



Child Care Mini-Grant Application Packet

(Round 21)

Goal

To improve quality child care for children ages 0-5 in San Joaquin County

First 5 San Joaquin

****Our new site and mailing addresses effective August 2009**

Site address: 102 S. San Joaquin Street, Stockton, CA 95202

Mailing Address: P.O. Box 201056, Stockton, CA 95201

(209) 953-KIDS (5437)

Email: sjckids@sjgov.org

www.sjckids.org

(Application available on First 5 website)

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**FIRST 5 SAN JOAQUIN
Children and Families Commission
Child Care Mini-Grant**

I. Introduction

The First 5 San Joaquin Children and Families Commission (the Commission) is pleased to announce the availability of funding to child care providers to improve quality child care for children ages 0-5 in San Joaquin County. From the 1998 California Children and Families Act (Proposition 10), funds are available for licensed child care centers and licensed family child care providers in San Joaquin County. The Act established this funding to promote, support, and improve early childhood development for children from prenatal up to age 5. Administered by First 5 San Joaquin, the Child Care Mini-Grant is designated for the direct benefit of children 0 to 5 years of age and their care providers in San Joaquin County.

Through this mini-grant application process, First 5 San Joaquin supports each child's unlimited potential, to grow up healthy, to do well in school, and to succeed.

The Commission expects to provide approximately \$75,000 for Child Care Mini-Grants over this fiscal year (2009-10). Guided by the Commission's Strategic Plan, the goal of this application is to:

Improve quality child care for children ages 0-5 in San Joaquin County

This application is designed to encourage projects that are consistent with the goal outlined in the San Joaquin County Children and Families Strategic Plan, enhance, but not supplant, current sources of funding. Licensed child care providers (currently serving children ages 0 to 5) may submit a request for application for the following:

- **Small licensed child care providers - up to eight children**
 - **May apply for up to \$2,000**
- **Large licensed child care providers - up to fourteen children**
 - **May apply for up to \$3,000**
- **Child care centers**
 - **May apply for up to \$5,000**

Applicants for the Child Care Mini-Grant will be asked to submit:

- ✓ **A typed original (marked original on the Form A) and**
 - ✓ **Two (2) exact copies (marked copy on Form A)**
- to**

**Lani Schiff-Ross, Executive Director
First 5 San Joaquin**

**Site address: 102 S. San Joaquin Street, Stockton, CA 95202
Mailing Address: P.O. 201056, Stockton, CA 95201**

II. Eligibility and Application Requirements

The goal of this Child Care Mini-Grant is to support licensed child care centers and licensed child care providers to improve the quality child care for children ages 0-5. Child care providers may submit an application under this round of funding (Round 21) if they have been previously funded for no more than one cycle, and at one least year has passed since the preceding funded cycle (contract end date). Funds are to be used for specifically identified child care improvements related to areas listed in the Budget Request Form and are subject to First 5 final approval and recommendations. There is no attendance requirement for a First 5 mini-grant application workshop. Technical Assistance is available by calling 953-5437 until October 30, 2009.

A First 5 recommendation to the Commission for funding is contingent upon a score of 75 points or above on the written application and First 5 staff evaluation of the child care facility at a pre-funding site visit. All child care licenses will be verified with Community Care Licensing and licensing reports reviewed. Final applications may be denied due to two or more substantiated complaints, the observation of the provider's failure to meet any of the minimum community care licensing requirements at the time of the pre-funding site visit, or observation of practices inconsistent with information provided in the Child Care Mini-Grant application. In addition to asking for a review of deficiencies or complaints in the last two years, First 5 staff may request information on the Personnel Report regarding persons associated with the license, noting persons fingerprinted to be present in the facility.

