

In-Home Early Childcare Initiative Fund Grant Policy

I. **PURPOSE:**

The purpose of the In-Home Early Childcare Initiative Grant is to fund identified community needs. Consideration will be given to requests that align with the mission of the Salina Area United Way.

The mission of the Salina Area United Way (SAUW) is to strengthen North Central Kansas by uniting people and resources to build resilient, thriving communities.

SAUW priority areas and community goals are:

HEALTHY COMMUNITY: Expanding access to care and promoting mental, physical, and emotional well-being for all.

YOUTH OPPORTUNITY: Empowering children and adults with opportunities to learn, grow, and reach their full potential.

FINANCIAL STABILITY: Creating pathways to stability through job readiness, income growth, and access to essential needs.

COMMUNITY RESILIENCY: Building connected, adaptable communities that can withstand and overcome life's challenges.

II. **FUNDING**

Total funds available for In-Home Early Childcare Initiative Grants shall be determined annually by the SAUW Board of Directors. SAUW cannot meet every community need. An organization may only receive the In-Home Early Childcare Initiative Grant once within 12 months. Exceptions may be made in cases when the organization requesting funding serves as the fiscal agent for another organization. Due to limited funding, partial grants may be awarded.

Grant funds may be used for any expense that supports the provider's ability to continue operating an in-home child care program and delivering quality care. This includes, but is not limited to, provider compensation, employment-related benefits, and child care business expenses.

Providers must attest that grant funds were used to support the ongoing provision of in-home child care services.

SAUW staff and volunteers will review and evaluate all funding requests. The decision-making and approval process can take up to 45 days. A lack of required information or an incomplete application will result in no award. The deadline for the Early Childcare Initiative Grant application is noon, CST, March 6, 2026.

III. **ELIGIBILITY REQUIREMENTS**

All organizations applying for Early Childcare Initiative Grant funds must meet the following minimum requirements:

1. Operates as a KDHE licensed childcare.
2. Operates on a non-discriminatory basis in delivery of services.
3. Operates within the geographic service area of Saline or Ellsworth Counties.
4. Provides services or activities that align with the SAUW mission and community goals in Healthy Community, Youth Opportunity, Community Resiliency and Financial Stability.

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IV. OPERATING GUIDELINES

The following operating guidelines shall apply:

1. Early Childcare Initiative Grants can be requested yearly and shall be used solely for the granted purposes. Funding shall commence in a timely manner and expenditure shall cease within one year after receipt of the notification of award. Grant funds not expended shall be returned to the Salina Area United Way.
2. The SAUW Early Childcare Committee shall approve all In-Home Early Childcare Initiative Grants. The amount of any grant will depend upon availability, not to exceed \$2,500.
3. No In-Home Early Childcare Initiative Grants will be given for any purpose that would jeopardize the tax-exempt status of the SAUW or the applying organization.
4. Grant recipients must acknowledge the SAUW on all promotional materials, activities, and program/projects funded by SAUW.

V. APPLICATION AND FUNDING PROCEDURE

The In-Home Early Childcare Initiative Grant is separate and distinct from other Salina Area United Way grants. The following general policy shall apply:

1. Applications will be considered based on available funding. Organizations must submit their application for funding to the SAUW by noon, CST, March 6, 2026.
2. Staff will conduct an initial review of applications based on the responses to the required statements rated against the approved scoring rubric. Applications that receive one or more 'no' will result in the denial of grant funding. Scores of 'yes' will result in the application being submitted to the Early Childcare Initiative Committee for review. The committee volunteers will review and score applications using a scoring rubric.
3. The Early Childcare Initiative Committee will submit a recommendation for Early Childcare Initiative Grant funding recipients and amounts to the SAUW Board of Directors at any regular meeting.
4. The SAUW Board of Directors will make final decisions on grants at any regular meeting. Applicants will receive written notification of the Board's decision.
5. Grants will be considered based on funds available and the need of each applicant.
6. Applicants will be contacted with the outcome within 45 days after the grant deadline.
7. Childcare grant expenditures shall occur within one year of the grant's approval unless extended by the SAUW Board of Directors.

