# All In For Kansas Kids Quality Subgrants – Subgrants for Kindergarten Readiness 2022

## Start Here

### **Be sure to review the** [**Application Guidance**](https://kschildrenscabinet.org/wp-content/uploads/2022/01/Kindergarten_Readiness_Year_3_Subgrant_Application_Guidance_2022_1-12-22.pdf) **as you complete your proposal.**

The purpose of the Kindergarten Readiness Quality Subgrants is to support the successful transition of children from early childhood settings into kindergarten through community collaboration. Key partners include community-based organizations, school districts, Head Start programs, parents and families, child care centers and home-based providers, and organizations that support early childhood care and education (e.g. service centers, technical assistance providers).

### **Eligible applicants are:**

* 501c3 organizations
* Community-based organizations and libraries
* Unified School Districts
* Head Start programs
* Community coalitions with one partner designated as fiscal agent
* County and city governments
* Universities
* KDHE-licensed child care facilities serving children ages birth through five

### **Applicants will be expected to:**

* Identify a community team of six to 10 members (which must include the superintendent or a senior member of the district leadership team, the Head Start director (if applicable), either a child care center director or family child care provider, and a parent or family representative).
* Select one or more of the following priority areas to focus on: coordinated planning, information sharing and/or service delivery between early childhood settings and school districts; workforce and joint professional development; and family engagement.
* Identify strategies for how families will be engaged throughout the project including, but not limited to, participation on the community team.
* Identify community-level strategies to improve a community’s Kansas State Department of Education Kindergarten Readiness Star Recognition rating (e.g. joint professional development, community-wide implementation of curriculum, screening or assessment tools, focused transition activities). Describe what information will be used to determine current rating on the Kindergarten Readiness Recognition rubric.

**Contact for this application / First and Last Name**

We ask for a contact name for each grant application you prepare in case it differs from the person who registered the Kansas CommonApp account. The Contact for this application listed here should be the person who can respond to communications with clarifying or additional details about the project.

### **Contact for this application / Email**

Please ensure the rest of your profile information is up to date. It can be accessed from the avatar at the top right corner of your browser window.

### **Applicant / DUNS Number**

A DUNS number is required to receive federal funding.
If you do not have a DUNS number, you can secure one for free on the Grants.gov website.

\_\_\_ **I confirm that I meet the eligibility criteria for this grant**

NOTE: If you utilize a Fiscal Agent, please return to your User Profile and ensure that information is populated. If you are awarded, that information is required and not providing it will hold up your award process.

## Project Abstract

A project abstract is a brief overview of your project or program and key partners. This information may be used for summary documents of grants submitted and/or for public notifications of awards.

### **Project Abstract**

Each application requires a brief description (no more than 150 words) of the project purpose, primary strategies for which funding is requested, key partners, and anticipated successes of the project.

## Description of Need

For a description of need, please present a picture of the local need, gaps, or challenges that relate to the purpose of the grant for which you are applying. Please use supporting data as available including statewide needs assessment reports and appendices, community-specific information, and local voices and perspectives.

### **Description of Need**

Each application must present a picture of the local need, gaps, or challenges that relate to the purpose of the specific Subgrant for which you are applying. Use supporting data as available including the All in for Kansas Kids 2019 [Needs Assessment](https://kschildrenscabinet.org/all-in-for-kansas-kids/needs-assessment/) report and appendices, the 2020 Needs Assessment Update, community-specific information, and local voices and perspectives.

## Project Description

Each application requires a detailed description of the project that aligns with the purpose of the grant for which you are applying. There are no word count limits for each of the fields below, but please be as clear and concise as possible to fully describe each aspect of your project in the spaces designated below.

Provide a detailed description of your project that aligns with the objective of the Kindergarten Readiness 2022 Quality Subgrant.

### **Project Description / Strategies and Key Activities**

Describe all strategies and key activities of the project and identify how they will meet the stated purpose of the Subgrant.