The Commission will fund (via reimbursements) licensed child care providers currently serving children less than five years of age. Services must be sensitive to the needs of diverse populations, including children with disabilities and other special needs. Activities proposed must be responsive to the culture and language of those served. To be eligible to apply for funding, a licensed child care provider must be licensed in San Joaquin County for a minimum of one year prior to application submittal and must be currently providing child care service to children ages 0-5. If an applicant moves within San Joaquin County, copies of both licenses must be provided. At least three children served must be other than provider's children for small family child care licensed homes and at least five children must be other than provider's children for large family child care providers. Provider's Child Roster will be required for confirmation of children in provider's care at the prefunding site visit. Child Care Mini-Grants will be limited to no more than two locations per agency per year for large agencies such as Head Start, Creative Child Care or Child Development Inc. Priority will be given to those sites that have not been previously funded.

III. EVALUATION, MONITORING, AND AUDIT

All mini-grant recipients will be required to submit quarterly reports to describe how services have benefited the children/families for which they were intended. Successful projects may be required to participate in the Commission's evaluation program and providing post-project information.

First 5 San Joaquin will monitor areas of agreement compliance, achievement of goals and financial expenditure. In addition to required progress reports, a site visit will be conducted and evidence of proof of payment such as bank records and/or cancelled checks will be requested after the end of funding period. Each mini-grant recipient is required to maintain records for a period of 5 years to ensure that mini-grant funds are spent as set forth in the agreement. Since the Commission funds these mini-grants via reimbursement of expenses, original receipts are required at the time of request for reimbursement.

Mini-grant recipients are required to use resources for intended purposes. All assets may be returned to the Commission, if the mini-grant recipient should go out of business during the agreement period, or be out of compliance with the purpose(s) stated in the mini-grant application in accordance with the budget submitted. Mini-grant recipients agree to provide immediate written notice to the Commission if significant changes or events occur during the term of the award which could potentially impact the progress or outcome of the grant including, but not limited to, changes in mini-grant recipient's management personnel, loss of funding, revocation or suspension of the grant recipient's tax-exempt status (if applicable), or child care license. The applicant to First 5 San Joaquin Children and Families Commission must report any complaints reported to Community Care Licensing regarding personal rights violations within 24 hours. Failure to report these violations may result in the termination of the agreement.

The entire agreement shall be expended for the purpose(s) stated in the mini-grant application in accordance with the budget submitted. Modifications may be made only with prior written consent of Commission staff. The mini-grant recipient shall keep accounting records of the receipt and disbursement of Commission funds. Approved funds must be expended during the agreement period.

IV. FUNDING CONSIDERATION AND CATEGORIES

As mentioned above, only those applicants whose projects are designed to meet any of the objectives listed in the Commission's Strategic Plan will be eligible for funding. Funding will not be awarded for ongoing operating support (i.e. rent and utilities), insurance, fixed assets ("something that affixes to property that can't be removed and re-used"), for general enhancement of home, debt retirement or operating deficits of organizations, grant writers, computers, nor to supplant (replace) current funding of existing services. Funding will not be awarded for rent, salaries, or office supplies. Funding will not be awarded for general fund drives, annual appeals or endowments, or activities that exclusively benefit the members of sectarian or religious organizations. Because, First 5 San Joaquin supports the California Department of Health Services Physical Activity Guideline recommendation that sedentary behaviors such as watching television or videos should be kept to a minimum (no more than one hour per day total) this project will not support the purchase of televisions, computers, DVD's, DVD player, videos, etc. Funding consideration will be given to applicants not previously funded.

V. SAMPLE CHILD CARE MINI-GRANT PROJECTS

The scope of possible Child Care Mini-Grant awards is purposefully wide. Proposed projects must meet the objective outlined in the Commission's Strategic Plan. Below is a small sample of possible mini-grant projects:

- ❑ Playground equipment that meets the U.S. Consumer Product Safety Commission standards (Provider is responsible for equipment and ground cover to meet Occupational Safety and Health Administration (OSHA) standards;
- ❑ Indoor or outdoor play apparatus to develop fundamental motor skills to get children under five years of age more physically active;
- ❑ Projects to support safe and active indoor and outdoor environments;
- ❑ Materials and equipment consistent with those categories listed in the Budget Request Form;
- ❑ Curriculum that supports quality child care.

