

**GRANT APPLICATION
INSTRUCTIONS
FOR**

**VT CHILDREN'S TRUST FUND
And
CDD SCHOOL AGE CARE
GRANTS**

**DUE AT CHILD DEVELOPMENT DIVISION
OR
VT CHILDREN'S TRUST FOUNDATION
ON
WEDNESDAY, MARCH 31, 2010
4:00 P.M.**

**CTF GRANTS:
Hilda Green
VT Children's Trust Foundation
PO Box 52
Waterbury Center, VT 05677**

**CDD SCHOOL AGE CARE GRANTS:
Ruth Matthews
CHILD DEVELOPMENT DIVISION
103 SOUTH MAIN STREET, 2 NORTH
WATERBURY, VT 05671-2901**

GENERAL INSTRUCTIONS
Applicable to ALL Applications

- **READ ALL DIRECTIONS AND QUESTIONS CAREFULLY.**
- Grant summary plan **MUST** not exceed six (6) single sided pages, not counting required attachments.
- Applications must be complete, readable and signed.
- In presenting your grant plan, please make sure that the numbers and title of the headings (in capital letters) appear at the beginning of each section of the narrative. If you've downloaded or received an electronic version of the application, this is not necessary, as you will be able to type directly into the document.
- All applications **MUST** arrive at designated address by **Wednesday, March 31, 2010** or be postmarked by that date.
- CDD Afterschool Care applications can be hand delivered to Ruth Matthews. If you mail your application, it **MUST** be postmarked by the due date or it will not be accepted. Also, you **MUST** submit the **original and five (5) copies.**
- CTF applications **MUST BE MAILED TO** Hilda Green, VCTF, PO Box 52, Waterbury Center, VT 05677. CTF applications **CANNOT** be hand-delivered.
- Memos of Understanding will be required within ten (10) days of grant award notification. A sample MOU is attached at the end of these instructions.
- All regulated child care programs must be in good regulatory standing with the Child Development Division in order to receive funding.
- We recommend new applicants attend one of the training/informational sessions held in February.
- Have your application reviewed by more than one person before submitting to ensure all language and data is clear and accurate.
- Check to make sure you have the appropriate number of copies – **an original and five (5) copies.**
- Applicants must be in good standing with respect to, or in full compliance, with all taxes due the State of Vermont.

DISQUALIFIERS

Your application will be **DISQUALIFIED** if:

- The appropriate number of copies are **NOT** submitted:
 - **MUST** submit five (5) copies plus original (six completed applications in all).
- Application format is **NOT** followed
- The grant plan **EXCEEDS THE SPECIFIED NUMBER OF PAGES** stated on the instructions (these pages do not include the logic model, budget sheets or other required attachments).
- All attachments are **NOT** included, i.e., Logic Model, Budget Summary and Narrative. **NO** attachments will be accepted after the application has been submitted.
- Application is postmarked **AFTER** the deadline date: **March 31, 2010.**
- The purpose of your grant request does not match any of the stated priorities for CDD or CTF grants.
- You have reports overdue to CDD and/or CTF for any previous grants.

INSTRUCTIONS FOR COVER PAGE FOR ALL GRANT CATEGORIES

The top section of the application is for office use only for the Vermont Children's Trust Foundation and the Child Development Division.

