

MINNESOTA DEPARTMENT OF

*Children,
Families &
Learning*

Child Care & Development Fund

Request for Proposals

Building Minnesota's Child Care System

- **Promoting Community Partnerships**
- **Care for Children with Special Needs**
- **Culturally-Responsive Child Care**
- **Child Care Mentorship and Training Initiatives**

Proposals due: Postmarked by December 17, 1999

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Proposals Due: Postmarked by December 17, 1999.

For more information on applications, call Michelle Weber at (651) 582-8470 or e-mail michelle.weber@state.mn.us

Upon request, Child Care and Development Fund application information will be made available in an alternative format such as Braille, large print, or audio tape.

For TDD, contact Minnesota Relay at (651) 297-5353 or 1-800-627-3529 and ask them to place a call to (651) 582-8470.



INTRODUCTION

Minnesota's Child Care and Development Fund plan solicits requests for proposals from Minnesota's communities to improve the affordability, availability, quality and responsiveness of care in Minnesota's child care system.

The Child Care and Development Fund application is designed to provide communities easy access to information about a variety of funding categories available to promote comprehensive, community-wide initiatives. In addition to application materials, this booklet includes information on fund category descriptions, priorities for funding, fund cycles, technical assistance workshops for interested applicants and the application review process. A standard application is used for each of the grant fund categories, with the forms included in this packet. The fund categories for this Request for Proposals are:

- Promoting Community Partnerships
- Care for Children with Special Needs
- Culturally-Responsive Child Care
- Child Care Mentorship and Training Initiatives

Each of the fund categories included in this packet are competitive grants. Applications will be reviewed and prioritized for funding with only a limited number of grants made in each category.

The Department of Children, Families & Learning has decided not to publicize the availability of the Statewide Public Awareness/Consumer Education Project funds at this time. It was determined that further research regarding successful public awareness and consumer education campaigns is needed before funding is invested in this category. Research will be conducted over the next several months with the possibility of an RFP being published in the Spring of 2000.

Outcomes and Outcome Indicators: With this Request for Proposals, the Department of Children, Families & Learning (CFL) is beginning to use outcomes and outcome indicators in its child care grants. This new approach reflects a change that is happening all over the country, a movement to measure and demonstrate the results of programs that receive public or private funding. Outcome evaluation allows a program to describe its accomplishments through concrete measures and to use these measurements to make changes in order to better serve families, children or providers. This transition involves a shift in the grant making process.

The Child Care and Development Fund application has been designed to be outcomes focused. The focus of the child care grant outcomes is Minnesota's families and children. The outcomes have been designed within the context of Children, Families & Learning's overall mission to "increase the capacity of Minnesota communities to measurably improve the well-being of children and families" and the goal of the Child Care Development team to "work in partnership with communities to develop quality, affordable, and available child care options for families".

The outcomes and outcome indicators that will be used for the child care grants were developed with the assistance of a statewide advisory committee which met several times in careful consideration of how to begin using outcome evaluation. The advisory committee also worked with the development of surveys that will be used to measure outcomes. Because working with outcomes and indicators is new with this grant round, this will be a time of experimenting and learning. To learn more about the outcomes and outcome indicators, **applicants are encouraged to attend one of the technical assistance workshops explained on page 8.**

CFL believes that we can reasonably expect to achieve progress toward these outcomes via activity supported by the Child Care and Development Fund grants. In focusing on families, the outcomes assume that there are many forms and configurations of families. Some examples are one-parent families, two-parent families, blended families, extended families, adoptive families, families of varied income levels, and families from different ethnic and cultural backgrounds. The outcomes for this year's Child Care and Development Fund grants this grant round are:

1. Children are cared for in child care homes and facilities which are safe, stable, and nurturing learning environments.
2. Child care providers promote healthy child development.
3. Families receive support in their child-nurturing responsibilities through partnerships with their child care providers.
4. Families have affordable child care options.
5. Families have child care that is inclusive and responsive to diverse cultures and needs.

In order to achieve these outcomes for families, the Department of Children, Families and Learning expects that communities must work together. The following additional outcome reflects the importance of collaboration in achieving child care outcomes for Minnesota families:

6. Child care organizations participate in public/private collaborations with culturally diverse communities; special needs groups; employers and employer organizations; agencies and institutions serving low-income families; and other early childhood and school-age groups.

Applications submitted are considered public information.

Please read through all of the application materials completely.

GENERAL INFORMATION

1. Who is eligible for Child Care and Development funds?

For eligibility requirements see each fund category description. Public and private organizations, including tribal governments, are eligible to apply. Applicants may include such entities as family service centers or collaboratives, community action programs, community nonprofit organizations, educational institutions, child care centers, for-profit organizations, family child care associations and tribal governments. Applications submitted must be specifically linked to developing and improving child care in Minnesota.

2. What are the responsibilities of the contracting agency?

The contracting agency is legally responsible for assuring the implementation of the work plan, budget compliance and state reporting requirements. The agency must comply with all state and federal requirements, including worker's compensation, nondiscrimination and data privacy. If funds are awarded, the contracting agency must be prepared to comply with standardized financial and progress reporting and outcome evaluation requirements of the State.

3. Can we apply for more than one source of funds?

Yes, but you must submit a separate application for each fund category. Submit applications for the fund category that best represents your primary focus. However, you may only submit one application for any individual funding category.

4. Can I access the application and forms via the Web?

Yes, the address is <http://cfl.state.mn.us>. Click on the Grants and Workshops button. The application forms may be downloaded as a MS Word 97 file. Applicant-generated computerized replications of the forms are acceptable if the format of the form is followed exactly.

5. What should be included in the application?

Applications must contain Form 1 through Form 8. Each application must be stapled in the top left hand corner. Do not bind applications in notebooks, plastic bindings or specially printed covers. Applications should be 20 or fewer pages. Double-sided pages are preferred. For the convenience of volunteer reviewers, the pages should be numbered and the font size should be no less than 12 point.

6. Should letters of support or other attachments accompany the application?

Yes. Letters of support may be included to document partnership/coordination/work with other organizations. Also, brochures, pamphlets or annual reports may be included if pertinent to the proposed project. However, please do not send audio or video tapes.

