

## APPENDIX A: Child Care Challenge Fund Grant Guidance

Please review the following guidance when preparing your grant application in IowaGrants.gov. The application gathers general information, narratives, budget information, and attachments. Each section includes prompts that must be addressed.

### General Information

Complete Cover Sheet-General Information. On this form, applicants will enter basic information about their organization including:

- Contact information of your organization's Primary Point of Contact and may include an Authorized Representative
- Contact information of your organization's Fiscal Officer/Agent
- Identification of County(ies) participating, involved or affected by the proposal
- Identification of Congressional District(s), Iowa Senate District(s), and Iowa House District(s) involved or affected by the proposal.

Complete Project Information. On this form, applicants will enter basic information about their application including:

- Legal Organization Name
- Organization type (Government, Nonprofit, Institute of Higher Education, Business, etc.)
- Business Address
- Contact information of person for program matters
- A descriptive project title
- Your project's proposed start and end dates
- Amount requested
- Licensed or Registered DHS programs will include their 5 digit Kindertrack ID

### Proposal Description and DHS Licensing and Registration Status

Please check the applicable boxes.

### Project Description

Provide a brief summary (no more than 5 sentences) that tells us what you are proposing, the project goal and anticipated outcomes.

### Demonstration of Need

Describe the need and the basis for the need, for the project in your area and how the proposed project will lead to increased opportunities for skilled workers to fill high-demand job(s).

### **Project Activities**

Describe the proposed project activities.

Include a project timeline.

Describe the plan for project sustainability.

Describe any project innovations and/or additional benefits.

### **Local Barriers and Related Strategies**

Include a description of local barriers related to child care and how you plan to implement creative strategies to meet the need.

### **Community to be Served**

Describe the community or geographic region to be served by the project.

Describe how the project will address areas of workforce need throughout the region.

### **Partnerships**

Describe key partners, roles, responsibilities and how they will contribute to the success of the project.

### **Goals and Measurement**

Clearly identify key performance measures including desired project outcomes; Examples include:

- a. Key Building Milestones
- b. Estimated project completion date

Describe your plan and ability to track and measure key outcomes.

Describe how you will measure project success.

### **Number of Children Served and Cost per Child**

Describe the additional number of children to be served (new child care slots available as a result of the project).

Indicate the ages to be served by the additional child care slots.

Calculate the cost per child for the project (cost of the match dollars requested divided by the

number of additional children to be served).

### **Organizational Capability**

Describe the related experience of the applicant and partners (if applicable) responding to the funding announcement. Subcontracting to implement the program will not be permitted.

Provide information about the applicant's size, structure, as well as the length of time in business.

If your organization has received a Child Care Challenge or IICC grant previously, please describe the outcome of the funded project and if outcomes were not met; explain the circumstances.

### **Budget Narrative and Spreadsheet**

Complete the budget narrative, include a description of the proposed costs and an overview of how the costs were calculated. Ensure totals reconcile with the amounts included on the Budget Spreadsheet (Appendix E).

Describe the nature of the matching funds for this grant, are they dollars or in-kind, how much and indicate the they are on hand and ready for use.

Complete and attached the Budget Spreadsheet (Appendix E for template). Upload the completed budget spreadsheet in the application forms section.

### **Application Attachments**

Upload the following in the Attachment section of [lowagrants.gov](http://lowagrants.gov):

- Supporting documentation of match funds (upload as a single PDF document).
- Letters of commitment from key partners (combine and upload as a single PDF document).
- Completed Budget Spreadsheet form (Appendix E)

### **Minority Impact Statement**

Pursuant to 2008 Iowa Acts, HF 2392 Iowa Code Section 8.11, all grant applications submitted to the State must include a Minority Impact Statement. This requires applicants to consider the potential impact of the grant's proposed programs or policies on minority groups. This form includes a series of questions for the applicant to complete identifying either a potential positive impact, negative impact or no impact.