1. Name of organization: Fill in your organization name and your Vermont Business ID number. This is the number you received from the Vermont Department of Taxes. It could be a five or six digit number or it could be a long number. If it is a long number, your federal ID number may be incorporated in it.
2. Mailing address: Fill out your complete mailing address.
3. Contact Information: Please state who the contact person will be for this grant application and program, if funded. State the contact's phone number and email address.
4. Title of Project: Tell us the title of your program's initiative that you are requesting funds for. **One line only.**
5. Grant Purpose: Briefly tell us what the goal of your program is for this grant, i.e. what will these funds be used for. **PLEASE use only one to two SHORT sentences.**
6. Total amount requested: State the amount of money you are requesting. This needs to be the same amount in the total line in column 2 on the Budget Summary Page. If the figures are different, the **LOWEST** number will be considered as your request. **If you are submitting a three year application, just state the amount of funds needed for year one.**
7. Fiscal Agent: If your fiscal agent is different than your organization, please fill this out and give us the fiscal agent's mailing address and their fiscal year. **YOU MUST STATE FISCAL YEAR.** The fiscal year can be January to December, July to June or October to September. **YOU MUST ALSO GIVE YOUR FISCAL AGENT'S BUSINESS ID NUMBER AS REQUESTED IN QUESTION #1.**
8. Currently licensed through CDD/DCF: Tell us if you are licensed through CDD. If you get funded and you are providing childcare, you will need to start the licensing process during your first year of funding for CTF.
9. Private, non-profit agency: Please indicate if you are a private, non profit 501c3, or a school or other public organization.
10. AHS Outcome Area: Check **ONLY** one outcome that your program will mainly address, like children ready for school, or children live in safe, supported families.
11. Number of children/individuals to be served: Please indicate the number of children/individuals you **EXPECT** to serve in the coming year, by age, **WITH THESE GRANT FUNDS** (not your entire enrollment unless applicable).
12. From the number of children listed in #11 above indicate the number who are in one or more of these categories and will be served with these funds.

If you are applying for a CDD school age care grant, you need to answer these additional questions on the application face sheet.

13. Check **Yes** if you are currently funded by the VDOE or have an application in process. Otherwise, check **No**.
14. Indicate your status with either or both of these quality standards assessment programs. If you have not taken any action on either, leave blank.

Please read the final paragraph certifying that the information contained in this application is true and correct. Then sign and date the form.

If you have questions regarding a CTF grant application, please contact Hilda Green at (802) 244-8515 or hilda.green@comcast.net

If you have questions regarding the CDD school age care grant applications, please contact Ruth Matthews at (802) 241-3107 or ruth.matthews@ahs.state.vt.us

THESE TWO COVER PAGES MUST BE ATTACHED (AS THE FIRST TWO PAGES) TO THE ORIGINAL AND EACH COPY OF YOUR COMPLETED GRANT APPLICATION, WHETHER IT IS A CTF OR A CDD SCHOOL-AGE CARE APPLICATION.

CHECKLIST BEFORE SUBMITTING YOUR APPLICATION

Check to see that you have included all of the following in your completed application

- Signed Application Cover Page. The application cover pages **MUST** be fully completed. This includes, among other things, an accurate request amount, ages of children served. **DO NOT WRITE “SEE ATTACHED” IN THE PURPOSE SECTION, #5 on the Cover page.**
- All pertinent questions have been answered completely.
- You have fully completed the budget summary sheet, including other funds going into the program.
- Budget and budget narrative pages are complete
- If you are mailing your application, the appropriate number of copies are included. You need an original and five (5) copies.
- Again, all attachments are included in the original and each of the 5 copies.

LOGIC MODEL OVERVIEW

Below is the background about the logic model that will allow applicants to be successful using this model. This model satisfies the requirements of funders and other stakeholders who support these grants. The logic model will help the applicant answer the following questions:

- What difference does your program make and for whom?
- What changes in participants occurred because of your program?
- Do the results justify the costs of the program?

The premises of the logic model can be simply stated:

- What gets measured gets done.
- If you don't measure results, you can't tell success from failure.
- If you can't see success, you can't reward it.
- If you can't reward success, you are probably rewarding failure.
- If you can't see success, you can't learn from it.
- If you can't recognize failure, you can't correct it.
- If you can demonstrate results, you can win public support.

There are four sections of a logic model:

- **Inputs** – a resource dedicated to or used by your program, i.e. money, staff, volunteers, materials, etc.;
- **Activities** – type of service you provide to fulfill your mission. What you will do with the inputs and how it goes about transforming them into products;
- **Outputs** – the direct product of the program such as the number of classes taught, number of counseling sessions conducted, etc.
- **Outcomes** – benefits to participants

There are three (3) types of outcomes – initial, intermediate and long term.

Initial outcomes (short term) reflect the initial steps or first levels of intended achievement that can be achieved within a relatively short period of time (six months to a year). They are primarily changes in: knowledge, skills, or attitude. Examples of initial outcomes might include: “Increased knowledge of positive discipline techniques, increased motivation to succeed in school, or increased job readiness skills.”