VI. APPLICATION FORMAT

An application must receive a minimum score of 75 points to be eligible for funding. The Commission also reserves the right not to fund an application that scored 75 points if the applicant does not meet any of First 5 criteria as outlined in the *Eligibility and Application Requirements* section of this application. To be in technical compliance, all applications, original and copies must include the following required attachments to be submitted in the below order:

- Form A (Cover Page)
- Form B (Program Disclosure Statement)
- Form C – (Application Narrative – To complete this form, up to one additional page, single spaced, with 12- point font, and one inch margins, may be submitted)
- Form D – (Budget Request Form – To complete this page, up to one additional page may be submitted)
- Copy of license – As an Attachment

Application format includes: Applications must contain one (1) original (marked "Original" on Form A), and two (2) exact copies (also marked "Copy" on Form A). Application must be single-spaced, single sided with 1-inch margins and no smaller than a 12-point font. Applications must not exceed a total of seven pages that include the application forms, a copy of the license, and one-page possible extensions of Form C and Form D. *Do not staple*, bind, or insert originals or exact copies into folders. A simple clasp or paperclip is preferred and all pages must be on 11"x 8.5" paper.

Technical Compliance

Applications must be submitted according to the above directions and format. Five points will be deducted from the final score if application is not submitted in accordance with the above guidelines (non-technical compliance).

First 5 San Joaquin staff and/or community members will review the applications. Commission members may observe the review process. All Commission members will receive summaries of all of the applications.

Narrative

Early childhood learning experiences should increase physical skills, develop language and literacy skills, assist in social development, foster emotional development, build number and science concepts, develop creative abilities and recognize each infant/toddler/preschooler's individual abilities. The goal of this mini-grant application is to increase improve quality child care in order to foster child development rather than to provide only custodial care for children under five years of age. Requested equipment/ materials should correspond to anticipated outcomes as outlined in narrative.

VII. TIMELINE AND PROCESS OVERVIEW

PART 1

- Obtain mini-grant application forms
- Complete and submit application by designated date

PART 2

| ACTIVITIES | ROUND 21 |
|---|--|
| • Application Deadline (3:00 p.m.) | Nov. 6, 2009 |
| • Notification to applicants regarding application score and scheduling of pre-funding site visit | Week of Dec. 7 th 2009 |
| • Pre-funding site visits | Week of Dec. 14 th or Jan. 2010 |
| • Anticipated Date to Commission | Feb. 2010 (TBD) |
| • Anticipated Date to Board of Supervisors for Agreement Approval | March 2010 (TBD) |
| • Implementation of Approved Agreements | April 2010 (TBD) |
| • Final Site Visits at Agreement close/Collection of Outcome Surveys | To be scheduled |

Applicants will be notified of their narrative application scores. Community Care Licensing will also be contacted to determine if there are any outstanding complaints or issues with the provider. Providers are asked to furnish a written response to any negotiation issues. A recommendation for funding will then be made to the Commission. Upon Commission approval, the agreement will be prepared for provider signature and submitted to the Board of Supervisors for final approval. After final approval, an orientation will be provided to mini-grant recipients, after which fund utilization may begin. The agreement is a reimbursement agreement. Monies will be repaid to mini-grant recipient from either receipt or invoice for approved purchases dated after the agreement implementation date and required training. Please do not expect any reimbursement on receipts that are dated prior to the Board of Supervisor signature date. If you have any questions or need technical assistance with a child care mini-grant, please contact the First 5 office at (209) 953-KIDS (5437).