If any of the following is applicable, please describe:

1. How the project is innovative in addressing challenges and/or gaps in support for kindergarten transition
2. How project will utilize models or approaches previously tested in other communities
3. How the project will promote early childhood development and/or social emotional health. Specifically describe how this project will assist if your community's utilization of developmental screen and the implementation of the Statewide ASQ System. If applicable, describe current participation or interest in joining the Statewide ASQ Online System and how the program is or will be shared with project partners.
4. Community-level strategies to improve a community’s Kansas State Department of Education Kindergarten Readiness Star Recognition rating (e.g., joint professional development, community-wide implementation of curriculum, screening or assessment tools, focused transition activities). Describe what information will be used to determine current rating on the Kindergarten Readiness Recognition rubric.

From FAQ: A strategy is a way – a plan of action – for how to make a change. Activities are the “to do” part of your strategy action plan. Begin with the end of the grant period in mind – what will look different if your plan works? What do you hope to accomplish? Once you write down the result you expect, list and describe the actions you will take to make that happen. Be sure to write down who will be responsible for doing what activities, and when they will need to do this work.

*Please review the Application Guidance for more information and resources. Examples are provided in the Frequently Asked questions*

### **Project Description / Population and Geographic Reach**

Describe the population to be impacted by the project. Include basic demographic information of the children and families to be served (if applicable) and identify the geographic reach of the project.

From FAQ: Identify the community you are serving, its population and important demographic data. Census QuickFacts is one source to help you find this information. https://www.census.gov/quickfacts/fact/table/US/PST045219

Example: “My child care center serves the entire town of Anytown, KS, which has a population of 5,700, with 20 percent who are Hispanic or Latinx.”

**Project Description / Outreach Strategies**

Describe outreach strategies and how the impacted populations will engage with your project.

Note: Description of how families will be engaged can be included in the Family Engagement section below.

**Project Description / Equitable Access**

Describe how your project will ensure equitable access for Kansas families.

We have included the definition of equity included in our All in for Kansas Kids Strategic Plan below.

Equity/Equitable Access/Diversity – Equity is the proportional distribution of resources and outcomes across groups based on existing and differential levels of access and opportunity. Equity is not the same as equality; while equality asks us to disburse resources evenly regardless of social, cultural, and/or historical barriers, equity requires recognition that individuals and families from certain marginalized groups require more resources, supports, and attention to achieve the same outcomes as their peers from dominant social or cultural groups. We acknowledge diversity in our work as a range of community and individual experiences, situations, and identities, and we work to address equitable access with regard to: resources and services, language differences and literacy barriers, housing access and economic distress, access to basic needs, cultural and social isolation, physical and attitudinal barriers, education opportunities, and discrimination on the basis of race, appearance, age, ethnicity, immigrant status, religious background, sexual orientation, gender identity, or ability.

From FAQ: Equity helps everyone get a fair opportunity. Think about who in your community may not have the same opportunities as others and why. Talk about how your project will increase equity for families in your community.

Example: “Our literacy program, in partnership with the local library, will actively recruit children and families whose primary language is not English.”

### **Project Description / Family Engagement**

Describe strategies for how families will be engaged throughout the project including, but not limited to, participation on the community team.

From FAQ: Describe how you will let families and others in the community know about what you will be offering.

Example: “I plan to post about our new hours on our Facebook page, put up flyers at the library and let the Chamber of Commerce know we have evening and weekend child care so they can post it on their website.”

### **Project Description / Barriers**

Describe any potential barriers to implementation and strategies to overcome them.

From FAQ: List anything that will make it more difficult to complete your project and how you plan to address them.

Example: “New families coming to our community are difficult to reach, often because of issues of trust or fear. We plan to partner with several churches to help us connect with these families, many of whom have a relationship with church leadership.”

### **Project Description / Timeline**

Provide the estimated project timeline from beginning to completion.

The grant period runs from 4/30/2022-4/29/2023.

From FAQ: Talk about when you expect to complete your project, and key steps along the way, including any potential delays or changes in the timeline.