Intermediate outcomes are the links between where the participant starts and what you hope they will achieve. They are primarily changes in applied skills and behavior. Examples of intermediate outcomes might include: increased use of positive discipline skills, improvement in school grades, completion of a job training course. You will be asked to report on intermediate outcomes for only those grants requiring a logic model (multi-year grants).

Long term outcomes (sometimes called goals or impacts) are broad statements of what you hope will be achieved in the long run. They are primary changes in status and conditions. Examples of long term outcomes might include: establishment of safe and supportive family environments, a decrease in the incidence of child abuse and neglect, promotion of healthy youth development, etc. Most grant will not be able to address long-term outcomes in the short time frame of these grant awards.

Outcomes need to be:

- Achievable
- Realistic
- Measurable

The logic model is the vital conceptual look that links the needs of the people you work with, the results you want, the way you will work together to get those results, and the methods you will use to find out if those results are being achieved. Developing a logic model begins with the identification of your target population. This process involves

describing the characteristics, personal goals, and needs of the families with whom you are working. Next, you will identify the end results that you and your families want to achieve. What are the changes you want to take place? How will things look different for them at the end of the process if you are successful? These are your desired outcomes. Finally, you will describe what you are doing, or plan to do, to achieve those outcomes.

Technical assistance trainings are scheduled for February 3, 2010, February 9, 2010 and February 17, 2010 at the Waterbury Complex, 103 South Main Street, Waterbury, VT to all prospective grantees. Contact Hilda Green (244-8515 or hilda.green@comcast.net) to register and directions. If you are awarded a grant, follow-up technical assistance will be held in the Fall to help grantees revise their logic model, identify their indicators, evaluation instruments and data collection method to ensure, both successful reporting during their grant period, and success with their program.

**VERMONT CHILDREN'S TRUST FUND
PRIMARY PREVENTION GRANTS**

Original and five (5) copies required on six (6) single sided or less pages.

Contact: Hilda Green at (802) 244-8515

Email: hilda.green@comcast.net

Vermont Children's Trust Fund is overseen by the Vermont Children's Trust Foundation in partnership with the Children and Family Council for Prevention Programs and the Department for Children and Families, Child Development Division.

The purpose of Children's Trust Fund grants is to support community-based primary prevention programs. Primary prevention means efforts to reduce the likelihood of juvenile delinquency, truancy, substance abuse, child abuse and other socially destructive behaviors **BEFORE** intervention by authorities, through strength-based activities in a community-based setting. Primary prevention programs do the following:

- Affirm and promote positive family functioning rather than just prevent problems
- Work to influence societal forces which affect parents and children
- Offer to **ALL** members of the population
- Assure the participation in the program or activities is **voluntary**

Three types of CTF Grants:

- One Year Program Grant: One year grants are available for planning/assessment support for a prevention program. Grant requests can be up to \$5,000. Programs who have received a one year program grant last year **are not** eligible to apply this year.
- One Year Equipment Grant: One year equipment grants are available to assist in purchasing equipment for a prevention program. Grant requests can be up to \$2,500. Program who have received a one year equipment grant last year **are not** eligible to apply this year.
- Three Year Grants: Three year grants range from \$5,000 to \$15,000 for the first year, with a commitment for continued funding for up to two (2) additional years. The average award for these grants is \$8,000 the first year.

Purpose: Children's Trust Fund grant dollars are intended to assist programs with start-up. It is the expectation that grantees will obtain stable funding in three (3) years, or less, from other sources. Programs can apply for funds for up to a three (3) year period pending an annual review. To be considered for continued funding, applicants must submit a summary on a yearly basis for each of the three years. **Programs, where applicable, should be moving toward becoming licensed by the state within the first year of funding.** Grantees are expected to decrease their funding amounts by 15% from the previous year's grant award amount. Projects currently funded by the CTF will be reviewed and decided upon first before applications for new projects are considered. *Applicants already receiving a CTF grant will be expected to provide additional information about their past and future fundraising and their progress with program/grant implementation.*

STATE TEAM OUTCOMES: Proposals must address one of the following Agency of Human Services State Team Outcomes:

- Pregnant women and young children thrive
- Children are ready for school
- Children succeed in school
- Children live in stable, supported families
- Youth choose healthy behaviors

GRANT PERIOD: Grant period of the CTF year long grant is from September 1st to August 31th.