7. How many copies should I submit and where should I send the application?

Mail or deliver **8 double-sided copies** of the completed application and attachments to:

Michelle Weber, Child Care Grants Specialist
Building Minnesota's Child Care System RFP
Minnesota Department of Children, Families & Learning
1500 Highway 36 West
Roseville, Minnesota 55113

Faxed applications will not be accepted

8. When is the application deadline?

All applications must be postmarked no later than **December 17, 1999**. Late proposals will not be considered.

9. Are funds distributed to specific geographic areas?

No. However, geographic as well as cultural community and programmatic distribution of funds are considered in the review process.

10. What can these funds be used for?

Depending on the category of funding you are applying for, these funds may be used for start-up and development of projects; to expand, enhance or improve existing services; or to continue programs where funding has expired. Funds cannot replace or supplant funds currently committed for a project. These funds may not be used for capital expenses such as major equipment purchases, building construction or facility remodeling. Funds may be used for minor building improvements to meet fire and building code standards in order to become licensed. All expenses must be itemized and directly chargeable to the proposed project. A flat rate is not allowed for indirect costs, but supporting activity costs, such as bookkeeping and maintenance, are allowable. See the application instructions for more information.

11. How long does the funding last?

Grants will be awarded for a period of two years beginning on April 1, 2000 through March 31, 2002.

12. Who should I call if I have questions?

Please call Michelle Weber at (651) 582-8470 and leave a detailed message on the voice mail system. An effort will be made to return your call by the end of the following business day. You may also e-mail your questions to michelle.weber@state.mn.us. Also, see the specific fund category descriptions for additional staff contacts. For TDD, contact the Minnesota Relay Service at (651) 297-5353 or 1-800-627-3529 and ask them to call (651) 582-8470.

13. When will applicants be notified of funding decisions?

By March 1, 2000 award letters and regret letters will be mailed. Due to the large number of applications received, individual feedback about applications not funded may not be available. Notification will be by mail only; please do not call to inquire about the status of a grant application. You may send a self-addressed stamped postcard to be returned to confirm that your application was received.

14. Where do I find information about grant opportunities from other Minnesota agencies?

The Minnesota Department of Administration publishes the *State Register* each week. It contains information about state contracts, rules and grant opportunities. Check your library for a copy or for information about subscribing to the *State Register* call (651) 297-3000 or 1-800-657-3757.

Use the Internet to search for grant opportunities from government, public and private organizations. Most local libraries have a public access terminal.

You may also contact your local Child Care Resource & Referral (CCR&R) agency to obtain information about Child Care Services, School-Age Care and Infant/Toddler Care grants.

15. Will additional Child Care RFPs be issued?

Currently, this is the only scheduled RFP for these categories of funding until the Fall of 2001. However, if additional funding becomes available to the Department of Children, Families & Learning additional RFPs may be issued.

16. If I don't receive funding, may I appeal the decision?

Applicants wishing to appeal a decision by the Department of Children, Families & Learning must do so in writing to the Department of Children, Families & Learning within 15 days of the date on the award/regret letter.

17. What are the obligations of the State?

This application package does not obligate the State to complete the project and the State reserves the right to cancel the solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application. Also, the State reserves the right to reject any and all applications received as a result of this request for proposals. The Department of Children, Families & Learning does not intend to award a grant solely on the basis of any response made to this application or pay for information solicited or obtained.

18. What technical assistance is available to complete this application?

You may call Michelle Weber at (651) 582-8470 with questions on the application. Also, you may e-mail your questions to michelle.weber@state.mn.us or the appropriate person for categorical questions. In addition, you are strongly encouraged to attend a technical assistance workshop that will include information on how to complete the application, the different fund categories and outcomes and outcome indicators. The Department of Children, Families & Learning has contracted with Wilder Research Center to provide assistance with the outcomes and outcome indicators at the following technical assistance workshops:

<u>Date/Time</u>	<u>Location</u>	<u>For directions call</u>
Monday, November 1, 1999 1:00-3:00 p.m.	Holiday Inn 5637 Highway 29 South Alexandria, Minnesota	320-763-6577
Wednesday, November 3, 1999 1:00-3:00 p.m.	Radisson Plaza 150 South Broadway Rochester, Minnesota	507-281-8000
Monday, November 8, 1999 1:00-3:00 p.m.	Bennett's on the Lake 600 East Superior Duluth, Minnesota	218-722-3463
Wednesday, November 10 1:00-3:00 p.m.	Children, Families & Learning 1500 Highway 36 West, CC14 Roseville, MN 55113	651-582-8200

TO ATTEND A TECHNICAL ASSISTANCE WORKSHOP YOU MUST COMPLETE THE REGISTRATION FORM ON THE NEXT PAGE.

NOTE: Workshops with low registrations may be cancelled.

TECHNICAL ASSISTANCE WORKSHOP REGISTRATION FORM

To participate in a technical assistance workshop, you ***MUST*** return this form to the Department of Children, Families and Learning by Thursday, October 28, 1999. The Department of Children, Families & Learning reserves the right to cancel any/all technical assistance workshop(s) if sufficient registrations are not received.

NAME: _____

AGENCY: _____

DAY PHONE: _____

____ I would like to attend the following meeting. (Please check one. Space is limited!)

All meetings are from 1:00 to 3:00 p.m.

Monday, November 1, 1999
Alexandria

Wednesday, November 3, 1999
Rochester

Monday, November 8, 1999
Duluth

Wednesday, November 10, 1999
Roseville

Return this registration form by October 28, 1999 to:

Michelle Weber, Child Care Grants Specialist
Department of Children, Families and Learning
1500 Highway 36 West
Roseville, Minnesota 55113
Fax (651) 582-8496
e-mail: michelle.weber@state.mn.us
St. Paul, MN 55101-2273

MINNESOTA DEPARTMENT OF



CHILD CARE AND DEVELOPMENT FUNDS
Applications Due: December 17, 1999

FUND CATEGORY	TOTAL FUNDS AVAILABLE BY CATEGORY	MAXIMUM GRANT AWARD (two-year period)	ANTICIPATED NUMBER OF AWARDS
Promoting Community Partnerships	\$380,000	\$76,000	5
Care for Children with Special Needs	\$342,000	\$70,000	5
Culturally-Responsive Child Care	\$1,330,000	\$100,000	14-20
Child Care Mentorship and Training Initiatives	\$450,653	dependent on scope of the project	5-8

Note: Grant awards are subject to availability of federal appropriations.

