

## **WEST CENTRAL INITIATIVE CHILD CARE CAPACITY GRANT PROGRAM**

The Child Care Capacity Grant Program is a component of West Central Initiative's economic development work. The objective of the Child Care Capacity Grant program is to help expand the capacity of child care centers in communities with a shortage of licensed care.

### **GENERAL GUIDELINES**

Applicants must:

- Be non-discriminatory, equal opportunity employers and service providers.
- The center must meet the needs of working parents and be located in a community where there is a shortage of licensed child care.
- The center must be owned and run by a 501(c)(3) non-profit organization or by a unit of government. For-profit child care businesses may apply for loans through a separate WCI program.
- WCI will not provide child care capacity grants to organizations that incorporate religious education into their child care services.
- The center must be Parent Aware rated or provide documentation that they are pursuing their Parent Aware rating.
- WCI will grant no more than \$750 per licensed slot created by the project or per existing licensed slot saved if the center would otherwise close. WCI grants may not be used to fund existing operating deficits or to reduce existing operating debt.
- Maximum grant awards are:
  - \$37,500 for full-day, year-round programs
  - \$10,000 for an after-school child care center
- WCI grants must be matched by cash on a dollar-for-dollar basis. Donated materials or services needed to meet licensing standards can be counted as match (plumbing services, playground equipment, etc.). Child care fees will not be counted as match.
- Applicants must provide a business plan, financial projections or other evidence that their venture is likely to cash flow upon completion.
- Funds may generally be used as needed in a project for equipment, facilities or cash flow during a "fill-up" period after opening. If funds are used to renovate leased facilities, a five-year lease is required.

- If an applicant operates both child care and preschool services, only costs associated with providing child care are eligible for WCI support.
- The center must have procedures for ensuring that there is significant business management and financial expertise on its board of directors or other governing body.
- The center's CEO must participate in the regional child care centers directors association for the duration of the grant.

## **INSTRUCTIONS**

Please complete the enclosed form and provide the requested narrative. If the expiration date at the bottom of this page has passed, please contact WCI for a current version of these application materials or download a new copy from our Internet site: "wcif.org". Please call us at 1-800-735-2239 or e-mail us at [grants@wcif.org](mailto:grants@wcif.org) with any questions about this application.

Send your completed application to:

West Central Initiative  
PO Box 318  
Fergus Falls, MN 56538-0318

## **DEADLINES**

Requests for up to \$7,500 are accepted any time and will usually be processed within three weeks. Requests exceeding \$7,500 will usually be processed within six weeks. Requests should be made with enough lead time for WCI to make a final decision concerning funding before any costs are incurred. WCI staff generally visit applicants to discuss the proposal prior to WCI's funding decision.

**West Central Initiative  
CHILD CARE CAPACITY GRANT APPLICATION**

**APPLICANT**

Organization name:

Address:

City:

State:

Zip code:

Telephone:

Contact person:

Title:

Telephone:

Email:

Type of organization:    501(c)(3)    Unit of Government    Other (specify) \_\_\_\_\_

Applicant's federal tax identification number:

**FISCAL AGENT**

This section should be completed only if the applicant organization is not a 501(c)(3) or governmental agency and therefore not eligible to receive grant funds directly from WCI.

Name:

Address:

City:

State:

Zip code:

Contact person:

Title:

Telephone:

Email:

Fiscal agent's federal tax identification number:

**PROJECT INFORMATION**

Name of Project

TOTAL PROJECT COST     \$

Cash requested of WCI     \$

Cash match     \$

In-kind match     \$

Project Period:

From:

To:

Number of licensed child care openings to be created or saved through this project:

**CERTIFICATION**

I certify that the information contained in this grant application is true and correct to the best of my knowledge and belief, and that I have the authority to apply for the funds requested:

Signature:

Title:

Date:

**West Central Initiative**

**Child Care Capacity Grant Application**

While you may use a different form for communicating the proposed budget, it is important that the format include both cash and in-kind costs and sources of funds.

<b>PROPOSED BUDGET</b>				
<b>ESTIMATED COSTS ASSOCIATED WITH PROJECT</b>	CASH FROM WCI	CASH FROM APPLICANT & OTHERS	IN-KIND FROM APPLICANT & OTHERS	TOTAL PROJECT
Facility acquisition				
Facility improvements				
Supplies				
Equipment				
Salaries and benefits				
Contractual services				
Communications (postage, printing, telephone, etc.)				
Occupancy (rent, utilities, etc.)				
Administrative expenses				
Other: (specify)				
TOTAL COSTS				
<b>SOURCES OF FUNDS FOR PROJECT</b>	CASH		IN-KIND SUPPORT	TOTAL PROJECT
WCI				
Applicant				
Other Foundation(s)				
Other: (specify)				
Other: (specify)				
TOTAL SOURCES OF FUNDS				

**PROGRAM NARRATIVE**

**Demand and Sustainability**

How much additional licensed capacity will the project create or save?

How do you know that there is sufficient demand to fill the new openings?

What hours will the new openings be available?

What fee structure do you intend to use?

How does this fee structure compare to the local market?

**Planning and Leadership**

Who was involved in the planning for this project? Briefly describe their roles.

How will your center ensure that there is significant business management and financial expertise on its board of directors or other governing body?

**Financial Need and Resources**

How will the funds requested from WCI be used?

Have other cash and non-cash resources been pledged to the project? If so, what has been pledged and by whom?

**ATTACHMENTS**

1. **REQUIRED:** A business plan, financial projections, or other evidence that the venture is likely to cash flow upon completion. (If you need assistance with this requirement, please contact WCI for a referral.)
2. **REQUIRED:** A copy of the applicant organization’s or fiscal agent’s 501(c)(3) tax exemption letter from the IRS or, if the applicant is a unit of government, a resolution from its governing body authorizing application for funds.
3. **REQUIRED:** Financial statements for the child care center’s most recent completed year of operation (audited if available) and the current year’s operating budget.
4. **RECOMMENDED:** Copies of any letters or agreements documenting:
  - a. Cooperation of others necessary for the project to succeed.
  - b. Commitments of other financial support to the project.
5. **RECOMMENDED:** A list of the names, addresses, and affiliations of the governing body of the applicant and of any other advisory or governing body specific to the project.