ORGANIZATIONS ELIGIBLE FOR FUNDING: Public and private non-profit organizations, schools that offer after-school programs, non-profit, regulated center-based child care programs, playgroups, preschool programs,

parent education and support programs, teen programs, training programs, etc.

REQUESTS FOR EQUIPMENT:

If you are applying for a CTF one year equipment grant:

- Equipment **MUST** have the potential to be transferred to another program when/if your program closes.
- CTF grants cannot be used for renovations to buildings (including fences on the property).
- Always describe your plans for cushioning material if requesting funds for climbing structures/equipment.
- Do **NOT** ask for the following
 - ✓ Trampolines
 - ✓ Climbing structures with overhead monkey bars or more than 3 swings per bay
 - ✓ Items in which children cannot be seen when in use, i.e., playhouses
 - ✓ Baby “walkers”
 - ✓ Tricycles with spokes

PRIORITIES FOR FUNDING: Priority focus areas include:

- School readiness
- School success, such as, children reading at grade level by grade three and youth completing high school), prevention of child abuse and neglect
- Reduction of substance abuse (including tobacco)

Priority is also given to applicants that demonstrate:

- Program effectiveness
- Community need for program/service
- Collaboration of other community resources in support of the program

LICENSED AFTERSCHOOL CARE GRANTS

An **original** plus five (5) copies is required on no more than six (6) single pages, exclusive of attachments. **The pages may be copied back-to-back.**

Contact: Ruth Matthews at (802) 241-3107

PURPOSE: The Afterschool Care grants are designed to assist individuals or organizations who are a Vermont licensed child care program, or are in the process of becoming a licensed program. There are two major purposes to be fulfilled with these funds: to increase enrollment capacity; or to increase the quality of specified program area/s. The funds are available to serve only school age children ages 5-12 in school beginning at the Kindergarten year. Grant activities are to serve these children and their families in one of two ways:

1. To **increase the number of children** served by the start-up of a new licensed program or **to expand the number** of school-aged children to be served in an existing licensed program.
2. To **improve the quality** of program services in a licensed care program, defined by a thoughtful program assessment process for one or more quality standards outlined in the Vermont -STARS recognition system or in standards for a national accreditation such as those sponsored by the national Council on Accreditation (COA).

STATE TEAM OUTCOMES: Proposals for **ALL** school-age grants must address at least one of the following two Agency of Human Services (AHS) State Team Outcomes:

- Children succeed in school
- Children live in stable, supported families

Funding: An estimated total of \$120,000 is available to award to successful afterschool grant applicants.

TYPES OF GRANTS: There are two types of grants available.

1. **Afterschool Care Start-up and Expansion Grants (for Capacity Building):** These are 1 year grants for up to \$15,000 to cover start-up expenses in new or existing licensed care settings. The application must document how the grant will be used to **increase the number of children** attending from the community **who have not been previously served by this afterschool care program**. One application must be submitted for each licensed program site. In the past few years an average of 8-10 grants each year are approved, averaging \$8,000-11,000 per grantee.
2. **Quality Improvement Afterschool Care Grants:** These are 1 year grants for requests in the range of \$1,000 - \$5,000. No more than 30% of the grant award can be budgeted for equipment. The purpose of these grants is to improve the quality of licensed afterschool care programs, specifically to assist programs in achieving a Vermont -STARS recognition level or national accreditation. In the past few years at least 10-15 programs have been awarded grants each year with an average award amount of \$3,600.

Note: Large agencies with multiple sites may apply under one application. This requires a separate application form only available by contacting Ruth at the phone number above.

GRANT PERIOD: The grant period for these afterschool care grants is from July 1st through June 30th.

ELIGIBILITY REQUIREMENTS: All programs applying for these funds must be licensed by the Child Development Division, Vermont Department for Children and Families, Agency of Human Services. **Established programs** that are already licensed must also be in good regulatory standing for the past year. **Programs pending licensure** must have filed an application for a child care license from the CDD, State of Vermont, before start-up funds are awarded. **Applicants for the Quality Improvement** grants must be licensed and in operation for at least one year.

