

# Early Childhood Collaborative Grant Application

Grant application deadline: **October 1, 2019**

Grant proposals will be accepted, reviewed and awarded or denied funding until all funds are allocated. Interested applicants should submit completed thoughtful proposals as soon as possible to increase their access to remaining grant funds.

The Wyoming State Legislature appropriated two hundred and fifty thousand dollars (\$250,000.00) for the 2019-20 school year to the Department of Education for Early Childhood Collaborative grants to facilitate community early childhood collaboratives promoting high standards for early learning opportunities and maximizing use of resources.

The Wyoming Department of Education (WDE) will conduct a comprehensive, fair, and impartial evaluation of the applications received. The purpose of this evaluation will be to select the proposal(s) which ranks the highest overall in terms of grant proposal and cost factors.

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## 1.0 GENERAL

### 1.1 DEFINITIONS

- Early Childhood Collaborative Grant Administrator: The agency or agency director whom shall provide oversight of the Early Childhood Collaborative Grants. The Administrator shall provide technical assistance for the Early Childhood Collaborative Grantees as well as approve the forms of assessment used by the grantee to evaluate their grant work, make policy recommendations, assist with monitoring and provide coordination of reporting to the Early Childhood Collaborative Grant Committee.
- Early Childhood Collaborative Grant Committee: The group of individuals consisting of personnel from the Department of Education, Department of Family Services, Department of Workforce Services, Department of Health, Wyoming Kids First, statewide non-profit agencies and early childhood professionals whom WDE designates to serve in an advisory role for the Early Childhood Collaborative Grant selection, administration and evaluation.
- Community: The area of service identified by Early Childhood Collaborative Grantees that consists of a group of any size whose members reside in a specific locality, share government, and often have a common cultural and historical heritage

### 1.2 PURPOSE

The Wyoming Department of Education (WDE) is sharing this application for grant funding as per the direction of the State of Wyoming Legislature to allocate funds to facilitate community

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early childhood collaboratives promoting high standards for early learning opportunities and maximizing use of resources. An Early Childhood Collaborative Grant Administrator will be identified by the WDE to provide technical assistance, support to Grantees during grant tenure, and to develop aggregate data reports regarding the effectiveness of all grants made and dollars spent.

Grant funds are intended to support early childhood community collaboratives to improve their collective impact for young children and families. Collaboratives will ensure coordination among the various agencies and programs supporting and serving children ages birth-5. Collaboratives are meant to:

- Facilitating regular and on-going communication and collaboration between the community's early childhood stakeholders and other community partners,
- Provide voluntary resources to families with young children to support and empower them as their children's first and most important guide and teacher,
- Support families in identifying the best approaches and programs for their child/children's early childhood education,
- Give local communities a strong financial stake and control of early childhood initiatives and programs while incentivizing the improvement of local systems that work together to support young children and families,
- Give the state a supportive role to stabilize and evaluate programs while communities identify and lead efforts,
- Hold all accountable – effectiveness is objectively measured at both the local and state level.

## ***1.3 FUNDING STRUCTURE***

These grants are funded entirely by the Wyoming Department of Education Early Childhood Collaborative Grants, which operates with state funds.

Grant dollars are limited and shall provide only a portion of the resources needed to successfully address community needs for young children. Successful applications require a documented in-kind and/or monetary match of 80% of total funds requested or awarded by the lead agency.

A request for funds shall not exceed \$50,000 for the funding period, December 1 2019 to June 30, 2020. Grant dollars shall be used to supplement, not supplant, early childhood work. Applicants may request dollars for operating and program support, support for existing and/or new programs, or other expenses that are connected to community work to facilitate early childhood collaboratives that promote high standards for early learning opportunities and maximize use of resources.

Applications may not be fully funded as resources are limited. Grantees whose proposals are not fully funded must submit a revised budget and program plan.

