



KEEP THE LIGHTS ON (ROUND 3)

TECHNICAL ASSISTANCE WEBINAR: LICENSED CHILD CARE CENTERS / SCHOOL-AGE PROGRAMS & LICENSED FAMILY CHILD CARE HOMES

Jennifer Stucklen
Healthy Child Care Colorado

Molly Yost
Mile High United Way

TIMELINE & KEY DATES



Applications including all required documentation must be received electronically by **11:59 pm (MST) on July 9, 2021.**



Applicants will be notified via email of their application status the week of **August 1, 2021.**



Payments to grant recipients will be made upon receipt of a signed grant agreement.



A grant completion report is due 90 days after the grant payment is received (**approximately December 1, 2021**).

GOALS & GUIDING PRINCIPLES

- The work you do in early childhood programs every day is incredibly important for the future of all children as well Colorado's economic recovery.
- We aim to provide financial support to licensed child care programs to help maintain licensed capacity in Colorado throughout the COVID-19 pandemic.

ELIGIBILITY CRITERIA



Must have a current license in good standing with the Colorado Department of Human Services - Office of Early Childhood



Must serve children age 8 and younger



Must be currently operating or have identified a reopen date

ALLOWABLE USES ~ OPERATIONAL EXPENSES

- Non-standard hour of care or extending hours of operation
- Costs associated with reopening your program (restocking food, cleaning supplies or services, staff recruitment, etc.)
- Cleaning supplies and services
- Personal protective equipment
- Maintaining facility/space including necessary repairs, rent/mortgage
- Income loss (due to decrease in enrollment or delay in re-enrollment)
- Child Care Health Consultation services

ALLOWABLE USES ~ PERSONNEL EXPENSES

- Maintain lower ratios, daily health screenings for children and staff
- Background checks
- Substitutes and/or additional staff
- Education on COVID specific guidance and practices including physical distancing, cleaning and disinfecting, illness exclusion guidelines, face coverings, health screenings, and more.
- Hazard pay and/or overtime
- Paid sick leave

FUNDING PRIORITIES

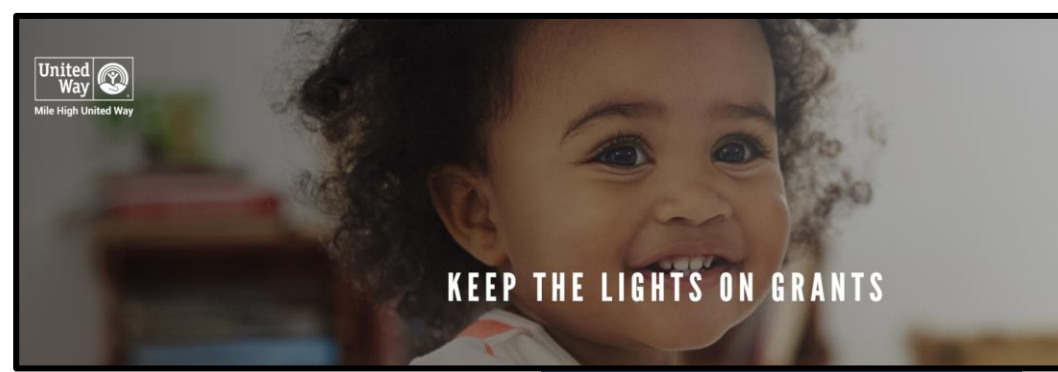
- Nonprofit or Small Business
 - Programs less likely to have larger, ongoing, sustainable funding from sources
 - Programs that have not received funding from federal Small Business Administration loans, Paycheck Protection Program, or other significant sources of specific COVID-19 relief funding
- Programs serving vulnerable families and children
 - CCAP enrollment and/or other tuition assistance programs
 - Non-English Speaking
 - Individual Education Plan or Individual Family Service Plan
 - Special health needs or conditions
- Programs who are currently operating or have an anticipated reopen date with a plan in place.
- Priority will be given to programs that did NOT receive previous funding from Keep the Lights On

HOW MUCH FUNDING CAN MY PROGRAM APPLY FOR?