Example: “The new playground equipment will be in place by March 1, 2021. The equipment will be ordered by mid-November 2020, with input from the parents whose children have special health care needs, and it will be installed by mid-January 2021. I will work with the supplier to learn how to use and care for the equipment, as well as how to guide the children in using it.”

### **Project Description / Kindergarten Readiness Focus Areas**

Please select as many as are applicable to your project focus area.

 \_\_\_ Coordinated planning, information sharing, and/or service delivery between early childhood settings and school districts

\_\_\_ Workforce and joint professional development

\_\_\_ Family engagement

## PDG - Capacity & Partnerships

Through Capacity and Partnerships, applicants must demonstrate the experience or ability to implement and administer the proposed project. Applicants are also strongly encouraged to partner and collaborate to implement projects. There are no word count limits for this section, but please be as clear and concise as possible in responding to the prompts below.

### **Capacity & Partnerships**

Applicants must demonstrate appropriate partnerships and the capacity to implement and administer the proposed project. Include the following details:

· Describe the applicant’s experience with the strategies of the proposed project.

· Describe the applicant’s experience working with the audience of the project.

· Describe in detail any proposed partnerships and/or collaborations, including how they will address the need more effectively than each partner working independently.

· Explain how Subgrant resources will be allocated among partners.

### **Partnerships / Community Team**

Identify a community team of six to 10 members (which must include the superintendent or a senior member of the district leadership team, the Head Start director (if applicable), either a child care center director or family child care provider, and a parent or family representative). Provide their name, organization/entity name, and title.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Community Member Role | Name | Org/Entity Name | Title | Email Address |
| 1. School District Leadership  |  |  |  |  |
| 2. Head Start Director (if applicable) |  |  |  |  |
| 3. Child Care Representative |  |  |  |  |
| 4. Parent or Family Representative |  |  |  |  |
| 5. Community Member |  |  |  |  |
| 6. Community Member |  |  |  |  |
| 7. Community Member |  |  |  |  |
| 8. Community Member |  |  |  |  |
| 9. Community Member |  |  |  |  |
| 10. Community Member |  |  |  |  |

### **(Optional Letters of Support)**

Applicants can include up to three letters of support they feel would strengthen consideration of their application.

## Measures of Success

Applicants must identify and commit to tracking and reporting measures of success.

Applicants must identify, contribute, and commit to tracking on a quarterly basis two unique measures of success and one statewide indicator (from a pre-populated list.) There are no word count limits for each of the fields below, but please be as clear and concise as possible to fully describe your measures of success.

Applicants must also identify the Blueprint for Early Childhood building block that most closely aligns with their project.

**List a *quantitative* success measure to be reported quarterly, and describe your tracking process.**

### **Measurement / Quantitative Indicator and Process**

Tell us what data point you will measure that indicates success for your proposed project, and how you will track progress.

From FAQ: A quantitative measure describes changes that have occurred using numbers. Possible methods for tracking a quantitative measure include staff time logs, family intake forms, etc. These indicators should be measurable and should be more detailed than “increased participation” or “higher engagement”. Consider what tools you have in place for tracking measures, and what may be useful in the future.

Example: We will measure the number of employees who receive support from the benefit fund we will establish, and the overall amount per employee. We will track this through our existing HR/benefits system.

Examples: “We hope to achieve a 15 percent increase in staffing hours. This will be reported using staff time logs, and if applicable, information about new hires.”

### **Why is this Quantitative Indicator a good metric?**

Tell us why you feel the Quantitative Indicator you provided above is an important measure of your project’s success.

**List a *qualitative* success measure to be reported quarterly, and describe your tracking process.**

### **Measurement / Qualitative Indicator and Process**

Tell us what narrative you will measure that indicates success for your proposed project, and how you will track progress.

From FAQ: Qualitative success measures describe a change that has occurred using words or feelings more than numbers. Possible methods for tracking a qualitative measure include parent, staff or partner surveys or testimonials. These indicators should be more detailed than “satisfied families” or “more communication between staff and families.” Consider what tools you currently have in place for tracking measures, and what may be useful in the future.

