



## Make Way for Kids Grant Application

*Working with communities to take action that  
increases access to high-quality child care and helps high-quality programs thrive*

### Overview

As part of our mission to ensure affordable access to high-quality child care for all Vermont families, Let's Grow Kids (LGK) is working to increase the number of high-quality child care spaces in the state. Make Way for Kids (MWFK) is an LGK program that offers grants and technical assistance to efforts that will increase the number of 4- and 5-star child care spaces in the state. **Projects should be informed by local community needs and must include either start-up of new programs, expansion of existing programs or improvements that increase the number of 4- and 5-star child care spaces.** LGK team members who are experienced early childhood education leaders will provide technical assistance during the application process and grant period to support the strength of the application and the sustainability of the project.

### Who Can Apply

- Organizations, businesses, schools, municipalities or agencies that currently operate or plan to operate a licensed child care or early education program.
- Currently registered family child care programs planning to expand to a licensed program.
- Individuals planning to open a registered family child care.
- Organizations, schools, municipalities or agencies with projects or programs that will increase the capacity of high-quality child care/early education for children ages birth through five years.
- Organizations that have previously received a MWFK grant that are looking to fund a new project to increase access to high-quality child care.
- Newly opened or expanded programs that have added spaces within 9 months of application submission.

### Expenses Eligible for Funding

- Capital and other investments that result in new child care spaces ready for enrollment within 11 months of application submission.
- Construction and capital improvements to public or commercial buildings must allow for additional infant, toddler and/or prekindergarten care within the child care site.
- Family child care homes are only eligible to apply for major renovations or additions if the improvements are **flagged by child care licensing** as required to meet health and safety requirements to serve additional children (i.e., egress for exit or stairway, or changes related to supervision improvements).
- Program changes or improvements to increase total number of infants, toddlers and/or pre-kindergarteners served at the program.
- Specific program quality improvement or workforce development efforts that will allow programs with 3 or fewer stars to achieve 4 or 5 stars within 11 months of grant award.

- Equipment and materials needed to support early learning environments, physical health and the wellbeing of **additional children served in newly created child care slots** (e.g., cribs, changing tables, outdoor play equipment, literacy materials, learning toys, etc.).
- Training and compensation costs related to workforce recruitment and development for program expansion.

## Before You Apply

To apply for an LGK Make Way for Kids grant:

- Attend a MWFK informational call for grant applicants (1-802-448-4854) on **September 25 at 1 PM, September 26 at 6 PM, October 3 and October 15 at 1 PM.**
- You must submit an intention to apply request at [https://webportalapp.com/webform/mwfk\\_inquiry](https://webportalapp.com/webform/mwfk_inquiry)
- You will then be contacted by an LGK team member to schedule a grant consultation meeting. Together, we'll determine if your project is a potential match for Make Way for Kids.

Please consider these characteristics of a successful project:

- Leadership provided by local champions and members from the community with expertise in early education, credibility in the community and the ability to plan, establish, strengthen and sustain an early care and education system in the community.
- A project planning process that includes input from community leaders from at least two stakeholder groups (e.g., Building Bright Futures Council, public schools, private community-based early care and learning programs, community employers, parents of young children, town/city government, local nonprofits, etc.).
- A project that demonstrates a strong regional collaboration and includes more than one early education program. *Priority consideration will be given to these projects.*
- A project that increases infant and toddler child care capacity. *Priority consideration will be given to these projects.*
- Confirmation/evidence regarding the permitting and zoning process in the community relevant to your proposed project.
- Understanding of and willingness to meet the typical MWFK grant conditions for funded projects (e.g., business software management, utilization of the immunization and developmental screening registry, sharing of regulatory history, press release cooperation, etc.). *You do not need to implement all of these immediately, but you should be willing to do them during the grant period.*

## Grant Amounts

The total grant pool is approximately \$400,000. Let's Grow Kids expects to fund 15 to 20 projects of a variety of sizes. Priority will be given to new program expansion and start-ups, however, recently opened and expanded programs (within 9 months of application submission) may apply.

Family child care (home-based) programs can apply for up to \$10,000.

Applicants from child care centers, schools, businesses, municipalities and other agencies may apply for funds up to \$30,000.

Center-based projects that demonstrate a plan to significantly increase capacity in a high-needs community may be eligible to apply for more than \$30,000. Eligibility to request funding at higher levels

than outlined above will be identified during the consultation process between LGK and the prospective applicant.

Grant funds will be distributed in two parts. For-profit programs that are awarded funding must provide additional documentation and meet assurances prior to the release of funding. Your LGK team member can provide you with more information.

#### **Timeline for Grant Process-**

There will be two grant application deadlines (December 11, 2019 and March 27, 2020). If funds remain after the March 27 deadline, additional grant applications will be accepted through an invitation process initiated by LGK.