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## ***1.4 FUNDING TIMELINE***

<i>Application Available</i>	<i>Application due</i>	<i>Provisional Grant Notification</i>	<i>Funding Cycle</i>
Immediately	As soon as completed for priority funding. No applications will be accepted after  October 1, 2019	Funds will be awarded as successful grant applications are received.  On or before November 1, 2019	December 1, 2019- June 30, 2020

## ***1.5 UNALLOWABLE FUNDING***

Grantees who receive Early Childhood funding shall assure that they adhere to these specifications. The following are not considered allowable costs under this funding, even if they are related to program operations:

- Capitol construction;
- Care-taking;
- Payment of debts, or interest payments as a result of credit agreements; Payment of stipends to program participants without prior authorization from WDE;
- Payment of ongoing basic needs (i.e. cash, food or housing);
- Payment of basic needs (i.e. housing, beds) for minors in secure facilities;
- Payment of equipment costs that exceed or are disproportionate in relation to the cost of service delivery;
- Purchase of alcohol; and
- Services/materials determined by WDE to be inappropriate in their relation to program delivery.

## ***1.6 ELIGIBLE APPLICANTS***

Community-level school districts or nonprofit organizations are encouraged to submit proposals for grant funding. Applicants need not provide direct services to young children and families, but must show that they will connect with the community providers who do. Eligible grantees will:

- Be a community-level school district, agency and/or non-profit organization with:
  - The capacity to facilitate, or a history that demonstrates facilitation of, broad-based community collaboration with the intent to provide services to all

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children and their families to ensure that children grow, learn and succeed in education, society and life.

- A focus to serve children with educational disadvantages;
- A demonstrative and in-depth knowledge of the early education system in their community;
- Commit to and deliver accurate reports to WDE;
- Be in good standing with the Department of Family Services, Department of Health, Department of Workforce Services, and Department of Education.

Funds will not be awarded to more than one entity within a geographic area.

## **2.0 EARLY CHILDHOOD COLLABORATIVE GRANT PERFORMANCE EXPECTATIONS**

### ***2.1 EARLY CHILDHOOD COLLABORATIVE GRANT GRANTEE RESPONSIBILITIES***

- Carry out work in their grant proposal to ensure that children in their community are supported by a coordinated system that ensures they have an equal opportunity to a quality foundation that will prepare them to grow, learn and succeed in education, society and in life.
- Maintain good standing with the Department of Family Services, Department of Health, Department of Workforce Services and the Department of Education;
- Accept and implement any technical assistance provided by the Early Childhood Collaborative Grant Administrator.
- Work with the Early Childhood Collaborative Grant Administrator to determine approved forms of assessment to evaluate grant work; and
- Immediately comply with WDE and/or Early Childhood Collaborative Grant Administrator requests to produce all documentation and assessments that support the actions and outcomes of grantee work;
- Complete reporting as identified in the contract that provides documentation and evidence of positive impact for young children and families. If an action does not achieve the intended outcome, communities shall demonstrate the learning that occurred as a result, and any subsequent adjustments in actions that are necessary to realize the intended outcomes;
- Coordinate and integrate work with direct project costs and expected outcomes that best meet the intent of the funding.

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## **3.0 GRANT APPLICATION REQUIREMENTS**

### ***3.1 APPLICATION CONTENTS***

To be considered a complete application for scoring, applications must consist of the following:

1. A Project Proposal Summary,
  - A community description,
  - An overview of existing and planned collaborations,
  - A narrative of the actions and outcomes listed in Attachment E that explains how the community will collaborate to promote high standards for early learning opportunities and maximize use of resources to ensure that children grow, learn and succeed in education, society and life.
  - A request for any technical assistance and/or training that would increase and support the community's work to achieve positive outcomes in the action plan.
2. A Cost Proposal (Attachment F),
  - Budget worksheet,
  - Budget narrative.
3. Completion of attachments.

The content of the project proposal summary and attachments must clearly express and depict the community's commitment to collaborate to improve their collective impact for young children and families by:

- Facilitating regular and on-going communication and collaboration between the community's early childhood stakeholders including broad outreach to and participation,
- Supporting families as their children's first and most important guide and teacher by providing resources, trainings, events, and/or support groups,
- Assisting and providing support to families to enroll their children in early childhood education programs where they are served in their homes (home visiting program) or out of their homes (licensed child care facility),
- Extending developmentally appropriate education services, events and/or materials for all children and their families in the community,
- Defraying the costs of additional and/or more qualified teaching staff, appropriate education materials and equipment to improve the quality of educational experiences offered to young children and families,
- Supplementing and/or covering the costs of professional development and age-appropriate child assessment for individuals and programs working with young children,
- Administering, implementing, monitoring and evaluating the early childhood collaborative and individual programs,
- Increasing the public's understanding of and support for early childhood work,

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Local work outlined in the project summary must leverage collaborations with state infrastructure whenever possible. Such consideration should be given to use of the Wyoming Early Learning Guidelines and the Wyoming Early Learning Foundations

(<https://wyqualitycounts.org/providers/early-learning-guidelines-and-foundations/>;

and

<https://wyqualitycounts.org/providers/early-learning-guidelines-and-foundations/>), as well as extending relationships to the Wyoming Early Childhood Professional Learning Collaborative and Regional Facilitators.