Example: We will provide narrative summaries of team meetings and observations of children attending a transition event.

Example: “Staff reported feeling more confident in their ability to safely deescalate a situation following their completion of a training program. This information was collected during our weekly team meeting.”

### **Why is this Qualitative Indicator a good metric?**

Tell us why you feel the Qualitative Indicator you provided above is an important measure of your project’s success.

**Select ONE *Statewide Indicator* from the pre-populated list that aligns with the goals of your project, and describe your tracking process.**

### **Measurement / Statewide Indicator**

These indicators align with the goals of both the [All in for Kansas Kids Strategic Plan](https://kschildrenscabinet.org/wp-content/uploads/2020/02/Strategic-Plan.pdf) and the [Kansas Preschool Development Birth Through Five Renewal Grant](https://kschildrenscabinet.org/).

\_\_\_ Number of formal partnerships established between elementary school(s) and early childhood care and education providers (Measure 5.7.2)

\_\_\_ Number of Kindergarten in Kansas booklets distributed (and what languages) (Measure 5.6.2)

\_\_\_ Number of Kindergarten children participating in Kindergarten Readiness Snapshot (Measure 5.7.1)

### **Tracking Process / Statewide Indicator**

Tell us how you will track the statewide indicator you selected from the list above.

### **Project Alignment / Blueprint Building Block**

Identify the Blueprint for Early Childhood Building Block that most closely aligns with your project.

The [Blueprint for Early Childhood](https://kschildrenscabinet.org/?s=Blueprint+for+Early+Childhood+) is the Children’s Cabinet strategic framework to optimize child and family well-being through three building blocks: Healthy Development, Strong Families, and Early Learning. Moving the needle on these three areas will require community collaboration across sectors, involving multiple partners working toward a shared vision of high-quality, accessible, and affordable programs for young children and families.

Please tell us which Building Block most closely aligns with your project.

\_\_\_ Early Learning

\_\_\_ Healthy Development

\_\_\_ Strong Families

## Budget & Budget Narrative

Applicants must complete and submit the Budget information as directed.

**What is the total proposed budget for this application?**

**Maximum Request Amounts for each Subgrant are:**

**Kindergarten Readiness - $25,000**

### **Total grant request amount (xxxx.xx)**

Please enter numbers only.

Please use the provided template to complete your detailed budget, and upload it at the bottom of the page. Be sure your “TOTAL ALL EXPENSES” amount from Tab One in the Budget Template matches the number you enter here.

Please use the [Subgrant Budget Template File](https://kansas-my.sharepoint.com/%3Ax%3A/g/personal/c366j537_home_ku_edu/EaxRct0DtnZMtlkSEdvKkrMBlVVHQCtksJpFR6DtXo2Q0A?e=V3MWKJ) to provide budget information for your project, including detailed expense line items, budget narratives, and if applicable, project partner budget information.

Please open the template, go to "File," "Save As," and then "Download a Copy."

You MUST use the Subgrant Budget Template File to provide your budget information. Please verify all tabs. Please upload completed budget as .xls or .xlsx files.

Applicants must complete and submit the Budget Worksheets provided in the template (available on the Budget & Budget Narrative Tab of each Subgrant application in the Kansas CommonApp portal) as described below.

**Worksheet 1: Budget Main (Tab 1)**
Please provide the total proposed budget for your 12 month project (April 30, 2022-April 29, 2023). This includes total cost for all activities for which funding is sought by the applicant organization and/or partnership.

**Worksheet 2: Budget Narrative (Tab 2)**
Provide a budget justification narrative for each budget item for which funding is sought. The budget justification should thoroughly and clearly describe every category of expense listed in the budget worksheet. The justification should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. It should be mathematically sound and correspond with the information and figures in Worksheet 1.

**Worksheet 3: Budgeted Partners (Tab 3)**
Please list the name of any Partner who is receiving a portion of Subgrant funds including a brief description of the activities they are receiving Subgrant funds to do.

