

Infant & Toddler Care: Facilities Upgrades Grant Application Guidelines ¹



With the support of Lilly Endowment Inc., the Kosciusko County Community Foundation (“Foundation”) has established a special grant initiative to increase quality childcare and early learning opportunities for children ages 0-3 in Kosciusko and Whitley Counties. This initiative will serve to build and enhance nonprofit and school-based centers and programs by providing funding for **facilities upgrades and renovations**.

WHO CAN APPLY?

This application process is available to **nonprofit and school-based childcare programs in Kosciusko and Whitley counties** in Indiana. Proposals must:

- Directly impact the care of children ages 0-3.
- Add capacity to serve more children by way of renovations to convert existing spaces or add new spaces for infant/toddler classrooms, **OR**
- Seek to improve the quality of care. This could include, but is not limited to: 0-3 playground installations, exterior/interior renovations, addition of bathrooms/sinks or exterior doors, furnishings/equipment, etc.

The committee reviewing requests will also take into consideration the number of infants and toddlers projected to be served by the proposal, in addition to the extent that the proposal brings childcare to an underserved area or population.

APPLYING FOR SUPPORT

Applicants can submit requests for support of up to \$50,000. Those organizations that receive a grant from this fund and serve Kosciusko County will still be eligible to apply for grants from other funds held at the Foundation.

Applicants are required to contact the Foundation to discuss the grant proposal prior to submitting a formal application. Once you have discussed your proposal with program staff, you will need to complete and submit an online application. Access to the application portal and a sample application can be found at:

<https://www.kcfoundation.org/childcaregrants>

TIMELINE

Applications will be accepted on a rolling basis, beginning in March 2024 until the end of the grant initiative (December 2026) or until all funds are awarded, whichever comes first. Successful applicants will be notified approximately 6 to 8 weeks after each grant deadline.

<i>Application Submission Date</i>	<i>Decision Notification</i>
<i>February 1</i>	Mid-March
<i>April 1</i>	Mid-May
<i>June 1</i>	Mid-July
<i>August 1</i>	Mid-September
<i>October 1</i>	Mid-November
<i>December 1</i>	Mid-January

REPORTING

Organizations receiving a grant will have 12 months from the time of the award to utilize the funds and will be required to provide documentation of how funds were spent (receipts, paid invoices, etc.) along with a brief narrative twice throughout the grant period.

CONTACT INFORMATION

To apply, grant seekers should contact Alex Hall, vice president of programs, at (574) 267-1901 or alex@kcfoundation.org. ²

(Additional information on reverse side)

¹ These guidelines are only for this specific grant initiative. Please visit our website for guidelines on other fund types.

² Submitting an application does not guarantee a grant award. Proposals may be fully-funded, partially-funded, or denied.

HELPFUL TIPS FOR APPLYING

Here are some questions you might have while applying. Because this list will not capture every question you have, please reach out to our staff for any assistance you might need.

1. What kind of projects is this grant initiative seeking to support, and can our organization submit a proposal for capital projects?

Yes! This initiative is designed specifically for capital expenses that enable childcare programs to increase their capacity and ability to offer services to 0–3-year-old infants and toddlers. These types of projects can include, but are not limited to:

- a. Installation of a playground that is appropriate for children ages 0-3 (fencing, surfacing, equipment, etc.)
- b. Purchase of furnishings and equipment needed to convert existing rooms for infant and toddler care, such as bottle refrigerators, cribs, etc.
- c. Renovations to existing space(s) to convert them to infant and toddler care, such as additions of bathrooms, extra sinks, or exterior exit doors.
- d. Construction of new infant and toddler care space(s), including construction materials, design/planning, contractors, etc.

For renovation and construction projects, it is expected that each new room would add 8 infant or 10 toddler seats. The committee will also take into consideration if the applicant has had their plan(s) approved by Indiana's Office of Early Childhood & Out of School Learning.

2. Can I submit a proposal for programmatic expenses?

This initiative is not for program-specific expenses. However, the Foundation has other initiatives and funding sources that may be able to support these types of requests. Please contact our staff or visit <https://www.kcfoundation.org/grants/> for more information.

3. The application asks me to submit supporting documentation, including financial documents. What financial documents are required?

Statements from recent financial reporting periods for your organization will be required to submit your application. Common statements include an income statement (Statement of Activities) and a balance sheet (Statement of Financial Position). For examples of these statements, please refer to <https://www.kcfoundation.org/childcaregrants>.

4. If my organization is awarded a grant, how do I receive the funding?

Funds are provided on a reimbursement basis. After your organization pays for expenses that meet the requirements of the grant agreement, you can submit requests for payment to be reimbursed up to the approved amount of funding. All requests for payment are submitted via the online grant portal.

If making the purchase for a grant-approved expense would cause a financial hardship for the organization or the organization does not have the appropriate cash flow, please speak with Foundation staff to seek an upfront grant payment arrangement.