Please see the table below for content area specifications. A checklist for application elements is also found on page 21.

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<b>Application Content Guidelines</b>	
Project Proposal Summary	<p>1. A community description that:</p> <ul style="list-style-type: none"> <li>● Offers insightful information about your community, including: definition of community boundaries and the population that will be served with grant funds, defining characteristics of the identified community, and an overview of community needs and existing resources that includes data and strengths-based evaluation.</li> <li>● Provides evidence about the applicant’s history, programs, outcomes and any additional information necessary to showcase the applicant’s commitment to community collaboration and achieving results for young children and families,</li> </ul> <p>2. An overview of existing and planned community collaboration that details:</p> <ul style="list-style-type: none"> <li>● An account of any existing or past efforts to engage early childhood partners in the community as well as the strategy for continued broad-based community engagement. Partners shall include but not be limited to: families, kindergarten teachers, school district administrators, early childhood education professionals and teachers (non-profit or for-profit programs, licensed and except facilities), and health professionals, and others;</li> </ul> <p>3. A narrative of the outcomes and actions listed in Attachment F that explains how the community will work to ensure that children are ready to be successful in school. The narrative should connect data and information from the community description to the active and collaborative content of Attachment F so as to clearly articulate the need for the identified community action and impact.</p> <p>4. A request for any technical assistance and/or training that would increase and support the community’s work to achieve positive outcomes in the action plan.</p>
Cost proposal	Attachment F includes a budget narrative worksheet template to be completed about the grant request.
Attachments	Cover page (Attachment A), Assurance page (Attachment B), Signatures of Participating Agencies (Attachment C), List of Board Members (if applicable) (Attachment D), Outcomes and Action Plan Template (Attachment E), Cost Proposal (Attachment F) Wyoming Secretary of State Registration (if applicable), Certificate of Good Standing (if applicable).

## **4.0 APPLICATION STIPULATIONS**

In submitting a proposal, applicants agree to the stipulations below:

- The Wyoming Department of Education reserves the right to reject any application received if it is determined the proposal does not meet the specifications outlined in the application;
- The Wyoming Department of Education reserves the right to reject any application

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- received if funds should be limited for any reason;
- The Wyoming Department of Education is the final approving authority for all reports and products occurring as integral parts of any funding agreement resulting from this application;
  - Funding amounts may be reduced by the Early Childhood Community Partnership Grant Committee designated by the Wyoming Department of Education;
  - Funding for purchase, construction or permanent improvement of any building or facility will not be authorized;
  - All documents, reports, records, field notes, data, and materials of any kind resulting from this application become the property of the Department of Wyoming Department of Education.

## **5.0 SUBMISSION OF APPLICATIONS**

**Grant application timeline: August 15, 2019 - October 1, 2019**

**Grant proposals will be accepted, reviewed and awarded or denied funding until all funds are allocated.**

The application may be completed and submitted electronically or in hard copy form.

### ***5.1 ELECTRONIC APPLICATION SUBMISSION***

Please contact the person below for information on how to complete an Electronic Application Submission. An electronic submission will be considered “submitted” only after it is successfully downloaded and a read receipt is received by the applicant. The assurances page, if a signed copy is not included with the electronic submission, must be mailed and received at the address listed below before grant application will be considered complete.

Thom Jones  
Wyoming Department of Education  
Early Learning Education Consultant  
[thom.jones@wyo.gov](mailto:thom.jones@wyo.gov)  
307-777-5674

### ***5.2 HARD COPY SUBMISSION***

A hard copy submission of the grant application requires an entire original proposal with all signatures. **An additional five (5) copies of the original proposal must be included.** Proposals may be mailed or hand-delivered to the person below, and must arrive no later than 5:00 p.m. on October 1, 2019 to be considered for funding.

