

Infant & Toddler Care: Operating Support 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 **operating support**.

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.
- Increase the capacity of children ages 0-3 that the childcare program can serve.

The committee reviewing requests will also take into consideration the total 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 \$60,000 over three years. (Please see the Reporting section below for more information about how the grant will be structured for approved requests.) 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 until December 2026 to utilize the funds and will be required to provide documentation of how funds were spent (receipts, paid invoices, certified financial statements, etc.) along with a brief narrative twice-yearly throughout the grant period. Specific reporting requirements and deadlines will be dictated by the Grant Agreement and online grant portal. Payments will be made according to the following schedule:

- \$30,000 upon returning the Grant Agreement signed by the appropriate individuals at the organization.
- \$20,000 after successful reporting for Year 1 activities and approval by the Foundation.
- \$10,000 after successful reporting for Year 2 activities and approval by the Foundation.

(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.

CONTACT INFORMATION

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

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. Can our organization submit a proposal for capital projects?

No. This initiative is not for capital projects or renovations. 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.

2. Can I submit a proposal for programmatic expenses?

Maybe. This initiative is designed specifically for operating support (staff wages/benefits, utilities, rent, insurance, etc.) for childcare programs to add capacity to serve additional 0–3-year-old infants and toddlers. Regular or ongoing programs that do not add additional capacity are not eligible for this grant initiative. If the planned programmatic expenses increase the capacity for your organization to serve additional children ages 0-3, then the request may be eligible. Please contact the Foundation before applying.

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>.

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