PLEASE REMEMBER THAT APPLICATIONS MUST NOT EXCEED THE MAXIMUM GRANT AWARD LISTED ABOVE.

FUND CATEGORY DESCRIPTIONS

1. Promoting Community Partnerships

These funds are available to create or expand partnerships that provide full day comprehensive services for families moving from welfare to work. This funding category may include, but is not limited to, strategies such as creating Head Start and Child Care partnerships, programming for non-standard hour care, and quality enhancement projects.

Specific Proposal Criteria:

Applicants must demonstrate evidence of community needs assessment, numbers of children in poverty in service area, and inclusion of community resources. Applicants include partnerships among child care, Head Start, Early Childhood Family Education (ECFE), School Readiness and other family-centered programs proposing to integrate comprehensive full day services for children from low-income families.

The maximum grant award for this category will be \$76,000 for a two year period. Five grantees will be selected based on geographical distribution of funds. If you have questions about this category, please contact Karla Mouw at (651) 582-8411 or e-mail karla.mouw@state.mn.us.

2. Care for Children with Special Needs

These funds are available to create demonstration sites for coordinating care for children with special needs. The outcomes of this grant program are as follows:

1. To increase the number of child care providers who care for children with special needs in inclusive child care settings.
2. To increase parent satisfaction and stability of child care arrangements for children with special needs.
3. To link funding streams to provide coordinated services and increase the quality of care for children with special needs in typical child care settings.

Specific Proposal Criteria:

Demonstration sites will coordinate child care resources within a defined geographical area for families experiencing difficulties in finding care for their children with special needs. Coordination must include health, education and social services in both public and private agencies. The coordinating agency will have expertise in community resources and support and promote partnerships among families, child care providers and services. Partners may include

the following: Project EXCEPTIONAL teams, county social services, public health agencies, schools, collaboratives including Children's Mental Health, Family Services Collaboratives, Interagency Early Intervention Committees, Head Start disability coordinators and other partners identified within the region. The coordinator will disseminate information to the child care resource and referral (CCR&R) agencies, family child care associations, directors of child care centers and other child care organizations in the defined region. Coordinators will find resources such as: equipment, funding to reduce group size/ratios, accurate information, appropriate on-site consultations and work with CCR&R training coordinators, capacity-building specialists and referral counselors.

Grantees will be required to participate in bi-monthly meetings with a statewide special needs work group, identify resources for a centralized web site, and record and report best practices in their region. Grantees will be required to gather data and information to demonstrate outcomes for the project.

The maximum grant award for this category will be \$70,000 for a two year period. Five grantees will be selected based on geographical distribution of funding. If you have questions about this category, please contact Barbara O'Sullivan at (651) 582-8422 or by e-mail barbara.osullivan@state.mn.us.

3. Culturally-Responsive Child Care

These funds are available to create new or to expand and/or support existing initiatives focused on creating culturally-responsive child care. For the purposes of this request for proposals, the term “culturally-responsive” is used to refer to services, programs, and/or initiatives that respond to and reflect the needs of all cultural communities in Minnesota. The term refers to both culturally-specific and multicultural initiatives.

This funding category may include, but is not limited to: translation of program material, staff training in the area of cultural differences and anti-bias approaches, hiring staff from diverse backgrounds, development of culturally-specific and multicultural resources, technical assistance to providers and potential providers, bi-lingual licensing and parent education.

Specific Proposal Criteria:

Evidence of strong working relationships with the affected communities; demonstration of need; description for how proposed work will increase the cultural responsiveness of child care; and equitable distribution of funds based on Minnesota's geographical regions, cultural communities, and components of the child care system.

Eligible applicants are programs or initiatives that currently have or are proposing services, programs, and/or initiatives that will increase the cultural responsiveness of the child care system in Minnesota.

The maximum grant award for this category will be \$100,000 for a two-year period. Twelve (12) to twenty (20) grantees will be selected based on geographical, cultural community and programmatic distribution of funding. If you have questions about this category, please contact Carolyn Carr at (651) 582-8320 or by e-mail carolyn.carr@state.mn.us.

4. Child Care Mentorship and Training Initiatives

These funds are available to increase the accessibility of training opportunities for child care providers in order to improve professionalism and impact the quality of care.

Applicants may submit proposals for activities that include:

1. **Central Coordination:** To support efforts to improve coordination, accessibility and effectiveness of training. The project should work with other training projects to sustain efforts, eliminate duplicative efforts and ensure quality assurance.
2. **Existing Training and Accreditation Projects:** To sustain and expand incentives that support accreditation, credentialing and other training strategies that are linked to reduce child care provider turnover.
3. **Mentorship:** To support statewide efforts to provide mentors to child care providers, including school-age, special needs, infant/toddler or non-standard hour care, etc.
4. **Training Linked to Compensation:** To support efforts to improve compensation for child care workers through various professional development strategies.

Specific Proposal Criteria:

Training project proposals must demonstrate in their project overview linkages and partnerships that will sustain and support continuation of training after the project proposal period.

Proposals must build on existing efforts. Proposals must include an outreach plan for difficult to reach child care providers and diverse communities. Proposed projects must demonstrate how they will reduce barriers to training including language, geographic accessibility, credit-based training and duplication of efforts.

The maximum grant award for this category will be dependent on the scope of the proposed project for a two-year period. Five to eight grantees may be selected based on geographical distribution of funding and diversity of models. If you have questions about this category, please contact Barbara O'Sullivan at (651) 582-8422 or by e-mail barbara.osullivan@state.mn.us.

APPLICATION REVIEW PROCESS

Applications are reviewed through a three step process as described below.