# Early Childhood Collaborative Grant Application

Thom Jones  
Wyoming Department of Education  
Early Learning Education Consultant

122 W 25<sup>th</sup> St  
Suite E200  
Cheyenne, Wyoming 82002  
307-777-5674

## **6.0 APPLICATION REVIEW AND SELECTION PROCESS**

The Early Childhood Community Partnership Grant Committee designated by the Wyoming Department of Education will evaluate each proposal received. Only completed applications will be evaluated. Selection of the awards will be made by the Wyoming Department of Education based on recommendations of the Early Childhood Community Partnership Grant Advisory Committee.

Application total points possible: 100 points

The scoring breakdown for grant applications is:

- Proposal narrative 50 points
  - Budget worksheet and cost proposal 30 points
  - Attachments 20 points
- 
- Only completed applications shall be evaluated.
  - Each application shall be reviewed by a quorum of the Early Childhood Community Partnership Grant Committee.
  - WDE shall award grants after reviewing recommendations from the committee. WDE shall have the final decision.
  - The Early Childhood Community Partnership Grant Administrator shall provide monitoring of and resources for the Early Childhood Community Partnership Grantees as well as make policy recommendations to WDE.
  - WDE shall have the right to conduct a cost analysis of the proposer's budget proposal. The analysis shall include a review of the associated costs based on the technical content of their submission.
  - Prior to final selection of grantees, proposers may be asked to submit additional information in order to clarify their proposals.
  - WDE shall determine whether to award all or a portion of the funds requested.
  - If a conditional approval and/or partial funding is recommended by grant reviewers, a letter will be sent to the applicant, setting forth a list of conditions that must be met for

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the application approval. Application amendments must be submitted, containing the recommended changes or explanations of how the applicant will meet these conditions. Upon review and approval of the applications and amendments, and if monies are available, the applicant may be approved for funding.

- Selection of Early Childhood Community grantees made on or prior to November 1, 2019.
- Grantee contracts shall be submitted to the Wyoming Attorney General's Office.

## **7.0 RIGHT TO AWARD, REJECT OR NEGOTIATE**

The Wyoming Department of Education retains the right to negotiate reasonable adjustments with programs or reject any and all applications. The successful award will meet the intent of the funding and be the most advantageous to the goals of the Wyoming Department of Education. The Wyoming Department of Education may consider suggested modifications to the application received at any time before the award is made, if such modifications meet the intent of the funding and are in the best interests of the State.

The successful applicant will demonstrate the ability to document, coordinate and integrate project activities with direct project costs and expected outcomes that best meet the intent of the funding.

## **8.0 FAILURE TO PERFORM AND/OR CANCELLATION OF CONTRACT**

Penalties for failure to meet the performance standards shall be applied as follows:

- Performance shall be reviewed against the performance standards in paragraph 2.0 on a timeframe outlined by the Early Childhood Collaborative Grant Administrator and Wyoming Department of Education
- Failure to meet a standard may require the grantee to develop a corrective action plan; and
- Successfully implement the corrective action plan or face termination of the contract.
- Termination of the contract will be as follows:
  - Terminate the contract if the Early Childhood Collaborative Grantee demonstrates fiscal irresponsibility as defined by WDE; and
  - Terminate the contract if the Early Childhood Collaborative Grantee fails to perform in accordance with the conditions of the application and/or contract.
- Any grantee who is terminated from the grant program shall repay to WDE the grant amount. Full repayment of funds that were distributed shall be made, or a repayment agreement for full repayment of those funds shall be signed within 30 days of the date on which the applicant receives notice of termination from the program from WDE.

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- Failure to repay funds provided under this grant shall result in the following:
  - Referral of the case to the Attorney General for appropriate legal action; and
  - Placement of the grantee on the list of individuals who are not in good standing with Wyoming State Agencies.

## **10.0 NONDISCRIMINATION**

Equal and fair consideration of all populations regardless of race, gender, color, national origin, religion, age or those with disabilities shall be given in the selection of personnel, advisory or steering committee members and in other activities operated as part of the proposal.