	Child Care Center/School-Age Program	Family Child Care Home
Option 1	Up to \$3,000: Licensed capacity of 30 or fewer children	Up to \$2,500
Option 2	Up to \$6,000: Licensed capacity of 31-59 children	
Option 3	Up to \$12,000: Licensed capacity of 60+ children	

KEEP THE LIGHTS ON

BEGINNING YOUR ONLINE APPLICATION



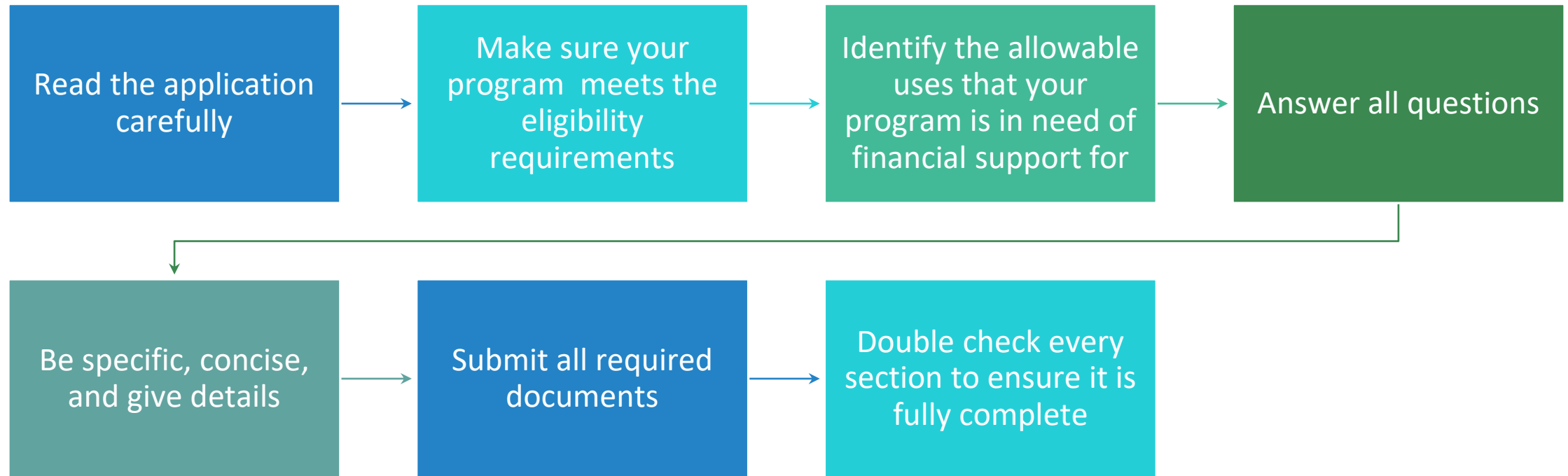
- 1 Visit <https://unitedwaydenver.org/keep-the-lights-on-grants/>
- 2 Click “Apply Now – Licensed Child Care Center/School-Age Program” or “Apply Now – Licensed Family Child Care Home”
- 3 Create an ID/Log-In
 - Save your login info
 - Do not opt to login through a Google account
 - Look for a confirmation email from mail@grantapplication.com confirming that your application through United Way Denver has been successfully saved.
 - Use this confirmation email to access your application in progress
 - You may use your existing account if you have already applied for a grant through Mile High United Way or another funder using **Blackbaud**.
 - If you have trouble accessing your account, email keepthelightson@unitedwaydenver.org
- 4 Don't forget to hit “SUBMIT”

The screenshot shows a web form titled "Create a Blackbaud ID" which is circled in yellow. Below the title, it says "This will be your Blackbaud ID *". There are three input fields: "email address e.g. name@domain.org", "Password *", and "Confirm password *". Below the password fields, there are instructions: "- Requires 8 characters or more," and "- including 3 of the following: - Capital letter, - Lowercase letter, - Number, - Special character (!, #, %, etc.)". There are also input fields for "First name *" and "Last name *". At the bottom, there is a "Sign up" button and a "Cancel" link. A red circle with a diagonal slash is placed over the "Sign in with Google" button, indicating that users should not use Google for login.