Step 1: Applications are first read by citizens who volunteer their time for the review process. Review teams reflect the diversity of communities. Depending on the fund categories, teams may include child care resource and referral staff; child care center staff; family child care providers; parents; public health specialists; school-age care providers; state agency representatives; civic, business and faith community members; early childhood specialists and other citizens. Applications are sorted for review by fund category. Each application is reviewed by a minimum of three citizen reviewers.

Step 2: Reviewers meet to discuss all applications and make final recommendations to the Department of Children, Families & Learning.

Step 3: The Department of Children, Families & Learning evaluate reviewer recommendations and examine geographic, cultural community and programmatic distribution of funds as well as the impact on systems change. The Department of Children, Families & Learning will make all final decisions for funding based on the criteria established in each fund category description.

REVIEW CRITERIA	MAXIMUM POINTS
Community and Organization Overview (Form 2)	10
Project Overview (Form 3)	30
Work Plan (Form 4)	15
Outcomes and Outcome Indicators (Form 5)	20
Collaboration/Work with Other Agencies (Form 6)	15
Budget (Forms 7&8)	10
Final funding decisions will include the criteria described in Step 3 above.	

NOTE: A score of 100 does not guarantee funding.

If you would like to volunteer to be included in the review process, please fill out the application on page 15. Reviewers will be asked to read and rank approximately 10 grant applications. Reviewers will be invited to a reviewer training in January 2000 and will be required to attend a final review meeting in February 2000. Reimbursement for travel, child care and substitute costs is available. If you are applying for funds, you are still eligible to review applications from a funding category that is different than the funding category from which you are requesting funds.

**CHILD CARE AND DEVELOPMENT FUND
GRANT PROPOSAL REVIEWER APPLICATION**

Your Name:			
Address: City/State/Zip		e-mail:	
		Fax:	
Phone:	()	County of Residence:	

Please indicate the constituent group you will represent:

Family Child Care Provider		Parent User of Child Care Services	
Child Care Center Provider		School Age Care Provider	
Health Services		Public Schools	
Social Services		Regional Employer	
Head Start		Other: (i.e. R&R)_____	

Please identify any affiliations, employment, or experiences that relate to your interest in and involvement in reviewing grant proposals. (e.g. employment and/or education related to the child care field, volunteer work related to child care or child development issues, number and ages of children, type(s) of child care used, etc.). List the category of funding you would like to review: _____

Briefly describe why you are interested in reviewing grant applications : _____

Please identify any potential conflicts of interest you may have when reviewing grant proposals. (NOTE: A conflict of interest does not make you ineligible to review grant proposals.) The following may help clarify how conflicts of interest should be handled: A grant proposal reviewer who has a direct financial interest in the funding of a proposal may not provide a recommendation or participate in the ranking of that grant proposal. A direct financial interest includes, but is not limited to: enrollment of a child or other relative in the program, employment with the program, membership on the program's board of directors and/or committees, or employment of a family member in or by the program. List categories of funding with which you may have a conflict of interest with and organizational involvements:

Please return this completed application to:
 Michelle Weber
 Minnesota Department of Children, Families & Learning

1500 Highway 36 West
Roseville, Minnesota 55113
Fax: (651)582-8496

APPLICATION INSTRUCTIONS

Please carefully read these instructions and the specific fund category description before beginning the application.

1. Application Cover Sheet - Form 1. Do not use any other top sheet, cover letters or binders. Fill in all the blanks. The contracting agency is the legal applicant responsible for fiscal and programmatic oversight of the project. The contact person is the person most familiar with this application. In the summary area, briefly describe the purpose of the project, services, location, and population you intend to serve. This summary is used in news releases and other written materials describing grant recipients.

2. Community and Organization Overview - Form 2. Provide background information about your community and organization. Describe the community resources and needs as they relate to the target population for this application. Provide data relevant to helping reviewers understand the extent of resources available and problems facing the community. Describe applicant experience in providing services to diverse families in the target population. Priority consideration will be given to programs serving low-income communities. Include whatever information you think is important for reviewers to know to understand your grant proposal and your organization.

3. Project Overview - Form 3. Describe the project you propose to implement and the planning process used to develop it. **Review each fund category description for Specific Proposal Requirements.** Describe how your project will promote systems change in addition to providing services (i.e. improve access, remove barriers and/or integrate other services with child care). How was the need for the program identified? Who was involved? Does it reflect the diversity of the population to be served? Provide specific information about the individuals and organizations that actively helped in the planning process. Describe the services you intend to provide and the population you will serve. (Refer to the fund category description for specific requirements.) Identify the sites where services will be made available and why you chose those sites. If other organizations will help provide services, describe their roles. How will the program be staffed, i.e., will you be using volunteers and/or paid staff? If you are using volunteers, how will you recruit and support them? Describe how your projects will enhance the availability of quality child care services in Minnesota. List the number of children and families your program will serve. Describe how your project is tied to the outcomes you have selected on Form 5.

4. Work Plan - Form 4. Using the format provided, please identify each of the program steps, activities and tasks to be achieved. For each step, activity and task identify by name or staff title the individual(s)/position responsible for each activity. Indicate the start date for each anticipated activity and the number of participants, if applicable. Be sure to address the outcomes from Form 5 that you are hoping to achieve.

5. Outcomes and Outcome Indicators - Form 5. The Department of Children, Families and Learning has revised its grant making process so that grant funds work toward creating measurable outcomes for children and families in Minnesota. An advisory committee comprised of past grant recipients worked to develop the outcomes and indicators identified on Form 5. Below are definitions of outcomes and indicators.

Outcomes are benefits to program participants during or after involvement in the program.

Outcome Indicators signal progress toward achieving the intended outcomes.

Applicants will likely fall into one of two categories: 1) applicants that provide direct services to families and/or child care providers; or 2) applicants that indirectly provide services to families and/or child care providers. Applicants that directly serve families and/or providers should complete Form 5A. Applicants providing indirect services to families and/or providers should complete Form 5B. **Do not complete both Form 5A and Form 5B.**

If you propose to **directly** serve families and/or providers, use the format provided on Form 5A to select the outcomes that best fit your proposed program. Applicants are encouraged to select one or two outcomes that can be reasonably worked toward if grant funds are awarded. Please do not select all six of the outcomes. Once you have selected one or two outcomes that your program will work toward, choose indicators from Form 5A that are listed under the outcome that will be used to measure your performance.