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## *ATTACHMENT A: COVER PAGE*

Applicant Organization: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project Administrator: Implements program, communicates grant changes and provides requested paperwork and data to Department of Family Service

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Geographic Coverage (Community to be served):

County (ies) \_\_\_\_\_  
School District(s) \_\_\_\_\_  
Local Community(ies) \_\_\_\_\_

Program Title: \_\_\_\_\_

Requested Amount: \_\_\_\_\_

Fiscal Agent: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

(Board Chair, Superintendent, Owner signature)

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail: \_\_\_\_\_

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## ATTACHMENT B: ASSURANCE

In compliance with this grant proposal, as published by the Department of Family Service, and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services described in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature in blue ink)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

## **ASSURANCE**

If successful in securing funds for an Early Childhood Community Partnership Grant, applicant agrees to the following:

1. Must abide by all rules (if applicable), state, and federal laws applicable to the grant.
2. Must guarantee compliance to federal, state and local fiscal guidelines and reporting requirements applicable to the grant.

Signature of Authorized Representative:

\_\_\_\_\_  
(Signature in blue ink)

Date: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

### **Note:**

**An authorized representative must be a person who has the authority to enter into contracts with the state and commit the organization's resources to the project.**

*Both assurances must be signed for grant application to be considered.*

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## ATTACHMENT C

### SIGNATURES OF PARTICIPATING INDIVIDUALS

- Complete one signature for each supporting agency, organization, business, individual, etc.
- Only one person needs to sign for each agency, organization, business, etc. regardless of the number of individuals from that entity who will participate in grant work.
- Signing below confirms that the signee is an authorized representative of an agency, organization, business, individual, etc. that has been and will be a collaborative and supporting entity for grant work.
- Please duplicate as many pages as needed for signatures.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Partner Entity: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Agency/Individual Role and Responsibilities in relationship to this grant:

\_\_\_\_\_  
\_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Partner Entity: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Agency/Individual Role and Responsibilities in relationship to this grant:

\_\_\_\_\_  
\_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Partner Entity: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Agency/Individual Role and Responsibilities in relationship to this grant:

\_\_\_\_\_  
\_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Partner Entity: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Agency/Individual Role and Responsibilities in relationship to this grant:

\_\_\_\_\_  
\_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Partner Entity: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Agency/Individual Role and Responsibilities in relationship to this grant:

\_\_\_\_\_  
\_\_\_\_\_

# Early Childhood Collaborative Grant Application

## ATTACHMENT D

### **LIST OF BOARD MEMBERS (if applicable)**

Please duplicate as many pages as needed for signatures.

1. Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Board Member Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Term: \_\_\_\_\_

2. Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Board Member Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Term: \_\_\_\_\_

3. Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Board Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Term: \_\_\_\_\_

4. Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Board Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Term: \_\_\_\_\_

5. Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Board Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Term: \_\_\_\_\_

6. Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Board Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Term: \_\_\_\_\_

7. Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Board Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Term: \_\_\_\_\_

8. Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Board Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Term: \_\_\_\_\_

9. Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Board Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Term: \_\_\_\_\_

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## ATTACHMENT E

### OUTCOMES AND ACTION PLAN TEMPLATE

<b>Outcome(s)</b>	<b>Activities</b>	<b>Collaboration</b>	<b>Outcome (s) Measure(s)</b>	<b>Timeline</b>	<b>Budget Reference</b>

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## ***ATTACHMENT F: COST PROPOSAL***

### **BUDGET NARRATIVE**

Early Childhood Community Partnership Grant funds are limited and can only provide a portion of the funding needed. A 80% match of all funds requested is required from all applicants that may include documentation of:

- Local tax dollars,
- Federal dollars,
- Parent tuition
- Philanthropic contributions,
- In-kind donations of facilities, equipment and services required as part of the programs such as food services or health screenings.

Please write a narrative that describes the matching sources of fiscal or in-kind support for your grant application.

Please provide a detailed narrative explanation of the line item expenses that are associated with grant activities.

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## **BUDGET WORKSHEET**

The Excel worksheet on page 20 shall be considered the budget worksheet for your grant application. To complete the worksheet, please double-click the table to enter the corresponding information. Use the scroll bar on the right hand side of the table to ensure that the table is filled out in its entirety.

### **Cell Formatting**

If the cell is blue, a formula has been entered to calculate a total; do not enter information into a blue cell. If a cell is gray, nothing should be entered or changed in the cell.

All cells that require a numeric value have already been made to use a dollar format. You do not need to use “\$;”type in the value of the number and hit enter or tab (e.g. type 16000 for \$16,000.00).

If you do not have a value to enter into a cell, you may input “0” or leave the cell blank.