September 23, 2019	Request for proposals released
September 25, 2019, 1 PM	Informational conference call #1 for potential applicants
September 26, 2019, 6 PM	Informational conference call #2 for potential applicants
October 3, 2019, 1 PM	Informational conference call #3 for potential applicants
October 15, 2019 1 PM	Informational conference call #4 for potential applicants
September 23-ongoing	Consultation/TA from LGK staff (deadline to request December consultation is November 25)
December 11, 2019	December applications due
February 20, 2020	Formal decision notification sent to December applicants
March 6, 2020	Last day to request LGK consultation for March 27 grant deadline
March 27, 2020	Spring grant deadline

#### **Grant Application**

**All grant applications must be submitted using LGK's online grants management system.** Your LGK team member will share the link directly when it is determined that your proposed project meets the goals of the MWFK program. The questions below are provided to allow you to prepare to enter your responses into the online system.

Each application must include **all twelve** of the sections included in the application

##### **1. Organization/Program Name**

Primary Contact Person/Title:

Mailing Address:

Phone Number:

Email Address:

Business Status:

Federal Tax-Exempt ID Number (if applicable):

Grant Amount Requested:

Number of High-Quality Spaces that will be created as a result of this funding (by age group)

Are you in good standing with Vermont Tax Department?

2. Please list Core Team members, including their names, email addresses and stakeholder representation (examples below). A successful project should include leaders from **at least two** of the stakeholders listed below as part of the Core Team.

- Building Bright Futures
- Public schools
- Private community-based early care and learning programs
- Community employers/businesses
- Parents of young children
- Local health care organizations/providers
- Town/city government
- Higher education institution
- Other nonprofit agencies

3. Please briefly describe the community engagement process that informed this proposal (i.e., meetings, interviews, surveys, etc.) and your plan to sustain community engagement if project is funded.

4. Please briefly describe the factors in your community/region that contribute to a shortage of early care and learning spaces (this should be informed by both the community engagement/discussion process and using data about child care in your community).

5. Please briefly describe the specific strategy you are requesting LGK grant funds to support (include a specific proposal objective).

6. *Community Impact Statement:* (We recommend this section not exceed 250 words.) Describe how the program will contribute to increased capacity of high-quality child care for infants (6 weeks to 12 months), toddlers (13 months to 35 months) and/or prekindergarteners (3–4-year-olds) in your community. This section should also explain how partnerships are or will be formed with other organizations in the community. Specifically, identify the number of **new** high-quality spaces and/or the number of **improved** high-quality spaces that will be created because of this grant funding.

7. *Leadership and Personnel:* (This section should not exceed 200 words.) Please indicate the qualifications and relevant experiences of the project leader and any key personnel who will be involved in the development and implementation of the proposed project, including education, number of years in the field, current or past roles, and relevant credentials. Please also include information about individuals or organizations providing business/nonprofit management advising.

8. *Workforce Strategies:* (This section should not exceed 150 words.) Please describe how you will attract and retain a qualified workforce. For center-based programs, include general information regarding salary/benefits offered to center staff.

9. *Sustainability:* (This section should not exceed 200 words.) Please describe the strategies you have identified that will sustain this project after grant funding ends.

10. Please comment briefly on how the following components are integrated into the early childhood program:

- Strengthening Families Framework
- Developmental Assessment/Screening
- Shared Services
- Professional Networks
- Universal Prekindergarten/Act 166

- Specialized Child Care Services
- Child Care Financial Assistance Program (CCFAP)
- CACFP – Food Program

11. *Budget*: Applicants are required to complete the grant budget form provided and offer a brief narrative that explains the grant request, the total cost of the project and the funding sources (i.e., loans, other grants and internal funds) for any project expenses not included in the grant request. Additional financial documents may be requested during the application or review process. A budget template will be provided.

12. *Timeline*: Please provide a comprehensive timeline for your project. Include all permits or tests (i.e., child care licensing, water quality, wastewater, furnace inspection and other zoning-related requirements) that must be completed for your project to be successful.

### **Selection Process**

- A. The selection process will be the responsibility of a grant committee that will make recommendations to the Vermont Community Foundation.
- B. Incomplete proposals will not be considered for funding.
- C. Applications that do not meet the grant eligibility requirements will not be considered for funding.

### **Notification**

Applicants will be notified in accordance with the timeline provided in this document.

### **Acceptance**

Upon notification of grant awards, applicants must sign a Terms of Agreement document and meet other grant conditions prior to receiving funds.

### **Ongoing Consultation and Technical Assistance**

Grant applicants will be expected to participate in ongoing consultation with LGK prior to submitting a grant application and monthly throughout the cycle of the grant.

### **Reporting Procedures**

*Required Reporting*: Grantees will be required to complete a mid-year progress report and a final report at the end of the grant period. These reports will document how grant funds have been used, any accomplishments and challenges, and next steps. These reports will include the total spaces (disaggregated by age of children, children receiving CCFAP, specialized care and children enrolled in universal prekindergarten/Act 166). The reports will also note the number of screenings that were completed (developmental or other) and information about the program's meal program/policies.

For evaluation, LGK will aggregate this information and provide cumulative results in its evaluation report. The evaluation report will compare the baseline (per grant award) with the progress and final reports.