If you propose to **indirectly** serve families and/or providers, use the format provided on Form 5B to select the outcomes that best fit your proposed program. Applicants are encouraged to select one or two outcomes that can be reasonably worked toward if grant funds are awarded. Please do not select all six of the outcomes. Once you have selected one or two outcomes that your program will work toward, provide a description of how the activities in your work plan will result in progress toward the outcome(s) you've selected.

If your program does not fit within any of the outcomes or outcome indicators identified on Form 5A or 5B, please contact Michelle Weber, (651) 582-8470 or e-mail michelle.weber@state.mn.us.

Outcome indicators will be measured through parent and/or provider surveys that have been developed by the Department of Children, Families & Learning. Grant recipients will be required to assist the Department of Children, Families & Learning in surveying parents and/or providers on the identified outcome indicators. Assistance will be provided to all grantees on surveying after awards have been made.

Applicants **do not** need to budget for any costs associated with surveying or compiling results.

6. Partnership/Coordination/Work with Other Organizations – Form 6.

Partnership/coordination/work with other organizations and agencies in planning and implementing proposals is **required**. Check the fund category description to determine the specific partners. On the

form provided list the local entities you will partner, coordinate, collaborate and/or work with to address project goals. Describe the roles, responsibilities, and contribution of each partner.

The purpose of partnership/coordination/working with other organizations is to improve the availability, affordability and quality of child care in order to provide more comprehensive services to families and their children. Successful projects will develop a coordinated plan to cooperate with other entities to build a collaboration that meets the needs of families in their communities. Source: *Collaboration: What Makes it Work*. Amherst H. Wilder Foundation (1992).

Complete **one** form for each partner/coordination.

7. Project Budget Request - Form 7. Complete a detailed line item budget showing how requested grant funds will support the proposed project. Use the form provided or your own computer-generated reproduction of the form. Programs requesting funds over the entire two year period must submit two 1-year budgets. A program report will be required at the end of the first year before year two funding will be released. Applicants requesting all of the funding in the first year will need to submit a program report before the second half of the funding is released.

- A. Salary and Fringe.** For staff supported by this grant request, list each name and/or position and percentage of time and fringe benefits for the grant period.
- B. Equipment.** List non-expendable items to be purchased. Non-expendable tangible property has a useful life of more than two years. Expendable items should be included in the supplies or other category. Use Form 8 to explain how the equipment is necessary for the success of the project.
- C. Print/Copy.** List printing and copying costs that are necessary for the project.
- D. Phone/Postage.** List monthly phone expenses not already paid from existing sources for the project. Estimate postage for the duration of the project.
- E. Supplies.** Include office and program supplies, training materials, curriculum and expendable equipment such as books and software. Generally, supplies include materials that are expendable or consumed during the course of the project.
- F. Contracted Services.** List the contractor or consultant name, service to be provided, fee and length of time for the project. Contractor supplies and travel should be included if applicable. Itemize equipment rented or leased for the project.
- G. Employee In-State Travel.** If project staff will travel, itemize the costs, frequency and nature of travel. No out-of-state travel is allowed.
- H. Other Expenses.** Include items such as rent for space that is not currently available for the project, stipends, transportation or training for participants and other direct costs as needed. A flat indirect/administrative rate is not allowed.

8. Budget Overview - Form 8. Does this request establish a new program, expand an existing one or provide funds to replace financial support no longer available? Are you seeking additional funds to support this project? Will you accept a reduced level of funding? If so, at what level would you still be able to implement your program?

APPLICATION CHECKLIST

- ' Cover Sheet - Form 1
- ' Community & Organization Overview - Form 2
- ' Project Overview - Form 3
- ' Work Plan - Form 4
- ' Outcomes and Outcome Indicators-Form 5
- ' Partnership/Coordination/Work with Other Organizations - Form 6
- ' Project Budget Request - Form 7
- ' Budget Overview - Form 8
- ' **8 copies postmarked by 12/17/99**

Applications must contain Form 1 through Form 8. Each application must be stapled in the top left-hand corner. Do not bind applications in notebooks, plastic bindings or specially printed covers. Applications should total 20 or fewer one-sided pages or 10 double-sided pages. For the convenience of volunteer reviewers, the pages should be numbered and the font size should be no less than 12 point.

No tapes or videos should be sent. Brochures, pamphlets or annual reports must be pertinent to the proposed project.

**CHILD CARE & DEVELOPMENT FUND
APPLICATION COVER SHEET
FORM 1**

This form is to be used as the cover sheet for your grant application. Submit **8 copies** of the complete application for each fund category to: Child Care and Development Fund, Minnesota Department of Children, Families & Learning, 1500 Highway 36 West, Roseville, MN 55113.

CONTRACTING AGENCY: Use the legal name and full address for the organization.		CONTACT MAILING ADDRESS: (if different)	
Administrator or Director name & signature:		Contact name:	
Name: Signature:			
Telephone number:	Fax number:	Telephone number:	Fax number:
	e-mail:		e-mail:
Project Service Area (list counties and school districts)		Project start date:	Project end date:
		MN tax ID#:	Federal employer ID#:
TOTAL GRANT FUNDS REQUESTED			\$
FUND CATEGORY--CHECK 1 (SEPARATE APPLICATIONS MUST BE SUBMITTED FOR EACH FUNDING CATEGORY)			
Promoting Community Partnerships		Caring for Children with Special Needs	
Culturally-Responsive Child Care		Child Care Mentorship & Training Initiatives	
Project Summary: (50 words or less)			

**COMMUNITY AND ORGANIZATION OVERVIEW
(NARRATIVE)
FORM 2**

1. Provide background information about your community and organization. State whatever information you think is important for reviewers to know to understand your grant proposal and your organization.
2. Describe the community resources and needs as they relate to the target population for this application.
3. Provide data relevant to helping reviewers understand the extent of resources available and problems facing the community. Describe community resources and needs as they relate to the application. Provide culturally relevant data to help reviewers understand the extent of resources available or problems facing the community.
4. Describe applicant experience in providing services to diverse families in the target population. Priority consideration will be given to programs serving low-income communities.

