

APPENDIX A: 2022 Child Care Business Incentive Grant

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 (must match W-9 exactly)
- Organization type (Government, Nonprofit, Institute of Higher Education, Business, etc.)
- Business Address
- Contact information of person for program matters
- Number of full-time employees (75-250; more than 250)
- A descriptive project title
- Project's proposed start and end dates
- Amount requested
- Project Location (city/town)
- Is this location in a child care desert as represented in this map ([Child Care Desert with Child Care Awards 2021 & 2022 \(Updated 02-11-22\).pdf \(futurereadyiowa.gov\)](#)) Y N
- Is this location engaged in current work with the Iowa Women's Foundation and/or IEDA to address the issue of child care Y N
- Has the proposed project received 2021 Child care challenge and/or IICC funding Y N
- Has the proposed project received 2022 Child care challenge and/or IICC funding Y N
- Is the proposed project partnering with a current child development home or center Y N
- If yes, is the provider licensed or registered Y N
- Licensed or Registered HHS programs will include their 5-digit Kindertrack ID

Project Description

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

Defined Barriers/Description of Documented Need

Describe documented employee child care needs and barriers and how the project will address identified barriers. Describe how this information was obtained (employee survey, interviews, exit interview, absences, etc.)

Partnerships

Detail significant collaborations and partners for the project and how these play a key role in project success. If partnering with an existing child care facility, provide evidence of agreement to partner in the grant opportunity.

Project Plan – including Appendix E

- Complete all fields of Appendix E – Project Plan template. Goal(s) must be specific (include how they will be measured and a date for completion). Provide clear tasks and dates that align with the project description.
- Describe how the increase in slots will be achieved (such as new slots in times previously unavailable, filling slots that have been unfilled, creating new slots by increasing licensing capacity, support additional staffing/additional constraints, etc.)
- Upload the completed Project Plan in the application forms section as a PDF file.

Project Measurement and Evaluation

Provide a description of how you will measure the project's outcomes. Describe how you will evaluate the project and determine if the project is successful.

Project Sustainability

Describe the steps that will be taken to ensure program sustainability – including recruitment and retention of child care staff – beyond the grant period, if deemed successful.

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 and 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.

Number of Children Served and Cost per Child

Describe the additional number of children to be served (net 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).

Budget Narrative and Spreadsheet – Appendix F

- Budget template is provided in Excel as an Attachment.
- Complete the budget narrative, including a detailed description in column B of the proposed costs and an overview of how the costs were calculated.
- Indicate the requested funding amount.
- Describe the nature of the funds for this grant.
- Ensure the total grant funds requested in your application match the total amount included on the Budget Spreadsheet (Appendix F).
- Upload the completed Budget Spreadsheet as an Excel document in the application forms section – **BUDGET MUST BE UPLOADED AS AN EXCEL FILE ON THE TEMPLATE PROVIDED.**

Application Attachments

Upload the following in the Attachment section of lowagrants.gov:

- Project Plan (Appendix E) (upload as a PDF document).
- Letters of commitment from key partners (combine and upload as a single PDF document). These are not reference letters, applicants must include a letter from any significant partner listed in the application that details the commitment.
- Completed Budget Spreadsheet form (Appendix F) (upload as Excel spreadsheet).

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.