

<p>Kansas Children’s Cabinet & Trust Fund (KCCTF) Policy & Procedure Manual</p> <p>Section: Grant Management – Grantmaking</p> <p>Effective Date: December 6, 2024</p>	<p>Program(s): Various</p> <p>Applies to: KCCTF Staff, Backbone Organizations, Potential and Existing Contractors and Grantees</p>
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COMPETITIVE GRANTMAKING PROCESS POLICY

I. POLICY

KCCTF is charged with implementing a coordinated and comprehensive early childhood ecosystem, facilitating interagency cooperation, and advising the Kansas Governor and Legislature on investments in early childhood programs and services pursuant to K.S.A. 38-1901. For this purpose, the Children’s Initiatives Fund (CIF) annual budget includes pass-through transfers from KCCTF to three state agencies: Kansas State Department of Education, Kansas Department of Health and Environment, and Kansas Department for Children and Families. The remaining line items in the CIF are administered by KCCTF. A portion of CIF funds are distributed through competitive grantmaking.

An established grantmaking process governs awards for CIF and all other state, federal, and private funding administered by KCCTF (both ongoing and one-time funding authorized for limited periods). For each grant opportunity, KCCTF adheres to a formal process to ensure consistent, fair, and compliant grantmaking. The following procedures govern how KCCTF sets funding priorities, announces opportunities, evaluates applications, authorizes grants, and monitors awards.

II. PROCEDURES

- a. **OVERVIEW.** Key resources are distributed as community grants to organizations across the state, maximizing impact and improving outcomes. The grantmaking process ensures compliance with rigorous federal and state funding requirements while balancing the realities of grantee capacity and needs for technical assistance. The process includes the following phases:
 - i. Grant Program Design
 - ii. Public Request for Proposals
 - iii. Opportunity Promotion & Technical Assistance
 - iv. Application Submission
 - v. Review & Approval
 - vi. Award & Contracting
 - vii. Monitoring & Reporting
 - viii. Closeout
- b. **GRANT PROGRAM DESIGN.** KCCTF works with funders and collaborating partners to articulate grant program goals, intended impact, and eligibility. KCCTF ensures these address community needs revealed in the All In For Kansas Kids Needs Assessment and align with the Blueprint for Early Childhood and All In For Kansas Kids Strategic Plan. KCCTF also ensures resources are used efficiently in program design, blending or braiding funding streams as appropriate and allowable, to maximize impact. Award amounts are proportional to the scope of work required, and selection criteria are designed to be fair and transparent. Eligibility criteria comply with federal and state non-discrimination laws.
- c. **PUBLIC REQUEST FOR PROPOSALS.** KCCTF posts a public Request for Proposals (RFP) online (Kansas Children’s Cabinet, All In For Kansas Kids) to communicate expectations and encourage applicants to submit competitive proposals. The RFP offers a comprehensive overview of the funding opportunity, explains the contents of a successful application, and describes what to expect if awarded a grant from KCCTF. Specifically, the RFP details the opportunity, grant goals and intended outcomes, timeline, funding source(s), eligible applicant requirements, allowable activities, recommendations for strong proposals, application submission instructions, scoring rubric, review process details, contracting requirements (post-award), technical assistance opportunities, and program contact information.
- d. **PROMOTION & TECHNICAL ASSISTANCE.** After the RFP is released publicly, an online application is made available in the Kansas CommonApp grant management platform, and the opportunity is promoted through multiple channels, including All In For Kansas Kids communications (weekly email, monthly webinars, website); KCCTF website and social media accounts; governance meetings (e.g., Early Childhood Recommendations Panel); and email announcements to previous grantees and partners for distribution in communities. Technical assistance is also provided during the application period. Applicants can submit requests for clarification of RFP requirements or

assistance with the Kansas CommonApp platform. Resources such as FAQs, helpful links, and templates are also made available online.

- e. **APPLICATION SUBMISSION.** All competitive grants offered through KCCTF involve a formal submission process (renewal and new grants). Applications typically include three components that must be submitted by the deadline: an online user profile, online application form with a series of scored narrative questions, and required attachments (e.g., budget, ownership documents, proof of match or collaboration). The [Kansas CommonApp](#) allows applicants to retain and update their user profile with details needed for multiple submissions to simplify the process and reduce burden.
- f. **REVIEW AND APPROVAL.** KCCTF is committed to ensuring a fair and equitable process for reviewing applications and awarding funds. To that end for each grant opportunity, KCCTF assembles a diverse review committee comprised of partners, community members, and subject-matter experts. Committees often include experts in early childhood, economic development, community coalition building, and child/family well-being. KCCTF staff conduct an initial review of all applications for completeness and eligibility, then qualified applicants are assigned to a minimum of two external reviewers from the committee. Reviewers are given instructions and a rubric; scoring is completed in the Kansas CommonApp. Proactive steps are taken to ensure reviewers are free from any conflict of interest. Once the external review is complete, KCCTF staff prepare a slate for the Board that considers total funding available, reviewer feedback, geographic diversity, sustainability and viability of the projects, grantee ability to meet requirements, and prior grant compliance and performance (if applicable). The slate of proposed awards is presented to the Cabinet Board for discussion and vote at a public meeting. Upon approval, the Board authorizes KCCTF staff to administer and manage awards.
- g. **AWARD AND CONTRACTING.** KCCTF notifies successful applicants of their award and requests documents and signatures as part of the pre-award process (e.g., W-9 Request for Taxpayer ID, state-required legal assurances). KCCTF prepares grant award agreements that include a scope of work, budget, terms and conditions, and details on award requirements. Grantees review and sign the award package prior to starting grant activities. The Kansas State Department of Education (KSDE) serves as fiscal agent per the MOU in place between KCCTF and KSDE.
- h. **MONITORING AND REPORTING.** Grant monitoring and reporting requirements are based on conditions of the funding source(s) and determinations by KCCTF to ensure state and federal compliance, data-driven decisions, and evidence-based practices. Compliance monitoring activities are carried out by KCCTF staff through regular contact with grantees, review of quarterly progress reports, and a monthly accounting of expenditures. Site visits may be conducted as needed to effectively monitor projects. Funding is distributed on a cost-reimbursement basis and is contingent upon report submission and documented progress. Grantees must notify KCCTF in advance to request amendments to the scope of work or budget.
- i. **CLOSEOUT.** Towards the end of the project period (between 2-6 months depending on the program), KCCTF sends grantees an email detailing their status—total award amount, expenditures to date, remaining funds, final date for incurring expenses. KCCTF staff verify these details against grantee records. KCCTF provides technical assistance if amendments are needed to the approved project scope of work or budget. KCCTF sends a second notice between 1-3 months before the project end date. At the beginning of the final month, KCCTF sends instructions for submitting a final invoice and report. Once the final invoice is paid, KCCTF works with KSDE Fiscal to close out the grant.

III. AUTHORITY

The Kansas Children’s Cabinet and Trust Fund Governing Board is tasked with responsibilities outlined in K.S.A. 38-1901 and amendments thereto and [Executive Order 20-02](#). This policy is adopted to meet those responsibilities.

Executive Director

Date

Board Chair

Date