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PROJECT OVERVIEW

(NARRATIVE)

FORM 3

1. Describe the project you propose to implement and the planning process used to develop it. Describe the services you intend to provide and the population you will serve. **(Refer to the fund category description for *Specific Proposal Criteria.*)** Describe how your project(s) will enhance the availability of quality child care services in Minnesota.
2. Describe how your project is working towards system change. (i.e. improve access, remove barriers and/or integrate other services with child care)
3. How was the need for the program identified?
4. Provide specific information about the individuals and organizations that actively helped in the planning process. Who was involved? Does it reflect the diversity of the population to be served?
5. Identify the sites where services will be made available and why you chose those sites.
6. If other organizations will help provide services, describe their role. How will the program be staffed, i.e., will you be using volunteers and/or paid staff? If you are using volunteers, how will you recruit and support them?
7. Describe how your project will work toward the outcomes you have selected on Form 5.
8. Provide information on the number of families and children (include ages) that your program will serve. What are the direct “products” of your program activities? (i.e. number of trainings, hours of service, numbers served)

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**WORK PLAN
FORM 4**

Keeping in mind the outcomes you are working to achieve on Form 5, identify each of the steps, project activities, and/or tasks to achieve the outcomes.

Steps, program activities, and/or tasks to achieve identified outcomes	Number of participants and frequency of activity	Time frame	Person/position responsible
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**OUTCOMES AND OUTCOME INDICATORS
FORM 5A**

Only programs directly serving families and/or providers through the project for which they are applying for funds should complete this form. Programs indirectly serving families and/or providers through the project for which they are applying for funds should complete Form 5B.

Programs receiving Child Care Development grants from the Minnesota Department of Children, Families & Learning are required to demonstrate how the grant was used to achieve measurable outcomes for children and families in Minnesota.

Select one or two outcomes from pages 24-29 that your program will achieve through this grant program and then select five to ten outcome indicators which will be used to measure your programs' progress toward the outcome. Outcome indicators will be measured through parent and/or provider surveys developed by the Department of Children, Families & Learning.

Outcome #1: Children are cared for in child care homes and facilities which are safe, stable and nurturing learning environments.

_____ *This program will **not** achieve Outcome #1.*

_____ *This program will achieve Outcome #1 through the following outcome indicators. Check 5 to 10 outcome indicators that apply.*

Outcome Indicators: Number and percent of families reporting that:

- Child enjoys going to child care.
- Child feels safe and secure.
- Child gets a lot of individual attention.
- Child likes the caregiver or provider.
- Caregiver or provider enjoys and respects all children in her/his care.
- Caregiver or provider is happy to see child.
- Caregiver or provider is warm and affectionate toward each child.
- Caregiver or provider and parent share information about child.
- Caregiver or provider provides activities that are just right for my child.
- Caregiver or provider is supportive of the way family wants to raise child.
- Caregiver or provider is helping child develop self-confidence and self-worth.
- There are plenty of toys, books, pictures and music for child.
- There are lots of creative activities.
- There has not been too much turnover in child's caregivers or providers at this arrangement.

Number and percent of center-based child care programs reporting:

- Reduced provider turnover/program closure reduced (retention increased).

Number and percent of family child care providers reporting:

- Able to stay in business.
- Increased enrichment activities increased.
- Certification for CPR and first aid.

**OUTCOMES AND OUTCOME INDICATORS
FORM 5A CONTINUED**

Outcome #2: Child care providers promote healthy child development.

_____ *This program will **not** achieve Outcome #2.*

_____ *This program will achieve Outcome #2 through the following outcome indicators. Check 5 to 10 outcome indicators that apply.*

Outcome Indicators: Number and percent of families reporting that:

There are lots of creative activities.

Caregiver or provider knows a lot about children and their needs.

Caregiver or provider provides activities that are just right for my child.

Caregiver or provider understands and responds to child's needs (e.g. comforts child).

Caregiver or provider changes activities in response to child's needs.

Caregiver or provider has a flexible and responsive daily routine for the children.

Children engage in creative activities.

Number and percent of center-based child care programs:

Accredited or CDA*

Using lesson or program plans

Accountable to families via formal feedback process

Pre-service, in-service training, peer coaching and mentor opportunities are provided on a continuous basis

Number and percent of family child care providers:

Using lesson or program plans

Having plans for on-going training and support and mentorships

Accountable to families via formal feedback process

Certified in CPR and first aid

Applying skills and implementing what they learned in trainings based on trainer follow-up

Reporting increased understanding of license standards

Having a Child Development Associate (CDA) certificate

* Accreditation is one indicator of skilled providers, recognizing that the current accreditation process is not inclusive (i.e. education, language and cost are systemic barriers to accreditation) and also recognizing that lack of accreditation does not necessarily indicate a lack of skills.

**OUTCOMES AND OUTCOME INDICATORS
FORM 5A CONTINUED**

Outcome #3: Families receive support in their child-nurturing responsibilities through partnerships with their child care providers.

_____ *This program will **not** achieve Outcome #3.*

_____ *This program will achieve Outcome #3 through the following outcome indicators. Check 5 to 10 outcome indicators that apply.*

Outcome Indicators:

Number and percent of center-based child care programs that have:

Family involvement in parent councils

Advisory councils

A parent education and support component

School readiness activities

Daily reporting regarding child's day

Newsletter

Joint trainings for staff and families

Ways to help families connect with resources or community services such as health care, transportation, housing, employment or life-long learning opportunities

Number and percent of family child care homes that have:

School readiness activities

Daily reporting regarding child's day

Written policies (e.g. expectations and decisions about children's care)

Newsletter

Ways to help families connect with resources or community services such as health care, transportation, housing, employment or life-long learning opportunities

Number and percent of families reporting that:

Caregiver or provider is helping child develop sensitivity to other cultures.

Caregiver or provider respects and is supportive of the way family wants to raise child.

Caregiver or provider helped family connect with resources or community services such as health care, transportation, housing, employment or life-long learning opportunities.

Program reflects and supports the culture, strengths and desires of families for their children.

Families know theirs and providers' responsibilities and roles.