APPLICATION BASICS

UNDERSTANDING THE REQUIREMENTS & STEP-BY-STEP GUIDE

TIPS FOR SUCCESS



SECTION 1: AMOUNT REQUESTED & CHECKLIST

- ✓ Section 1: Amount Requested
- ✓ Section 2: Program Leadership & Staff
- ✓ Section 3: Program Status
- ✓ Section 4: Program Information
- ✓ Section 5: COVID-19 Impact
- ✓ Section 6: Grant Budget (upload as attachment) ←
- ✓ Section 7: Signatures
- ✓ Copy of current, legible license issued by the Colorado Department of Human Services (upload as attachment) ←
- ✓ **Child Care Centers & School-Age Programs Only:** Copy of most recent financial statements (upload as attachment) ←

SECTION 2: PROGRAM LEADERSHIP & STAFF

The “Keep the Lights On” collaborative of partners and funders believe that diversity in both program leadership and staff is critical to support the growth and development of young children in Colorado. This demographic information gives us a better understanding of the early childhood education sector as we strive to better reflect the children and families who call Colorado home.

- Program Director/Owner Race
- Program Director/Owner Ethnicity
- Program Director/Owner Gender
- Board of Directors/Trustees
- Staff

SECTION 3: PROGRAM STATUS

- Current operational status of your program
 - If closed, plan to reopen

Month/Day/Year

- Status updated in the Colorado Shines Portal
- Provided child care to essential workers
- Applied for and/or received additional funding in the past 14 months specific to COVID-19

Federal Paycheck Protection Program (PPP)

Status: Received

Purpose: \$57,000 to utilize for payroll

SECTION 4: PROGRAM INFORMATION

- Name of Program
- Mailing Address
- Contact Name, Phone, Email
- Taxpayer Identification Number (TIN)
- License Number
- License Type
- Program Location
- Current Colorado Shines Rating
- Licensed Capacity by Age
- Current Enrollment by Age
- Child Population Served
- For Profit or Non Profit Program
- Lease/Own Facility or Home
- Utilization of a program budget, program management technology, or shared services platform

SECTION 5: COVID-19 IMPACT

- Number of children disenrolled
- Estimated percentage discount offered for tuition/co-pays
- Estimated decrease in revenue
- Number of employees retained and number employees laid off/furloughed
- Resiliency
- Most pressing needs
- Other information or detail

SECTION 5: BUDGET

Expense Budget Items	Total Cost	Budget Narrative
EXAMPLE: Staff Salaries	\$ 1,250	Covers 50% of lead teacher's salary for month of August
EXAMPLE: Monthly Rent	\$900	Covers remainder of July rent payment
	\$	
	\$	
	\$	
	\$	
	\$	
(add if needed)		
Total		



SECTION 6: SIGNATURE



ENTER NAME AND
DATE

GRANT REVIEW
COMMITTEE ROLE &
TIMELINE

APPLICATION REVIEW PROCESS

GRANT REVIEW COMMITTEE & AWARD PROCESS

- Review Committee members review all complete applications with a standard review form and scoring rubric
- Review Committee meets virtually to unanimously determine awards
- Programs receive award/denial letters
- Programs that receive an award will also get acceptance forms including: W-9 and grant agreement
- Program completes and returns acceptance forms via email to **Healthy Child Care Colorado (Child Care Centers/School-Age Programs)** or **Early Childhood Council Leadership Alliance (Family Child Care Homes)**
- Checks will be mailed or directly deposited to your account within 10 days of receiving the completed acceptance forms
- Email completion report 90 days after the date on the award letter to **Healthy Child Care Colorado (Child Care Centers/School-Age Programs)** or **Early Childhood Council Leadership Alliance (Family Child Care Homes)**

TIMELINE & KEY DATES



Applications including all required documentation must be received electronically by **11:59 pm (MST) on July 9, 2021.**



Applicants will be notified via email of their application status the week of **August 1, 2021.**



Payments to grant recipients will be made upon receipt of a signed grant agreement.



A grant completion report is due 90 days after the grant payment is received (**approximately December 1, 2021**).



<https://unitedwaydenver.org/keep-the-lights-on-grants/>



Questions? Email us at keepthelightson@unitedwaydenver.org. Please indicate “Child Care Center/School-Age Program” or “Family Child Care Home” in the subject line. **Emails sent to this address will not be responded to after 5:00pm on July 9, 2021.**

KEEP THE
LIGHTS ON