PRIORITIES FOR FUNDING: Applicants who can comply with the following operational requirements will be given **priority consideration**:

- Afterschool care services must be available to participants year round, or be moving toward full-week (five days), full-year services with consideration for summer vacations and summer offerings.

- Programs must provide both daily before and afterschool care during the full school year calendar and full day services during the summer months **as determined by local community needs**. Hours of operation must be designed to meet community need and aligned with school hours of operation.
- The program must be designed to serve parents who work or are in training programs for employment purposes and are therefore unable to care for their children during the before and/or after school hours.
- If needed, transportation to and from the afterschool care services must be addressed, ensuring all students have access to the program.
- If a public school is not the grantee, the public school(s) in the community must collaborate with the applicant to ensure continuity of services for the children to be served.
- The program must have policies and procedures in place to ensure services to children whose families are eligible for the CDD Child Care Financial Assistance program. The sliding fee scale for family eligibility for the child care subsidy program can be obtained from the CDD website: <http://dcf.vermont.gov/cdd> or by calling the Financial Assistance program at 1-800-649-2642.
- These funds **may not** be used for facility improvements, construction or renovation. If you have a need for this, contact the Vermont Community Loan Fund that manages the Building Bright Futures facilities grants and loans program specific to child care: www.vclf.org or 802-223-4427.

Collaboration Requirements:

- Grant applicants must demonstrate their collaboration with other community resources in support of the program, including the area public school(s), for the development and delivery of services. This may include in-kind support.
- Applicants must have documentation of community need for afterschool program services. This can include the involvement of your regional Building Bright Futures Council or other local community entities that are in support of this effort.
- If there is an established program/s in your community or service area that receives 21st Century Community Learning Center funds from the Vermont Department of Education, and the 21-CCLC program is to collaborate with the applicant, their involvement in the development of the proposal must be documented.
- Collaboration must be documented with formal “**Memorandums Of Understanding**” (MOU).

Accreditation and/or Vermont STARS Requirement: All programs receiving grant funds are required to outline a plan to achieve the Vermont-STARS recognition status and/or an application for accreditation during the grant period. Information about these programs can be obtained via these websites: www.COAAfterschool.org or www.STARSstepahead.org

SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE SAMPLE

This is a SAMPLE Memo of Understanding. Once you are notified that you will be funded you will need to submit three (3) of these from the partners you listed in Question #6.

Submitted MOU's should be on your agency or program letterhead

MEMO OF UNDERSTANDING BETWEEN

AND

Date:

RE:

The _____ agrees to work in partnership with _____ to provide support to the _____ program if funded through the Children's Trust Fund. This support will involve the following:

-
-
-
-

This support will continue throughout the duration of the program, even after funding from the Children's Trust Fund has expired.

Signed by:

Organization

Partner Organization

Name and Title of Authorized Personnel

Name and Title of Authorized Personnel

Date:

Date:

**Vermont Child Development Division
(Toll Free 1-800-649-2642)
& Children’s Trust Fund Grants Program
(802-244-8515)**

Important Websites or Addresses

Websites:

Agency of Human Services: <http://vermont.gov>

*For AHS Outcomes Data and more, go to: Agency A-Z (top tabs); to H for “Human Services, Agency of (AHS)”; then in the left menu select “Publications and Reports” to “Publications by title”; to Community Profiles. The most recent year is 2007.

Child Development Division (CDD): <http://dcf.vermont.gov/cdd>

*For Vermont child and afterschool care regulations, parent and provider resources, and a link to the VT-STARS information.

CDD Data System, public access: www.brightfuturesinfo.org

Council on Accreditation: www.COAafterschool.org

*For information on this national accreditation program.

Northern Lights Career Development Center: www.northernlightscdc.org

*For professional development information for early education and afterschool professionals.

Vermont Children’s Trust Foundation: www.vtchildrenstrust.org

*For access to the grants information and application forms for both the CDD and Vermont Children’s Trust Fund.

Vermont Community Loan Fund: www.vclf.org

*For grants and low-interest loans for new or expanded child care facilities.

VT-Step Ahead Recognition System: www.STARSstepahead.org

*A recognition and quality rating system for Vermont regulated early education and afterschool care providers

E-mail Addresses:

Hilda Green: hilda.green@comcast.net

Ruth Matthews: ruth.matthews@ahs.state.vt.us