They have increased understanding about how child care works in the U.S.

All family members are included and treated with respect.

Family members can participate in the program in ways that are not pre-determined.

Families are in a creative role of establishing goals and making decisions, not passive role of only being informed.

Families know their feedback will lead to changes in the program.

Family is viewed as part of the program and program is viewed as part of the family's life.

Families are part of the program's planning process and policy-making.

Partnership is based on cooperation, respect, and mutual goal of doing their best for the children.

Programs provide a range of options for families to participate and to choose the type and level of participation that suits them.

**OUTCOMES AND OUTCOME INDICATORS
FORM 5A CONTINUED**

Outcome #4: Families have affordable child care options.

_____ *This program will **not** achieve Outcome #4.*

_____ *This program will achieve Outcome #4 through the following outcome indicators. Check 4 to 7 outcome indicators that apply.*

Outcome Indicators: Number and percent of child care providers (either center based child care programs or family child care providers):

Accepting basic sliding fee subsidy

Receiving assistance with completing Child Care Assistance Program paperwork

Assisting non-English speaking and hard-to-reach families with completing Child Care Assistance Program paperwork

Marketing (outreach) to all families regardless of income

Offering “access” subsidies (e.g. sliding fee scale and/or scholarships)

Offering information about child care tax credits and/or the Earned Income Tax Credit

Number and percent of families:

Who get on the Basic Sliding Fee waiting list

Who learn about child care assistance

Who receive MFIP child care assistance as a result of obtaining assistance with Child Care Assistance program paperwork

Linking with other early childhood and school-age care programs

Accessing tax credits and/or the Dependent Care Account

**OUTCOMES AND OUTCOME INDICATORS
FORM 5A CONTINUED**

Outcome #5: Families have child care that is inclusive and responsive to diverse cultures and needs.

_____ *This program will **not** achieve Outcome #5.*

_____ *This program will achieve Outcome #5 through the following outcome indicators. Check 5 to 10 outcome indicators that apply.*

Outcome Indicators:

Number and percent of families reporting that:

- They trust their provider or caregiver.
- Caregiver or provider respects and is supportive of the way family wants to raise child.
- Caregiver or provider is helping child develop sensitivity to other cultures.
- Caregiver or provider is able to communicate with family in their primary home language.
- Caregiver or provider respects their culture.
- Program reflects and supports the culture, strengths and desires of families for their children.
- Program meets their dietary preferences.
- Care is inclusive, regardless of age, abilities or cultural background of children.
- Program has flexible hours and scheduling.
- Program offers flexibility in payment mechanisms.
- Program has convenient location.
- They know about their child care choices and are able to choose from them.
- If they had to do it over, would choose this care again.

Increase in number of:

- Child care spaces for sick care homes or facilities
- Child care spaces for non-standard hour care homes or facilities
- Child care spaces for drop-in care
- Child care spaces for special needs care
- Child care spaces for crisis care
- Child care spaces for culturally-specific care
- Infant, toddler, preschool and school-age spaces sustained
- Infant, toddler, preschool and school-age spaces created
- Caregivers or providers with limited English skills who become registered
- Caregivers or providers with limited English skills who get licensed
- Staff drawn from community the program serves
- Programs offering flexibility in scheduling and payment mechanisms
- Caregivers or providers offering families' dietary preferences
- Caregivers or providers speaking families' language (center-based only)
- Programs using materials that reflect child's home culture (e.g., music, videos, art and stories)
- Programs using materials translated for parent in their language
- Program using materials that introduce children to many cultures

**OUTCOMES AND OUTCOME INDICATORS
FORM 5A CONTINUED**

In order to achieve outcomes 1-5 for families, the Department of Children, Families & Learning expects that communities must work together. The following additional outcomes reflects the importance of collaboration in achieving child care outcomes for Minnesota families:

Outcome #6: Child care organizations participate in public/private collaborations with culturally diverse communities; special needs groups; employers and employer organizations; agencies and institutions serving low-income families; and other early childhood and school-age groups.

_____ *This program will **not** achieve Outcome #6.*

_____ *This program will achieve Outcome #6 through the following outcome indicators. Check 2 to 4 outcome indicators that apply.*

Outcome Indicators: Increased number of new or existing collaborations with organizations serving culturally diverse communities; special needs groups; employers and employer organizations; agencies and institutions serving low-income families; and other school-age and early childhood groups that have:

Defined mutual relationships and goals

Jointly developed structures and responsibilities

Mutual authority and accountability for success

Resource-sharing (staff, space, materials, activities)

**OUTCOMES AND OUTCOME INDICATORS
FORM 5B**

Only programs that indirectly serve families and/or providers through the project for which they are applying for funds should complete this form. Programs directly serving families and/or providers through the project for which they are applying for funds should complete Form 5A. Programs completing Form 5B will be expected to work the Department of Children, Families & Learning on measuring their progress toward each outcome selected.

Programs receiving Child Care Development grants from the Minnesota Department of Children, Families & Learning are required to demonstrate how the grant was used to achieve measurable outcomes for children and families in Minnesota. **Select one or two outcomes** below that your program will achieve through this grant program and then provide a description of how the activities in your work plan will result in progress toward the outcome(s) you have selected.

Outcome #1: Children are cared for in child care homes and facilities which are safe, stable, and nurturing learning environments.

_____ *This program will **not** achieve Outcome #1.*

_____ *This program will achieve Outcome #1 through the following activities:*

Outcome #2: Child care providers promote healthy child development.

_____ *This program will **not** achieve Outcome #2.*

_____ *This program will achieve Outcome #2 through the following activities:*

Outcome #3: Families receive support in their child-nurturing responsibilities through partnerships with their child care providers.

_____ *This program will **not** achieve Outcome #3.*

_____ *This program will achieve Outcome #3 through the following activities:*

Outcome #4: Families have affordable child care options.

_____ *This program will **not** achieve Outcome #4.*

_____ *This program will achieve Outcome #4 through the following activities:*

**OUTCOMES AND OUTCOME INDICATORS
FORM 5B CONTINUED**

Outcome #5: Families have child care that is inclusive and responsive to diverse cultures and needs.

