



The Child Development Division
Child Care Capacity Grant Program
Updated April 21, 2022

*Working with communities to take action that
increases access to child care.*

Overview

As part of our mission to ensure affordable access to child care for all Vermont families, Let's Grow Kids (LGK) is working in collaboration with the VT Child Development Division (CDD) to increase the number of infant, toddler and preschool child care spaces in the state. **Grant projects should be informed by local community needs and must include either start-up of new programs, the expansion of existing programs that results in additional infant, toddler and preschool child care spaces, or expansion that includes non-standard hour care (evenings/weekends) for infants and toddlers. Programs that have opened or expanded within 12 months of application deadline are also eligible to apply.** LGK team members who are experienced early childhood education leaders will provide technical assistance during the grant 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 childhood education program.
- Currently registered family child care programs planning to expand to a licensed program.
- Individuals planning to open a registered family child care home.
- Organizations, schools, municipalities, or agencies with projects or programs that will increase the capacity of infant, toddler and preschool child care/early childhood education for children ages birth through 5 years.
- Child care programs that operate at least 48 weeks per year and offer care for a minimum of 50 hours per week will receive priority consideration during the grant review process. Programs that are open for fewer than 48 weeks per year but at least 40 hours per week *may also* be eligible to apply.

Expenses Eligible for Funding

Funds made available by CDD require projects to enroll children/families participating in CDD's Child Care Financial Assistance Program and plan to increase the number of infant, toddler or preschool spaces.

- Capital and other investments that result in new infant, toddler or preschool child care spaces.

- Construction and capital improvements to family child care homes or public or commercial buildings that allow for additional infant, toddler or preschool care within the child care site.
- Program changes or improvements to increase total number of infants, toddlers or preschoolers served at the program (including expenses related to ensuring inclusive environments and meeting developmental needs of all children served).
- Equipment and materials needed to support early learning environments, physical health, and the wellbeing of **children served in newly created child care slots** (e.g., cribs, changing tables, outdoor play equipment, literacy materials, learning toys, etc.).
- Expenses related to offering newly created non-standard hour care spaces (evenings and weekends).
- Training and compensation costs related to workforce recruitment and start up.
- Expenses related to hiring project support to ensure and increase momentum of the startup or expansion project (project manager, site work, grant writing, architectural expertise, business consulting or training...)

Before You Apply

To apply for a Capacity Grant:

You must submit an intention to apply request at https://webportalapp.com/webform/mwfk_inquiry

- Register for (links below) and attend a 30-minute Make Way for Kids informational call for grant applicants:

May 13 at 1 pm LINK

<https://letsgrowkids.org/make-way-for-kids-informational-call-513>

May 23 at 6 pm LINK

<https://letsgrowkids.org/make-way-for-kids-informational-call-523>

- You will then be contacted by a LGK team member to schedule a grant consultation meeting. Together, we'll determine if your project is a potential match for the CDD Infant, Toddler and Preschool Capacity Grant.

Successful projects often include these characteristics:

- A planning process that includes stakeholders and results in understanding the child care needs in the community (stakeholders e.g., Building Bright Futures Council, public schools, private community-based early care and education programs, community employers, parents of young children, town/city government, local nonprofits, etc.).
- A project that creates meaningful and equitable access for infants, toddlers and preschoolers, to full-day/full-year child care services.
- A project that will service underserved families and communities.
- Confirmation/evidence regarding the permitting and zoning process in the community relevant to your proposed project.
- Leadership that includes expertise/experience in early childhood education as well as community support.
- Understanding of and willingness to meet the typical grant conditions for funded projects (e.g., utilization of the immunization and developmental screening registry, sharing of regulatory history,

press release cooperation, business technology systems etc.). *You do not need to implement all of these immediately, but you should be willing to do them during the 1-year grant period.*

Grant Amounts

CDD and LGK expects to fund 15-20 projects of a variety of sizes.

