



INNOVATION - CENTER -

NWKS Innovation Center Childcare Grant Application

Staff Retention and Discretionary Grants

The Northwest Kansas Economic Innovation Center is pleased to offer a selection of grants to better support for-profit childcare facilities. These grants are competitive, and funding is not guaranteed.

Instructions: Complete the application and forward via email to danajstanton@nwkeici.org.

Grant Deadlines: Grant applications are due either October 25 or April 25.

Questions: If you have questions, please contact the Innovation Center Childcare Program Specialist Dana Stanton at danajstanton@nwkeici.org or 785-874-5150.

Eligibility: Grant applicants must meet the following eligibility requirements:

- The facility must have a current KDHE license.
- The facility must be designated as for-profit. *Similar grant opportunities for non-profit facilities with the Dane G. Hansen Foundation.*
- The facility must be located in Cheyenne, Rawlins, Decatur, Norton, Phillips, Smith, Jewell, Republic, Sherman, Thomas, Sheridan, Graham, Rooks, Osborne, Mitchell, Cloud, Wallace, Logan, Gove, Trego, Ellis, Russell, Lincoln, Ottawa, Ellsworth or Saline counties.
- The facility must accept children newborn to six years of age.
- The facility must be a licensed childcare center OR a qualifying family childcare facility (in a commercial or residential setting). Qualifying family childcare facilities must
 - Be in a community without a childcare center.
 - Have at least two staff members.
 - Serve at least 8 children.
 - Be open at least 4 hours a day.

Grant Descriptions: The Northwest Kansas Economic Innovation Center is pleased to offer the following grants to better support for-profit childcare facilities. Please note that there are application time constraints associated with the discretionary grants. These grants are competitive, and funding is not guaranteed.

Childcare Staff Retention Grant:

The Early Childhood Education Staff Retention Grant is designed to provide financial recognition for early childhood staff, reduce costs associated with staff turnover, and stabilize the workforce.

This grant enables full-time and part-time staff members in good standing to earn a bonus for every six months he or she stays employed at the SAME center. **This grant can be reapplied for each year.**

Compensation is based on longevity and employment status as illustrated in the chart below:

LONGEVITY BONUS SCHEDULE											
FULL-TIME STAFF (regularly scheduled for at least 30 hours per week)											
6 mo.	1 yr.	1.5 yrs.	2 yrs.	2.5 yrs.	3 yrs.	3.5 yrs.	4 yrs.	4.5 yrs.	5 yrs.	5.5 yrs.	6 yrs.
\$250	\$300	\$350	\$400	\$450	\$500	\$550	\$600	\$650	\$700	\$750	\$800
PART-TIME STAFF (regularly scheduled for 15 to 29 hours per week)											
6 mo.	1 yr.	1.5 yrs.	2 yrs.	2.5 yrs.	3 yrs.	3.5 yrs.	4 yrs.	4.5 yrs.	5 yrs.	5.5 yrs.	6 yrs.
\$125	\$150	\$175	\$200	\$225	\$250	\$275	\$300	\$325	\$350	\$375	\$400
PART-TIME STAFF (regularly scheduled for 1 to 14 hours per week)											
6 mo.	1 yr.	1.5 yrs.	2 yrs.	2.5 yrs.	3 yrs.	3.5 yrs.	4 yrs.	4.5 yrs.	5 yrs.	5.5 yrs.	6 yrs.
\$62.50	\$75.00	\$87.50	\$100.00	\$112.50	\$125.00	\$137.50	\$150.00	\$162.50	\$175.00	\$187.50	\$200.00

Childcare Facility Discretionary Grant: The childcare discretionary grant allows grantees to choose the support most needed for their facilities. Please note that there are time constraints tied to all three grants. If awarded a particular discretionary grant, applicants must wait ten years to apply for that same grant again. **In addition to the childcare staff retention grant above, grantees may choose to apply for 1 of the following.**

- Early Childhood Education Montessori Kit Grant:** This grant covers the cost of a Montessori curriculum kit, which includes training videos and instructions for the teachers as well as time-tested, high-quality learning tools and manipulatives designed to last for many years. The application includes a worksheet to calculate how much is available for purchase of Montessori materials, based on the licensed capacity of the center. The Early Childhood Education Montessori Kits grant can only be awarded once every ten years.
- Literacy Grant:** This grant provides funds to purchase high-quality children’s books to create or enhance the center’s library. Childcare Centers are eligible for \$1,000. Qualifying family childcare facilities are eligible for \$500. The literacy grant can only be awarded once every ten years.
- Equipment Grant:** This grant provides \$500 for new childcare equipment. Grantees must include a bid for the specific equipment they would like to purchase. The equipment grant can only be awarded once every ten years.

All program applications, terms, and documentation are subject to review and final approval by the Innovation Center Board of Directors and/or Childcare Program Review Committee. These grants are competitive, and funding is not guaranteed.

GRANT SELECTION

Please select the grants for which you would like to apply.

Longevity Bonus Grant

Discretionary Grant: Only Choose One

Montessori Kit Grant

Literacy Grant

Equipment Grant

CHILDCARE FACILITY INFORMATION:

Application Date:

Childcare Facility Name:

Childcare Facility Mailing Address (Please include full mailing address including city and zip code):

Applicant Contact Person:

Applicant Contact Person Email:

Applicant Contact Person Telephone:

Federal Employment Identification Number (FEIN) of business OR Social Security (SSN) of Business Owner:

KDHE License Number of Applicant Facility:

This grant is limited to licensed childcare centers and family childcare facilities in a community without a childcare center (with two staff & serving at least 8 children). Which situation applies to your facility?