### **Definitions**

For the purposes of the budget worksheet:

- *Grant request* should identify the funds requested from the Early Childhood Community Partnership Grant for each line item.
- *Fiscal match* should identify the funds that will be leveraged, donated and/or otherwise procured locally to match Early Childhood Community Partnership Grant funds for each line item (e.g. if a local Foundation donates \$5,000 to carry out a grant initiative).
- *In-kind match* should identify the value of non-monetary matches such as goods, commodities, expertise and/or time that will be used to carry out Early Childhood Community Partnership Grant work (e.g. if a local business donates \$500 worth of copying and printing to a grant initiative).

### **General Instructions**

1. Fill in the name of your organization in cell 1.
2. Begin with the Personnel Request. For each staff person who will be paid directly or as administrative support to grant work, you will enter:
  - Salary (wages),
  - Employer’s Contribution (FICA, Federal Unemployment Taxes, State Unemployment Taxes),
  - Benefits as contributed by the employer (health, dental, vision, retirement, disability, etc.),
3. The totals for the Personnel Request should show in cells B13, C13, D13.
4. Move to the Operations Request. It is strongly encouraged that you list all applicable line items in the categories provided. If you have additional budget needs beyond the categories listed, fill in the “other” cells (A23, A24) with the name of the request.
5. The totals for the Operations Request should show in cells B26, C26, D26.
6. The Activities Request is the final budget section. It is strongly encouraged that you list all applicable line items in the categories provided. If you have additional budget needs beyond the categories listed, fill in the “other” cells (A36, A37) with the name of the request.

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- “Courtesy” refers to items purchased for meetings that includes but is not limited to: food, drinks (non-alcoholic), plates, cups, napkins, cutlery, and participation incentives.
  - “Facilitation” refers to any meeting or gathering that will be hosted to achieve Early Childhood Community Partnership Grant impacts described in this application.
7. The totals for the Activities Request should show in cells B39, C39, D39.
  8. The totals for grant funds requested, fiscal match funds, and in-kind match funds will show in cells B43, C43 and D43.
  9. Please ensure that the total number listed in B43 accurately reflects your grant request from the Early Childhood Community Partnership Grant.

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<b>[Applicant Name]</b>				
<b>PERSONNEL REQUEST</b>				
<b>SALARIES</b>	Grant Request	Fiscal Match	In-kind Match	
Position Title 1				
Position Title 2				
<b>FRINGE BENEFITS</b>	Grant Request	Fiscal Match	In-kind Match	
Position Title 1				
Position Title 2				
<b>PERSONNEL TOTALS</b>	\$ -	\$ -	\$ -	-
<b>OPERATIONS REQUEST</b>				
	Grant Request	Fiscal Match	In-kind Match	
Supplies				
Printing/Copying				
Postage				
Consulting or Facilitation fees				
Administrative fees				
Reference books or materials				
Other				
Other				
<b>OPERATIONS TOTALS</b>	\$ -	\$ -	\$ -	-
<b>ACTIVITIES REQUESTS</b>				
	Grant Request	Fiscal Match	In-kind Match	
Travel				
Conference registration				
Facilitation rooms and courtesy				
Marketing design and printing				
Website design/maintenance				
Special events				
Other				
Other				
<b>ACTIVITIES TOTALS</b>	\$ -	\$ -	\$ -	-
	Grant Request	Fiscal Match	In-kind Match	
<b>TOTAL</b>	\$ -	\$ -	\$ -	-

# Early Childhood Collaborative Grant Application

## APPLICATION CHECKLIST

Please use this checklist to help assure all grant application components are included in your finished proposal.

A Project Proposal Summary,

A community description,

An overview of existing and planned collaboration,

A narrative of the actions and outcomes listed in Attachment E that explains how the community will work to facilitate community early childhood collaborative that promotes high standards for early learning opportunities and maximizes resources so that all children will grow, learn and be successful in education, society and life.

A request for any technical assistance and/or training that would increase and support the community's work to achieve positive outcomes in the action plan.

A Cost Proposal (Attachment F),

Budget worksheet,

Budget narrative,

Completion of the attachments,

Cover page (Attachment A),

Assurance page (Attachment B),

Signatures of Participating Agencies (Attachment C),

List of Board Members (if applicable) (Attachment D),

Outcomes and Action Plan Template (Attachment E),

Wyoming Secretary of State Registration (if applicable),

Certificate of Good Standing (if applicable)