

Writing ECE Grants: Why, How, What, Where

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Learning Objectives

- Benefits of adding grants to your funding stream
- Grant writing basics and editing tools
- Types of grants and where to find them
- Best practices for tracking and reporting

Agenda

- Application basics
 - Why apply
 - How to write a grant
- Types of grants and where to find them
 - Private/Foundation Grants
 - Public/Government Grants
 - Contract Seats
- Tracking/Reporting
- Q&A

WHY Apply?

- Establish fiscal stability through multiple funding sources
- Expand services in your community
- Provide a full continuum of early childhood education services to reduce transitions for children
- Learning experience

HOW Do I Write the Grant?

- Focus on the basics
- Check yourself
- Just get started

Application Basics

- Types of applications
 - direct online submission
 - download-complete-submit
- Read the ENTIRE application
- Follow formatting instructions
 - # pages, margins, font type and size,
- Identify attachments
- Create timeline

Application Basics

- Answer EVERY question
- Answer ONLY questions asked
- Draft in Word - cut and paste into application source
- Word/letter count matters!
- Spaces DO count in letter count
- Acronyms
 - spell it out first time
- If specific form provided, use it!

Check Yourself!

- Run spell check
- Proofread
 - read the ENTIRE document
- Check for grammar and punctuation
- Get second person to proofread
- Budget
 - check your math

Getting Started

- Just do it
 - start writing ideas for each question
- Draft > Review > Edit
- Uploading
 - test it out early

What Grant is Right for Your Program

- Two primary buckets
 - private funding
 - public funding

Private/Foundation Grants

- Types
 - independent foundation
 - family foundation
 - corporate foundations
 - community based organizations
- May be more flexible than public funds
- Often local/neighborhood focused
- Relationships matter

Private/Foundation Grants

- Investigate websites
 - What are their funding priorities
 - What is their application process
 - When do they accept applications
 - Who/what have they funded in the past
 - What is their reporting/tracking process

Public/Government Grants

- Two ways to access:
 - direct award to your program
 - subcontract through an organization that holds the public/government grant
 - Philadelphia School District
 - OCDEL
 - another early childhood agency

Common Direct Awards

- Federal Department of Health and Human Services, Office of Head Start
 - Head Start/Early Head Start (HS/EHS)
- OCDEL – state funds
 - Pre-K Counts – state funds (Dept of Ed/Dept of Human Services)
 - HSSAP (Head Start Supplemental Assistance Program)
- City of Philadelphia – beverage tax
 - PHLpreK

Money Flow

Direct Awards

- RFP released by a government agency or representative to meet the legislative intent (OHS, OCDEL, City of Philadelphia)
- Applications submitted to and awarded by the government agency or representative
- Grantee is responsible for meeting 100% of the grant deliverables
- Grantee receives 100% of approved funds
- Government agency or representative directly monitors the grantee's compliance with all aspects of the grant

Common Subcontracted Grants

- The grantee:
 - is awarded the government grant
 - typically provides some direct service
 - subcontracts, delegates, partners with ECE agencies specific program services

Common Subcontracted Grants

- School District of Philadelphia
 - Federal: Head Start
 - State: Pre-K Counts, HSSAP
 - City: PHLPreK
- OCDEL:
 - Early Head Start/Childcare Partnerships
- Agency collaborations

Subcontracted Grants

Money Flow

- Grantee receives the government grant and assumes responsibility for their own compliance and the compliance of every subcontractor
 - grantee maintains a portion of the grant funds to:
 - administer the grant contract, manage grant funds, and submit required reports
 - oversee/monitor sub-contracted agencies' contract compliance, reporting, and program quality
 - provides technical assistance to sub-contracted agencies
 - might also provide some direct services
 - passes the remaining funds to subcontractor for program costs for a specified number of children

Contract Length

(Both Direct and Subcontracts)

- Typical: 3 and 5 years
 - renewal applications submitted every year
 - open for competition at 3- or 5-year mark
- All contain language that it is dependent upon availability of funds
- All can be terminated due to under-performance, noncompliance, or serious violation of regulations

Contracted Seats

How Many Seats?

- Licensed capacity
 - open seats in existing classrooms
 - room for adding additional classrooms
- Program capacity
 - consistent with agency's mission
 - management team/coordinators/staff have or will have required credentials, expertise, and time

Contracted Seats

Integrated Classrooms or Not?

- Ideally children funded by different funding sources are all enrolled in the same classrooms
- Considerations
 - impact on existing salary scale
 - wage parity
 - each funding source must cover its portion of the costs

Contracted Seats

Program Regulations

- Read program regulations before you decide to apply for the grant
- PreK Counts Regulations and HS Program Performance Standards to consider
 - staff qualifications (PKC, PHLpreK, HS)
 - family engagement
 - family engagement – childcare
 - family engagement – PreK Counts
 - family engagement – Head Start
 - » Policy Council
 - » Delegate Agency: Parent Program Policy Committee

Contracted Seats

Inclusion of Children with Disabilities

- Expectation to enroll minimum % of children with disabilities
- A program's commitment to full inclusion
 - collaboration with early intervention
 - staff training and technical assistance
 - accommodations to meet unique needs

Tracking & Reporting

Capacity to Meet Grant Requirements

- Include in agency budget
 - hardware
 - software
 - training to support data entry, tracking, and analysis
- Software should support measuring child and family outcomes
- Data rich/information poor?
 - create a Data Plan

Tracking & Reporting

Fiscal Capacity to Meet Grant Requirements

- Have the right financial professionals
 - staff vs. contracted
 - allow for separation of duties – fraud prevention
 - collaborates with program when developing budgets
 - accountant or fiscal director, with knowledge of using charts of accounts to manage multiple funding sources

Tracking & Reporting Financial

- Budget projections
- Revenue/expenditure reports
 - minimum quarterly
 - recommended: monthly
 - director/owner generated reports, as needed

Tracking & Reporting

Cost Allocation

- Items used by two or more programs must be equitably shared
- Cost allocation:
 - assigns two or more programs the cost of an item shared by the programs
 - ensures that each program bears its fair share, and only its fair share
- Cost Allocation Plan
 - Written account of methods used to allocate costs

WHERE to Find Grant Opportunities

- Foundation websites
- City of Philadelphia
- PA Keys newsletter
- SEPECC meetings
- ECE org e-blasts (i.e. PHMC, First Up)