Childcare Center

Family Childcare in a community without a childcare center

Please list all counties to be served by the applying childcare facility.

Please list the primary community or communities to be served by the applying childcare facility.

CHILD ENROLLMENT INFORMATION:

How many total children do you serve at your facility? *Please designate between full and part-time.*

Please provide information about the ages of children served at your facility.

Infants (birth to 12 months)

How many infants does the facility currently serve?

How many infant slots are currently unfilled?

How many infants are on the wait list?

What is the weekly cost of care for infants?

Toddlers (13 months to 3 years)

How many toddlers does the facility currently serve?

How many toddler slots are currently unfilled?

How many toddlers are on the wait list?

What is the weekly cost of care for toddlers?

Preschoolers (3 years to School Age)

How many preschoolers does the facility currently serve?

How many preschooler slots are currently unfilled?

How many preschoolers are on the wait list?

What is the weekly cost of care for preschoolers?

School Age Children

How many school-age children does the facility currently serve?

How many school-age slots are currently unfilled?

How many school-age children are on the wait list?

What is the weekly cost of care for school-age children?

OTHER FACILITY INFORMATION:

Does the applying facility accept DCF assistance for low-income families?

If the facility accepts DCF, does the assistance cover the cost of care?

Does the facility utilize the CACFP program?

Does the facility utilize an online childcare management system like Brightwheel, Playground, Procure or other?

If so, which system?

How many full-time employees work at the childcare facility?

How many part-time employees work at the childcare facility?

Employee Information: Please provide information for each staff person. Attach additional pages if necessary.

EXAMPLE:

Job Title: Lead Provider

Employee Initials: DS

Typical Hours Worked Each Week: 35 hours

Hourly Wage: \$14 an hour

Length of Employment (please indicate by years and months): 3 years and 5 months

Employee 1

Job Title: _____

Employee Initials: _____

Typical Hours Worked Each Week: _____

Hourly Wage: _____

Length of Employment (please indicate by years and months): _____

Employee 2

Job Title: _____

Employee Initials: _____

Typical Hours Worked Each Week: _____

Hourly Wage: _____

Length of Employment (please indicate by years and months): _____

Employee 3

Job Title: _____

Employee Initials: _____

Typical Hours Worked Each Week: _____

Hourly Wage: _____

Length of Employment (please indicate by years and months): _____

Employee 4

Job Title: _____

Employee Initials: _____

Typical Hours Worked Each Week: _____

Hourly Wage: _____

Length of Employment (please indicate by years and months): _____

Employee 5

Job Title: _____

Employee Initials: _____

Typical Hours Worked Each Week: _____

Hourly Wage: _____

Length of Employment (please indicate by years and months): _____

Employee 6

Job Title: _____

Employee Initials: _____

Typical Hours Worked Each Week: _____

Hourly Wage: _____

Length of Employment (please indicate by years and months): _____

Employee 7

Job Title: _____

Employee Initials: _____

Typical Hours Worked Each Week: _____

Hourly Wage: _____

Length of Employment (please indicate by years and months): _____

Employee 8

Job Title: _____

Employee Initials: _____

Typical Hours Worked Each Week: _____

Hourly Wage: _____

Length of Employment (please indicate by years and months): _____

Employee 9

Job Title: _____

Employee Initials: _____

Typical Hours Worked Each Week: _____

Hourly Wage: _____

Length of Employment (please indicate by years and months): _____

Employee 10

Job Title: _____

Employee Initials: _____

Typical Hours Worked Each Week: _____

Hourly Wage: _____

Length of Employment (please indicate by years and months): _____

Staff Turnover Rate: What is the staff turnover rate for your facility over the last 12 months? (# of new staff members divided by the number of positions).

If the facility has had more than 25% turnover in staffing in the past 12 months, please share what you attribute that to.

Curriculum Information: What early childhood curriculum, if any, do you currently utilize?

Parent and Staff Satisfaction: Do you collect information on parents and staff satisfaction at least yearly?

If you are requesting a discretionary grant for childcare equipment, what is the need for that equipment and how do you plan to use it?

Other Barriers: In your opinion, what other important barriers does your facility face in an effort to provide quality services.

REQUIRED DOCUMENTS:

Financial Statement: At least one financial statement is required. Acceptable examples include a balance sheet, income statement or a copy of the most recent tax return (first page only). If you are requesting a discretionary grant for childcare equipment, please include a vendor price/quote.

Continued on next page.

SIGNATURE PAGE:

Release of Information Declaration: By signing the Application for Funding, the applicant agrees to provide information requested by the Innovation Center for the duration of the incentive period. This may include, but is not limited to at least one financial statement, employee and enrollment information. This is described in the official Innovation Center grant agreement. The purpose of this request is to track company revenues, the number of full and part-time employees, and details that reflect the progress the facility has made since the funds were awarded.

The Innovation Center reserves the right to discuss the project internally, understanding that all staff and board members have signed a confidentiality agreement.

Signature:

Date:

Please forward completed applications via email to danajstanton@nwkeici.org.

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