

## **CHILD CARE START-UP AND EXPANSION GRANT SECTION GUIDE**

### **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.