

**WEST CENTRAL INITIATIVE
CHILD CARE EDUCATION CAPACITY GRANT PROGRAM**

The Child Care Education Capacity Grant Program is a blend of West Central Initiative's Early Childhood Initiative and economic work. The objective of the Child Care and Education Capacity Grant program is to retain and expand Rule 3 center and Rule 2, non-residential, multiple-provider pod model child care.

GENERAL GUIDELINES

- Applicants must be non-discriminatory, equal opportunity employers and service providers.
- The care setting must meet the needs of working parents and the community in which it is located.
- Child care education centers and the multiple-provider pod model must provide full-day, year-round care and education.
- The child care and education facility must be owned and run by a 501(c)(3) non-profit organization or by a unit of government. Some special considerations may be made for a for-profit center, but please contact West Central Initiative staff first.
- Applicants must follow licensing guidelines to be eligible for funding. Centers must be licensed by the state of Minnesota as a Rule 3 child care and education center or licensed through the county as a non-residential, Rule 2, multiple-provider pod model. Rule 2, individual, family-based care and educators are not eligible for this program.
- For a non-residential, Rule 2 multiple-provider pod model, the Child Care and Education Capacity Grant must be applied for by the overseeing organization for "common areas" and preparation of the care space, prior to occupation.
- WCI will not provide child care and education capacity grants to organizations that incorporate religious education into their child care and education services.
- The child care education facility must be Parent Aware rated or provide documentation that they are pursuing the Parent Aware rating.
- The child care and education facility must accept Child Care Assistance Program and/or Early Learning Scholarships.
- WCI grants may not be used to fund existing operating deficits or to reduce existing operating debt.
- Maximum grant awards are:
 - \$37,500 for full-day, year-round Rule 3 Centers.
 - \$25,000 for full-day, year-round non-residential, Rule 2 multiple-provider pod model.
 - \$10,000 for a before/after-school and summer care center
- WCI grants must be matched by cash on a dollar-for-dollar basis. Donated materials or services needed to meet licensing standards can be counted as match (plumbing services, playground equipment, etc.).
- West Central Initiative requires applicants to work with First Children's Finance to provide a valid, thorough business plan, financial projections or other evidence that their venture is likely to cash flow upon completion. If you already have a business plan, we ask you to review it with First Children's Finance.

- Funds may generally be used as needed in a project for equipment, facilities or cash flow during a “fill-up” period after opening. If funds are used to renovate leased facilities, a five-year lease is required.
- Rule 3 child care education center directors are invited to participate in the West Central MN Director’s Association. This is a good resource for Rule 3 Centers.

INSTRUCTIONS

Please complete the enclosed form and provide the requested narrative.

Please call us at 1-218-739-2239 with any question about this application.

Send your complete application and business plan to:

West Central Initiative
PO Box 318
Fergus Falls, 56538-0318

DEADLINES

Complete and thorough requests will usually be processed within six weeks. Requests should be made with enough lead time for WCI to make a final decision concerning funding before any costs are incurred. WCI staff generally visit applicants to discuss the proposal prior to WCI’s funding decision.

**West Central Initiative
CHILD CARE EDUCATION CAPACITY GRANT APPLICATION**

APPLICANT

Organization name:

Address:

City:

State:

Zip code:

Telephone:

Contact person:

Title:

Telephone:

Email:

Type of organization: 501(c)(3) Unit of Government Other (specify) _____

Applicant's federal tax identification number:

FISCAL AGENT

This section should be completed only if the applicant organization is not a 501(c)(3) or governmental agency and therefore not eligible to receive grant funds directly from WCI.

Name:

Address:

City:

State:

Zip code:

Contact person:

Title:

Telephone:

Email:

Fiscal agent's federal tax identification number:

PROJECT INFORMATION

Name of Project

TOTAL PROJECT COST \$

Cash requested of WCI \$

Cash match \$

In-kind match \$

Project Period: From: To:

Number of licensed child care openings to be created or retained through this project:

CERTIFICATION

I certify that the information contained in this grant application is true and correct to the best of my knowledge and belief, and that I have the authority to apply for the funds requested:

Signature:

Title:

Date:

West Central Initiative**Child Care Education Capacity Grant Application**

While you may use a different form for communicating the proposed budget, it is important that the format include both cash and in-kind costs and sources of funds.

PROPOSED BUDGET

ESTIMATED COSTS ASSOCIATED WITH PROJECT	CASH FROM WCI	CASH FROM APPLICANT & OTHERS	IN-KIND FROM APPLICANT & OTHERS	TOTAL PROJECT
Facility acquisition				
Facility improvements				
Supplies				
Equipment				
Salaries and benefits				
Contractual services				
Communications (postage, printing, telephone, etc.)				
Occupancy (rent, utilities, etc.)				
Administrative expenses				
Other: (specify)				
TOTAL COSTS				
SOURCES OF FUNDS FOR PROJECT	CASH		IN-KIND SUPPORT	TOTAL PROJECT
WCI				
Applicant				
Other Foundation(s)				
Other: (specify)				
Other: (specify)				
TOTAL SOURCES OF FUNDS				

PROGRAM NARRATIVE

Demand and Sustainability

How much additional licensed capacity will the project create or save?

How do you know that there is sufficient demand to fill the new openings?

Do you have the child care workforce to support this expansion? What is your plan to acquire the proper staff to open, if this is a new care facility?

How will staff be prepared for this new care setting? Will professional development be a part of your plan?

What hours will the new openings be available?

What fee structure do you intend to use?

How does this fee structure compare to the local market?

What is your sustainability plan?

Planning and Leadership

Who was involved in the planning for this project? Briefly describe their roles.

How will your care facility ensure that there is significant business management and financial expertise on its board of directors or other governing body?

Financial Need and Resources

How will the funds requested from WCI be used?

Have other cash and non-cash resources been pledged to the project? If so, what has been pledged and by whom?

ATTACHMENTS

1. **REQUIRED:** A First Children's Finance business plan (or plan approved by First Children's Finance), financial projections, or other evidence that the venture is likely to cash flow upon completion. (If you need assistance with this requirement, please contact WCI for a referral.)
2. **REQUIRED:** A copy of the applicant organization's or fiscal agent's 501(c)(3) tax exemption letter from the IRS or, if the applicant is a unit of government, a resolution from its governing body authorizing application for funds.
3. **REQUIRED:** Financial statements for the child care center's most recent completed year of operation (audited if available) and the current year's operating budget.
4. **RECOMMENDED:** Copies of any letters or agreements documenting:
 - a. Cooperation of others necessary for the project to succeed.
 - b. Commitments of other financial support to the project.
5. **RECOMMENDED:** A list of the names, addresses, and affiliations of the governing body of the applicant and of any other advisory or governing body specific to the project.