- Family child care (home-based) programs can apply for up to \$20,000.
- Applicants from child care centers, schools, businesses, municipalities, and other agencies may apply for funds up to \$50,000.
- Center-based, community development, and family child care homes that demonstrate a significant financial barrier (waste water upgrades, significant construction/renovation costs) or plan to increase early childhood education capacity by adding 25 or more new spaces in underserved communities may be eligible to apply for more than \$50,000.
- Programs that do not operate or plan to operate at least 48 weeks per year and offer care at least 50 hours per week *may* be invited to apply for up to \$25,000 for center-based programs and up to \$10,000 for family child care homes.

*Eligibility to request funding at higher levels than outlined above will be determined after the consultation process between LGK and the prospective applicant.

Grant funds will be distributed in two parts. Entities 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

The next grant application deadline is July 11, 2022 by 3PM (ET).

May 13	Grant guidelines released
May 13	Informational call at 1pm
May 23	Informational call at 6pm
July 1 st	Inquiry Form/Request for Applications closes at 4PM
July 11 3PM	Application deadline
July 20	Grant Committee Convenes
August 12 th	Award Notifications

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 your proposed project meets the goals of the grant program. The questions below are provided to allow you to prepare to enter your responses into the online system.

Each application must include **all** 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):

Federal Unique Entity ID (UEI) Number:

Grant Amount Requested:

Number of infant, toddler and preschool spaces that will be created because of this funding:

Are you in good standing with the Vermont Department of Taxes?

Have you been in touch with a Child Care Business Technician at CDD about your project? Contact Sheet: https://dcf.vermont.gov/sites/dcf/files/CDD/Docs/Licensing_Contact_Info.pdf

2. Please list who is leading this project, including their names, email addresses, and relevant affiliations, and any community stakeholders you have included in your planning or inquiry process:

- Building Bright Futures
- Child Development Division
- 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 any outreach that informed this proposal (i.e., meetings, interviews, surveys, etc.).

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 or experiences about child care in your community).

5. Please briefly describe the specific project you are requesting grant funds to support and how you will use the funds requested.

6. *Community Impact Statement:* (We recommend this section not exceed 250 words.) Describe how the program will contribute to not only increased capacity of child care for infants (6 weeks to 12 months), toddlers (13 months to 35 months) and/or preschoolers (ages 3 to 5yrs) but increased equitable access to child care in your community. This section should also explain any new or existing partnerships with other organizations in the community.

7. *Leadership and Personnel:* (This section should not exceed 200 words.) Please indicate the qualifications and relevant experiences of any key personnel who will be involved in the development

and implementation of the program proposed, include relevant experience, current or past roles, and relevant education and/or credentials. Please also include any information about individuals or organizations providing business/nonprofit management advising.

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

9. *Sustainability*: (This section should not exceed 200 words.) Please describe the strategies you have identified that will support enrollment and operation of this program after grant funding ends.

10. Please comment briefly on how the following components are currently integrated into the early childhood program (if applicable) or the plans for future integration:

- Family Feedback and Involvement
- Developmental Assessment/Screening
- Business Software/ Technology
- Professional Networks and/or Shared Services
- Child Care Financial Assistance Program (CCFAP)
- Food Services

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, the timeline for expenses, 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 all aspects of 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.
- D. Existing programs that are expanding must be in good standing with Vermont child care licensing regulations.
- E. Programs must agree to enroll children/families eligible for and participating in CDD's Child Care Financial Assistance Program (CCFAP).

Notification

Applicants will be notified by email within 4 weeks after application is submitted.

Acceptance

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

Ongoing Grant Consultation and Technical Assistance

Grant applicants agree 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-cycle progress report and/or 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 **when applicable**). The reports may 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.

The Expanding Infant, Toddler and Preschool Child Care Capacity Grant Program is funded by the Federal Child Care and Development Fund, through partnership with the Vermont AHS Department for Children and Families, Child Development Division.