**Application – Cover Page
(Form A)**

| | |
|---|---|
| APPLICATION CHILD CARE MINI-GRANTS \$5,000 AND UNDER | |
| Applicant Name: _____ | Title: _____ |
| Agency (Child Care Business Name): _____ | |
| Name of Proposed Project: _____ | |
| Agency Address: _____ | |
| City: _____ | Zip: _____ |
| Primary Contact Person: _____ | Phone: _____ |
| Primary Contact Email Address: _____ | Fax: _____ |
| License number: _____ | Month/ Year Program Established: _____ |
| Summary of Application (Brief Description of Program and Provider Experience): | |
| NUMBER OF FAMILIES RECEIVING SERVICE: _____ | |
| NUMBER OF CHILDREN RECEIVING SERVICE: 0-3 _____ 3-5 _____ | |
| AGES OF CHILDREN 0 TO 5: _____ AGES OF CHILDREN 5 AND OVER: _____ | |
| NUMBER OF SPECIAL NEEDS CHILDREN UNDER 5 YEARS OF AGE: _____ | |
| HAS APPLICANT BEEN PREVIOUSLY FUNDED? IF SO, WHEN DID AGREEMENT(S) START AND END? _____ | |
| AMOUNT REQUESTED FROM THE COMMISSION: _____ | |
| Total Project Cost: _____ | |
| Check type of Provider: | |
| <input type="checkbox"/> | Small licensed child care provider (up to 8 children) \$2,000 |
| <input type="checkbox"/> | Large licensed child care provider (up to 14 children) \$3,000 |
| <input type="checkbox"/> | Child Care Center \$5,000 |

| | |
|--|--------------|
| Name of Chair, Board of Directors, or Authorized Representative | Title |
| Signature and Title | Date |



Application Narrative (Form C)

**Only valid application forms dated July 2009 will be accepted
(Narrative may be continued on one additional page)**

Total Points: 100

Funds will be awarded to projects scoring 75 points or above and as long as funding is available. For technical assistance available upon request, please call 953-5437. There is no workshop attendance requirement. In addition to using this page, answers are to be limited to one additional page only.

****Application due November 6, 2009 by 3:00 p.m.**

1. Please describe how you will use this mini-grant to improve your child care for children 0-5 in your care. (25 points) Please list requested corresponding materials on Budget Request Form.

2. What changes do you expect to occur as result of this project? (25 points)

3. How do you plan to communicate with the parents of the children in your care, the outcomes of this project? (25 points)



**CHILD CARE MINI-GRANT
BUDGET REQUEST
(FORM D)
(25 POINTS)**

(ONE ADDITIONAL PAGE MAY BE USED FOR FORM D)

Applicant/Agency: _____

Project Name: _____

Equipment requested may fall into the categories to improve the child care setting such as:

1. **Space and furnishings** (for example: gross motor equipment or child furnishings for relaxation)
2. **Personal care routines** (equipment that supports naps/ rest, or safety)
3. **Language and reasoning** (books or materials that support communication skills)
4. **Activities** (materials that support fine motor activities, art, music, dramatic play, science, math/ numbers, etc.)
5. **Program structure** (such as curriculum)

| OPERATING EXPENSES | Amount Requested From the Commission | In-Kind Not required but please list if applicable |
|--|---|---|
| Equipment Purchase: Please list items | | |
| | | |
| TOTAL REQUESTED | | |

**First 5 San Joaquin
Round 21 Mini-Grant
Child Care Provider Post Project Evaluation Survey**

Date: _____

Name of Project: _____

1. On average, how many children ages 0-5 are in your care? _____
2. Please describe how you used the mini-grant that you received from First 5 San Joaquin to improve the quality of your child care:

Please read the following statements and check the box that applies.

1. Since receiving the mini-grant, developmental skills of the children ages 0-5 in my care have increased...
 - A lot
 - Somewhat
 - Not at all
2. Since receiving the mini-grant, which child care environment areas have shown the greatest improvement?
 - Space and furnishings
 - Personal care routines
 - Language and reasoning
 - Activities (fine motor, art, music, dramatic play, science/ math, program structure)
 - Program structure (curriculum)
3. Since receiving the mini-grant, what changes in skill development, if any, have you seen in the children ages 0-5 in your care related to this project?
4. Since receiving the mini-grant, what changes, if any, have you made to your child care environment?
5. Comments/suggestions