### **Budget Template File Upload**

Detailed instructions on filling out the template are included on this page. When you finish filling out your Subgrant Budget Template, please upload the file.

## Technical Assistance

### **Technical Assistance, Review, and Selection Process**

The Children’s Cabinet is committed to supporting equitable access to Subgrant funding and has developed ways to help applicants and grantees. The purpose of this technical assistance is three-fold:

1. To build skills and capacity for grant-writing among Kansas organizations and entities,
2. Provide support in making connections or translating good ideas to grant proposal language, and
3. Provide assistance in identifying sources of supporting data on need.

Technical assistance includes the following:

* One-on-one technical assistance calls, as requested by applicant
* Pre-submission review and feedback, as requested by applicant (based on number of requests and reviewer capacity)
* Online repository of resources to help with research and need data
* Post-award one-on-one technical assistance calls and resource sharing

Technical Assistance is intended to provide an opportunity for applicants to ask questions and think through concerns or challenges. Technical Assistance is not intended to help applicants complete or edit an application, or develop project plans, rather as a tool to aid applicants in this work. Applicants may utilize a maximum of three hours of Technical Assistance, based on resources available. Please note that utilization of Technical Assistance has no influence on the application review process and scoring or final award determination.

**How to Request Technical Assistance**

All questions and requests for technical assistance must be submitted via the [Kindergarten Readiness Quality Subgrants Technical Assistance Request Form](https://app.smartsheet.com/b/form/304b4ba5495f4a408c68936d40e9b1b1) between February 11 and March 16, 2022. The Subgrant technical assistance team will respond directly to individuals as quickly as possible via email, with follow-up phone calls as needed. Information from technical assistance conversations may be used to populate additional applicant and grantee resources to ensure shared learning.

**Proposal Review**
The Children’s Cabinet is committed to ensuring a fair and equitable process for awarding grants. Eligible applications will be evaluated, scored, and rated by impartial and diverse representatives from Kansas families, businesses, early childhood care and education programs, social service programs, and/or the PreK-12 system. Funding recommendations will be provided to the Children’s Cabinet Executive Director and State Director Team leadership for final approval. The State Director Team includes early childhood leaders from Kansas Department of Health and Environment, Kansas Department for Children and Families, the Kansas Children’s Cabinet and Trust Fund, and the Kansas State Department of Education. The Children’s Cabinet reserves the right to work with applicants and grantees post-submission to modify proposals as deemed necessary.

Selection Criteria
Evaluators will use a scoring rubric to review proposals. A maximum of 110 points is possible. The following table is representative of the order in which the proposal will be organized. In addition, applications will be considered ‘incomplete’ and not scored at all if they are missing applicable and required attachment documents. Maximum scores assigned to proposal components are as follows:

**Selection Criteria**

Evaluators will use a [scoring rubric](https://kansas-my.sharepoint.com/%3Ab%3A/g/personal/m621b465_home_ku_edu/ERmJtEgfALVDif4Yup8Q5awBqwEyBp93vv2ejDja07v8TQ?e=QAj99i) to review proposals. A maximum of 110 points is possible. The following table is representative of the order in which the proposal will be organized. In addition, applications will be considered ‘incomplete’ and not scored at all if they are missing applicable and required attachment documents. Maximum scores assigned to proposal components are as follows:

**Kindergarten Readiness Scoring Rubric**

|  |  |  |
| --- | --- | --- |
|  | Section | Points |
| 1 | Project Abstract | 3 Points |
| 2 | Description of Need | 12 Points |
| 3 | Project Description | 50 Points |
| 4 | Capacity & Partnerships | 12 Points |
| 5 | Measures of Success | 15 Points |
| 6 | Kindergarten Readiness Focus Area | 5 Points |
| 7 | Strategies to Engage Families | 5 Points |
| 8 | Budget (all tabs on the Template Document) | 8 Points |
| 9 | Total Maximum Proposal Points | 110 Points |