbursement payment will be capped at \$40 per worker/per event. We strongly encourage you to have more than one sitter if you have several younger children (babies/toddlers) in your group or if you have a large number of children in totality.

If you have questions about payment requests, please contact Mandy Foster, Operations Director, at [accounting@mercycharlotte.com](mailto:accounting@mercycharlotte.com)