



## The Child Development Division

### Expanding Infant and Toddler Child Care Capacity Grant Program

**Updated May 12, 2021**

*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 and toddler 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 and toddler child care spaces, or expansion that includes non-standard hour care (evenings/weekends) for infants and toddlers.** 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 and toddler child care/early childhood education for children ages birth through 35 months.
- Child care programs that operate at least 48 weeks per year for a minimum of 50 hours per week.

#### 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 and toddler spaces.

- Capital and other investments that result in new infant and toddler child care spaces.
- Construction and capital improvements to family child care homes or public or commercial buildings that allow for additional infant or toddler care within the child care site.
- Program changes or improvements to increase total number of infants or toddlers served at the program.

- 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 development for program start-up or expansion.

## Before You Apply

To apply for a Capacity Grant:

- Register for (links below) and attend a 30-minute Make Way for Kids informational call for grant applicants:
  - **June 10 at 1 PM:** [https://secure.everyaction.com/Di\\_7RW0tvU6H0plzU4uRew2](https://secure.everyaction.com/Di_7RW0tvU6H0plzU4uRew2)
  - **June 10 at 6 PM:** <https://secure.everyaction.com/RNgGHhI39ke6ncoRQ3ColQ2>
- 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 the CDD Infant and Toddler Capacity Grant.

Successful projects often include these characteristics:

- A planning process that includes input from community leaders of at least two stakeholder groups (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 and toddlers to full-day/full-year child care services.
- A project that will service underserved areas and communities.
- Confirmation/evidence regarding the permitting and zoning process in the community relevant to your proposed project.
- Leadership provided by local champions and members of the community with interest and expertise in early childhood education, and the ability to plan, establish, strengthen, and sustain an early care and education system in the community.
- 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, STARS participation, 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

The total amount of grant funds available is expected to be approximately \$800,000 in funding from CDD. LGK expects to fund 20–30 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.

\*Eligibility to request funding at higher levels than outlined above may 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

### The next grant application deadline is July 9, 2021

May 28, 2021	Grant guidelines released
June 10, 2021	Informational call at 1 PM ( <a href="#">Click to register</a> ) or 6 PM ( <a href="#">click to register</a> )
July 9, 2021	Summer grant application deadline
August 1, 2021	Award notifications sent
October 18, 2021	Fall grant application deadline (if funds remain)
November 12, 2021	Award notifications sent
Ongoing	Consultation/TA from LGK staff
June 30, 2022	Projects must be complete and enrollment for spaces open

If funds remain after the October 18, 2021 deadline, grants may be accepted by invitation until all funds are expended.

## 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 12** 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 DUNS #

Grant Amount Requested:

Number of infant and toddler spaces that will be created as a result 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](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 consulted as part of 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 community engagement process or 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.

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) and toddlers (13 months to 35 months) but increased equitable access to child care in your community. This section should also explain how partnerships are or will be formed 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:

- Strengthening Families Framework
- Developmental Assessment/Screening
- Shared Services and Technology Solutions
- Professional Networks
- 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 are 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 **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 and Toddler 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.***