

Schenectady Foundation Child Care Improvement Grant

Through a grant provided by The Schenectady Foundation, the Capital District Child Care Coordinating Council, Schenectady Child Development Resource Center, Inc., is inviting non-profit child care centers and school-age programs licensed or registered in Schenectady County to apply for the **Child Care Improvement Grant**.

Goal of the grant: To enhance and strengthen healthy social and emotional factors for children, families and program staff.

The awards are designed to:

- Address the program's need for supplies and/or capital improvements related to social and emotional development of young children in accordance with the mission of the KINDNESS Project. The goal of the KINDNESS project is to focus on children's strengths to prevent challenging behavior and encourage the success of children in early care and education settings by supporting the environments in which they are cared for and the adults responsible for their well-being.
- Support healthy social and emotional environments.
- Address the program's need for social and emotional support for staff members employed in the early childhood setting.

Award amounts generally will not exceed \$10,000. However, most grants are in the range of \$1000 to \$5000.

Eligibility Requirements

APPLICANTS MUST MEET THE FOLLOWING CRITERIA IN ORDER FOR APPLICATION TO BE CONSIDERED:

- Eligible applicants must be licensed/registered by the New York State Office of Children and Family Services and be fully compliant with local and state regulations for operating child care programs.
- Applicant program must be licensed/registered for at least one year.
- Programs must be open a minimum of 35 hours per week (with the same children). School-Age programs must be open a minimum of 15 hours per week.
- Only one application per program may be submitted.
- Multi-site agencies may submit one application per site.
- Only non-profit centers or school age programs may apply.

Not Eligible

- Family Child Care Providers.
- Unlicensed Preschool Programs.
- Elementary School Programs.
- Girl Scout/Boy Scout Camps.
- For Profit Child Care Centers.

Grants will be awarded two times annually. Application deadlines are:

January 30, 2006
April 30, 2006
July 30, 2006
September 30, 2006
January 30, 2006
April 30, 2007

Application Process

- Read entire application thoroughly before beginning.
- Verify that you meet all eligibility requirements listed on previous page.
- Complete the proposed project section of the application.
- Complete applicant information section.
- Contact CDCCCC at 518-388-0724 ext. 323 to with questions regarding the application.
- Enclose (1) letter of support. Either from a: Center/School-Age Board Member or a Parent.
- Statement from the KINDNESS Project stating that your program either has worked with the project or is currently working with the project.
- Use the enclosed checklist to ensure that you have included all necessary materials for consideration.

***Note: Only applications containing all completed forms, requested materials and appropriate number of copies will be accepted.**

Application Requirements

Applications must include (1) original and (1) copy of each of the following items:

- **Part I** - Applicant Information – Type or neatly print answers in the space that is provided. (Applications that are not legible will be disqualified.)
- **Part II** – Proposed Project- You may use no more than (1) typewritten sheet of paper to answer the question.
- **Part III** – Budget must be submitted on enclosed chart (answers must be typed or neatly printed).
- Provide copy of current document demonstrating full compliance with local and state regulations for operating child care/School-Age programs i.e. copy of current license or registration.
- Accreditation certificate (if applicable).
- Either (1) letter of support from current parent of the child care program or (1) letter of support from current program Board Member.

PART I - APPLICANT INFORMATION

Date_____

(Please Print)

Applicant Program Name_____

Program Contact_____

Program Address_____

City_____ State_____ Zip Code_____

County_____

E-Mail_____

Date program is licensed/registered_____

Please check one:

- Child Care Center
- After/Before School Program

Number of children enrolled in the program_____

Number of children receiving child subsidy_____

Please list primary funding sources

Please list grants/awards received over the past three years

Type of Accreditation & expiration date_____

Licensing/Registration number _____

Signature_____ Date_____

FOR APPLICANT: I agree that all information contained in this application is true to the best of my knowledge. I agree to let CDCCCC use my name and/or application for their purposes.

PART II. – PROPOSED PROJECT

YOU MAY USE NO MORE THAN (1) TYPEWRITTEN SHEET OF PAPER TO ANSWER EACH QUESTION. (see application instruction sheet for specifications).

1. Please identify the current issues at your program regarding social and emotional experiences for children, families and or staff. Indicate how you propose to use the Child Care Improvement Grant to enhance the social and emotional development of children, families and/or center staff at your program.

PART III. – BUDGET

Project Title: _____

LIST ALL COSTS ASSOCIATED WITH YOUR PROJECT:

<u>ITEM</u>	<u>COST</u>
Total Project Cost	

** Additional funding sources are encouraged.*

If your project costs exceed the maximum award amount, please indicate if you have secured additional funds and the source of those funds. Please use space below.

CHECK LIST

I have enclosed (1) original and (1) copy of the completed application in one envelope, which includes the following:

- Original and (1) Copy of the Applicant Information Sheet
- Original and (1) Copy of the Project Proposal
- Original and (1) Copy of the Budget
- Original and (1) copy of current document demonstrating full compliance with local and state regulations for operating child care programs i.e. license or registration.
- Original and (1) copy of accreditation certificate (if applicable).
- Original and (1) copy of letter of support from a current parent of a child in the program or a current Board Member.

Yes I have included all required information that I checked above. I understand that my application will not be accepted if anything has been omitted or I have not followed all of the directions.

Applicant's

Signature _____ Date _____

Program Director's Signature _____ Date _____

Application Instructions

- The application may not be altered or retyped.
- All required materials must be included with one original and one copy.
- Applicants will receive a postcard verifying receipt of application.
- A review committee will select the award recipients.

Please follow the instructions and checklist on the application requirement sheet.

1. Applicant Information

- Type or neatly print answers and please limit to space that is provided. Applications that are not legible will be disqualified.

2. Proposed Project

- Use no more than one typewritten page (8 ½" x 11") to answer each question.
- Use 12 point font and double space your answers.
- Type your name and Child Care/School-Age program name at the top of each page.

3. Letters of Support

- You must include a letter from either a current parent or a current Board Member.

4. Submitting the Application

- All materials must be sent together in an envelope (applicant information, proposal, budget, letters of recommendation).
- Please keep a copy of the completed application for your records. Application materials will not be returned.
- Applications must be postmarked on (or before) a specific due date to be reviewed on that date.
- Please send completed application to:

**Abbe Kovacik, Child Care Improvement Grant
Capital District Child Care Coordinating Council
Schenectady Child Development Resource Center
104-104 Erie Blvd.
Schenectady, NY 12305
Phone: 518-388-0724 ext. 323 akovacik@cdcccc.org**