



## Frequently Asked Questions *Keep the Lights On (Round 3)*

*Open Child Care = Open Economy*

*[Updated June 17, 2021]*

### 1. Who is eligible to apply for a grant?

Any program that is currently licensed with the Colorado Department of Human Services and serves children under the age of 8. This includes licensed family child care homes, centers, preschools, and school-age programs.

Programs must currently be operating or have identified a re-open date and plan for doing so. If awarded a grant, the program must notify the funder within 30 days if the program is unable to open.

### 2. What can the grant funds be used for?

#### *Operational Expenses*

- Non-standard hour care – extending hours of operation
- Restocking of food and/or supplies needed to re-open the program
- Cleaning supplies and services
- Personal protective equipment
- Maintaining facility/space (rent/mortgage)
- Income loss (due to delay or decrease in subsidy payments or decrease in enrollment)
- Child Care Health Consultation
- Catering or meal service

#### *Personnel Expenses*

- Maintain lower ratios
- Background checks
- Substitutes
- Educate staff/providers on COVID specific guidance/practices including social distancing, cleaning, illness guidelines, health screenings, etc.
- Hazard pay and overtime
- Paid sick leave

### 3. Is there a certain proportion of the funding that must be used for Operational Expenses versus Personnel Expenses?

No. We recognize that these costs often go hand-in-hand, and therefore are not requiring certain proportions or percentages of your request to be allocated towards operational versus personnel. Your grant budget and narrative will be reviewed in its totality.

**4. What is the timeline for applying and receiving funds?**

- **APPLICATION DEADLINE:** Applications including all required documentation must be received electronically by **11:59pm (MST) on July 9, 2021.**
- **APPLICATION REVIEW:** Applications will be reviewed within approximately two weeks by a grant review committee.
- **APPLICATION STATUS:** Applicants will be notified via email of their application status the week of **August 1, 2021.**
- **PAYMENT:** Payments to grant recipients will be made upon receipt of a signed grant agreement.
- **GRANT REPORT:** A grant completion report is due 90 days after the grant payment is received (**approximately December 1, 2021**).

**5. How much can a Licensed Child Care Center or School-Age Program apply for?**

Option	Licensed Capacity	Funding Maximum
1	30 children or fewer	Up to \$3,000
2	31-59 children	Up to \$6,000
3	60+ children	Up to \$12,000

**6. How much can a Licensed Family Child Care Home apply for?**

Eligible programs may apply for a grant up to **\$2,500** to support their operational expenses as well as personnel expenses.

**7. Am I allowed to apply if I’ve received Keep the Lights On in the past?**

Yes, however priority will be given to those who have not received funding from Keep the Lights On in the past. You are also encouraged to apply if you applied previously but were not awarded funding.

**8. What are the funding priorities?**

Our funding priorities include geographic dispersion statewide, addressing unmet service gaps, and increasing the sustainability of licensed and quality child care programs. The following areas will be given priority when determining the distribution of grant funds:

- 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
  - CCCAP enrollment and/or other tuition assistance programs
  - Non-English Speaking
  - Individual Education Plan (IEP) or Individual Family Service Plan (IFSP)
  - Special health needs or conditions
- Programs who are currently operating or have an anticipated reopen date with a plan in place.

**9. Why am I being asked to respond to questions about the race, gender, ethnicity of our program leadership and 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. Your response is not required, but encouraged so the collaborative can gain a better understanding of the needs in the community.

**10. If my program is awarded a grant, how will my program receive payment?**

All grants will be paid via check or electronic fund transfer directly to qualifying/awarded programs. Your check or electronic fund transfer will come directly from the Early Childhood Council Leadership Alliance (ECCLA), Mile High United Way, or Healthy Child Care Colorado. This is a collaborative funding effort, and as such, the grant award may come from one of these organizations for ease of payment.

**11. What happens if my program is unable to reopen?**

You must notify the funder in writing within 30 days of receiving the grant if you're program is unable to reopen.

**12. How is it determined whether my program will receive funding?**

Once you apply your application will be reviewed to see if it is complete and includes all required attachments. If your application is not complete, it will not be considered for funding. Your application will then be considered by members of a grant review committee and evaluated based on the funding priorities mentioned above. Based on available resources and the number of applicants, some applications may only receive partial funding.

**13. How do I submit my grant application?**

Click the application button for either a Licensed Family Child Care Home or Licensed Child Care Center/School-Age Program at <https://unitedwaydenver.org/keep-the-lights-on-grants/>. You will then be prompted to create an ID through a secure grants portal, Blackbaud. Be sure NOT to sign in with your Google Account if you have one. Once you login, you will be taken to the application page. Be sure to save your login information! **Only applications submitted through the online grants portal will be considered.** Also, remember to hit SUBMIT once you have completed your application.

**14. Will I be able to save my work in the online grants portal?**

Yes. You can save your application as you go. However, we encourage you to also utilize the Word document available, especially for the short narrative as a back-up in the event that there are any technical issues.

**15. Why is there a Word Document version of the application also included?**

This is simply an additional resource to ensure you have all of the necessary information before you begin applying through the online application system. There is also a short narrative component, and this provides an opportunity to type your responses, edit, and ensure you meet the required page limit prior to submitting.

**16. Can I apply for multiple grants if my organization has more than one licensed program?**

Yes. Organizations/individuals with more than one licensed location must submit a separate application for each license.

**17. What should I do if I still have questions or need assistance completing the online application?**

Please email [keepthelightson@unitedwaydenver.org](mailto:keepthelightson@unitedwaydenver.org) with any additional questions. Please indicate "Family Child Care Home (or FCH)," "Child Care Center," or "School-Age Program" in the subject line so we can direct your questions to the appropriate team member. Please note that while the application is open until 11:59pm on July 9, 2021 questions submitted to this email address will be responded to until 5:00pm that day.