I. Community Impact Statement (10% of total score)

“Describe how your program has or will be connected with community organizations and resources”

- Belong to the local Chamber of Commerce or other local business groups
- Collaborate with local schools or church organizations
- Serve on the city council or school board
- Share resources with local agencies or organizations
- Develop programming for the children with local resources (library, city parks and recreation programs, etc.)
- Work with local high schools, elder care facilities, community colleges, etc.

“Explain how the program is networking with other child care programs”

- Participation in the Child and Adult Care Food Program
- Membership in a professional child care organization
- Membership in a child care provider support group

“Describe the need for child care in your area”

- Provide the number of childcare programs in your area. Do they have a waiting list? If so, how long is the waiting list and what ages does the waiting list encompass?
- How many children do these programs serve? Are they operating at full capacity?
- How many children will/does your program serve? Do you have a waiting list and if so, how long is the waiting list?
- How many families have contacted you seeking care for their children?
- How many infants, toddlers, preschoolers, and school-aged children will you serve?
- How have you determined the need for care in your area? Did you use a survey? Did you contact local businesses or schools?

*Include at least two letters on official letterhead that confirms the need for childcare in your area.

II. Program (50% of total score).

“Describe what a typical day is like for the children in your program”

- How are the individual needs of the children met while in your program?
- How does the staff plan for each age group served?
- What is a typical day for an infant? A toddler? A preschooler? A school-ager?
- How does each age group benefit emotionally, socially and developmentally by participating in your program?
- How do you incorporate the state’s Early Learning Guidelines in your program?
- Describe your program’s environment – How is the space divided? How are the rooms arranged? What does the outdoor play area offer? What types of equipment is available?
- How do you and your staff interact with the children?
- How are guidance and discipline issues handled?
- If you provide care for, or intend to provide care for children with special needs, how will your program meet and support their individual needs?
If you provide care during extended hours/overnight care, what is the typical evening routine for the children in care?

“Describe how your program provides services to parents/families”
• How are families encouraged to participate in your program?
• Do you have a contract or policies for the families?
• Do you have an interview process for prospective families?
• Do you plan special events that include the families?
• How do you communicate information to parents?

“Describe your professional development plan”
• Do you provide new employee orientation? Is there an overall plan for professional growth?
• What specific training needs do you plan to address in the next year?
• What is the current level of experience you and your staff have?
• Where will you obtain training?
• What types of training will you obtain? (i.e. local workshops/conferences, support groups, independent study, etc.)

*Include at least one letter that supports your abilities/skills in providing quality childcare.

III. Business Plan (30% of total score). The Business Plan form is included in the application packet.

“Include a description of your income and expenses for the next 12 months”
• Explain how the program intends to maintain the income and expenses over the next 12 months.
• Include all sources of income, such as grants, fees, fund-raiser, USDA food program supplements, childcare subsidy anticipated income, in-kind support, etc.
• Specify fees and salaries (weekly, hourly, etc.).
• Describe how the program recruits and selects new employees and families (marketing plan).
• If applicable, describe how you have confirmed the childcare property meets all local zoning ordinances.
• Provide a description of any item that is not self-explanatory.

IV. Budget (10% of total score). The budget form is included in the application packet.

“The budget page must include all items to be funded by this grant request”
• Two separate vendors need to be listed for every requested item.
• Include at least two written estimates for any item costing over $100.00.
• Make sure the estimates are itemized.
• Include supporting documentation concerning any minor building modifications, and how they are necessary to meet local codes/ordinances, licensing requirements, and/or the Americans with Disabilities Act.
• If the request is for start-up funds, include an explanation of how the program will meet costs during the next 12 months.
• Do not include items that have already been purchased. Grant funds cannot be used to reimburse the cost of any item purchased before a grant is awarded.
• Grant funds do not cover tax or shipping and handling costs.