_____ *This program will **not** achieve Outcome #5.*

_____ *This program will achieve Outcome #5 through the following activities:*

In order to achieve outcomes 1-5 for families, the Department of Children, Families and Learning expects that communities must work together. The following additional outcome reflects the importance of collaboration in achieving child care outcomes for Minnesota families:

Outcome #6: Child care organizations participate in public/private collaborations with culturally diverse communities; special needs groups; employers and employer organizations; agencies and institutions serving low-income families; and other early childhood and school-age groups.

_____ *This program will **not** achieve Outcome #6.*

_____ *This program will achieve Outcome #6 through the following activities:*

**PARTNERSHIP/COORDINATION/WORK WITH OTHER ORGANIZATIONS
FORM 6**

Partnership/coordination/work with other organizations and agencies in planning and implementing proposals is required. Check the fund category description to determine if specific partners must be involved. Complete the following information for each partner. A representative from each partnering agency **must either sign the agreement OR provide a letter of support** to accompany the proposal.

Partnering Organization

Name:

Address:

Phone Number:

Fax Number:

e-mail address:

Contact Person:

Title:

Define role, responsibilities and activities for each partner organization:

Indicate contribution of resources:

- Funds: \$ _____
- In-kind (please describe):

Signature: _____ Date: _____

Representing: _____

OR

____ Letter of support attached

PROJECT BUDGET REQUEST SAMPLE

BUDGET PERIOD:	4-01-00 through 3-31-01 Year 1 of Project	
A. SALARY and FRINGE (Itemize by position, FTE or hours, for grant period)		
Coordinator	\$20,000 x .5 FTE = \$10,000 x 1 year = \$10,000 + 14% benefits (\$1,400)	
	TOTAL:	\$11,400.00
B. EQUIPMENT		
Pentium Computer with CD ROM, Monitor, Printer	\$5000	
	TOTAL:	\$5,000.00
C. PRINT/COPY		
Printing/Reproduction	\$100/mo. x 12 = \$1,200	
Copying	\$50/mo. x 12 = \$600	
	TOTAL:	\$1,800.00
D. PHONE/POSTAGE		
Telephone	\$100/mo. x 12 = \$1,200	
Postage	\$750	
	TOTAL:	\$1,950.00
E. SUPPLIES		
Office Supplies	\$50/mo. x 12 = \$600	
	TOTAL:	\$600.00
F. CONTRACTED SERVICES		
John Doe - Trainer	\$500/mo. x 12 = \$6,000	
Auditing and Payroll	\$20/mo. x 12 = \$2,400	
	TOTAL:	\$8,400.00
G. EMPLOYEE IN-STATE TRAVEL		
500 mi. x .31 x 12	= \$1,860	
	TOTAL:	\$1,860.00
H. OTHER EXPENSES, i.e., rent, client transportation, etc. (Itemize)		
Rent	\$500 x 12 mo. = \$6,000	
	TOTAL:	\$6,000.00
TOTAL GRANT FUNDS REQUESTED-year 1	\$37,010.00	

**PROJECT BUDGET REQUEST
FORM 7**

Budget category descriptions are described in the Child Care and Development application booklet. If you are requesting funds for a two-year period, you must submit two 1-year budgets.

BUDGET PERIOD:			
A. SALARY and FRINGE Itemize by position, FTE or hours, for grant period			
	<table border="1" style="float: right; border-collapse: collapse;"> <tr> <td style="padding: 2px;">TOTAL:</td> <td style="padding: 2px;">\$</td> </tr> </table>	TOTAL:	\$
TOTAL:	\$		
B. EQUIPMENT			
	<table border="1" style="float: right; border-collapse: collapse;"> <tr> <td style="padding: 2px;">TOTAL:</td> <td style="padding: 2px;">\$</td> </tr> </table>	TOTAL:	\$
TOTAL:	\$		
C. PRINT/COPY			
	<table border="1" style="float: right; border-collapse: collapse;"> <tr> <td style="padding: 2px;">TOTAL:</td> <td style="padding: 2px;">\$</td> </tr> </table>	TOTAL:	\$
TOTAL:	\$		
D. PHONE/POSTAGE			
	<table border="1" style="float: right; border-collapse: collapse;"> <tr> <td style="padding: 2px;">TOTAL:</td> <td style="padding: 2px;">\$</td> </tr> </table>	TOTAL:	\$
TOTAL:	\$		

PROJECT BUDGET REQUEST CONTINUED

E. SUPPLIES		
	TOTAL:	\$
F. CONTRACTED SERVICES		
	TOTAL	\$
G. EMPLOYEE IN-STATE TRAVEL		
	TOTAL	\$
H. OTHER EXPENSES, i.e., rent, client transportation, etc. (Itemize)		
	TOTAL	\$
TOTAL GRANT FUNDS REQUESTED		

**BUDGET OVERVIEW
FORM 8**

PLEASE CHECK WHICH OF THE FOLLOWING BEST DESCRIBES THE INTENDED USE OF THE REQUESTED GRANT FUND:

Establishment of a new program

Expansion of an existing program

Continuation of an existing program for which current funding is no longer available.
(Please describe circumstances below)

PLEASE DESCRIBE IN A PARAGRAPH OR TWO, OTHER RESOURCES YOUR ORGANIZATION AND/OR PARTNERSHIP HAS AVAILABLE TO MATCH AND/OR COMPLEMENT THE FUNDS YOU ARE REQUESTING THROUGH THIS GRANT.

For instance, will volunteer resources be made available? If so, how many hours and for what purpose? Can you estimate their value? Have you already secured some of the funds necessary for the program? If so, what is the total budget and what are the other sources of funding you've secured? If the total funds are not secured, what will you do if you don't receive all the needed financial support?

ARE THERE ANY LINE ITEMS OR EXPENDITURES IN THE PROGRAM BUDGET YOU HAVE INCLUDED THAT YOU WOULD LIKE TO EXPLAIN FURTHER? IF SO, PLEASE BRIEFLY PROVIDE THAT INFORMATION BELOW.

Would you accept a reduced level of funding? Yes No
If yes, at what level would you still be able to implement your program? \$_____

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