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GENERAL INFORMATION

Applicant Name _____

Applicant Address _____

Applicant Telephone _____

Contact Person Information

Name _____ Title _____

Email _____ Cell Phone Number _____

In-Home Childcare Name _____

_____ If you aren't already, do you plan to enroll with DCF to serve families receiving childcare assistance? ☐ Yes ☐ No ☐ Unsure/Undecided ☐ Already Enrolled

If you aren't already, do you plan to enroll in the Child & Adult Care Food Program (CACFP)?

☐ Yes ☐ No ☐ Unsure/Undecided ☐ Already Enrolled

APPLICATION REQUIREMENTS

- a. Briefly describe your organization's mission and how your organization aligns with the Salina Area United Way's mission and focus areas.
- b. Attach a copy of your annual budget. If there is an "other" category, please define any expenses that fall within that area.
- c. Attach a copy of your KDHE Childcare License, including your license number.
- d. Attach current waitlist numbers (per age group)
- e. Attach a copy of your anti-discrimination policy. If you do not have one, a policy must be adopted by January 1, 2027 or sign the attached document agreeing to the Salina Area United Way's policy prior to receiving funding.
- f. Attach a copy of your Racial Equity statement. If you do not have one, a policy must be adopted by January 1, 2027 or sign the attached document agreeing to the Salina Area United Way's policy prior to receiving funding.
- g. Attach your weekly rates per age group and hours of operation.

Programs must conform to each of the following:

1. Meet operating guidelines I-V as stated in the Early childcare Initiative Policy
2. Work toward achieving, or progress toward achieving, one of the four Salina Area United Way goals. Include a three-sentence description of which goal and the alignment to the identified goal in the application.
3. Operate in the Saline or Ellsworth County areas.
4. Applicants operate on a non-discriminatory basis in delivery of services.
5. Document expected results in the application.
6. Provide budget expenditures in the application.
7. List at least one goal with one objective and one outcome in the application.

Public Information Requirements

Grantees are required to give proper credit to Salina Area United Way in all promotional materials, activities, and printed materials. Information on credit language and where to use it is provided below:

1. In materials your agency prepares for news releases to the media (newspaper, radio, and television), the following words must be included in the first or second paragraph: "This childcare center was funded in part by a Salina Area United Way Early Childcare Initiative Grant."
The above requirements do not apply to public service announcements submitted for radio and television spots.
2. In printed literature, catalogs, brochures, etc., prepared for distribution and also in flyers, newspaper advertising, and on posters, the following words must appear on the front page or follow immediately after the first mention of the program or activity title: "This program was funded in part by a Salina Area United Way Early Childcare Initiative Grant." or, where appropriate the United Way logo may be used. Please refer to our website for the most current permissible use of United Way's logos and brand standards. <http://www.unitedwaysalina.org/media>
3. In special announcements made by the childcare center, recognition appropriate to the occasion is to be given to the SAUW. Please notify the SAUW office regarding specific procedures if a designated representative is needed.

Age

- ☐ 0 to 12 months
- ☐ 12 to 17 months
- ☐ 18 to 23 months
- ☐ 2 years
- ☐ 3 years
- ☐ 4 years
- ☐ 5 years
- ☐ 6+ years

Income level

- ☐ Low-income
- ☐ Not specifically low-income

Gender

- ☐ Male
- ☐ Female
- ☐ Agender
- ☐ Genderqueer/Gender Fluid
- ☐ Gender Non-Conforming
- ☐ Intergender
- ☐ Nonbinary
- ☐ Other
- ☐ Transgender
- ☐ Trans Male
- ☐ Trans Female

Race

- ☐ Asian, Hawaiian, or Pacific Islander
- ☐ Black or African American
- ☐ American Indian or Alaska Native
- ☐ White
- ☐ Other

Ethnicity

- ☐ Hispanic/Latino
- ☐ Not Hispanic/Latino

Sexual orientation

- ☐ Aromantic
- ☐ Asexual
- ☐ Bisexual
- ☐ Fluid
- ☐ Gay
- ☐ Lesbian
- ☐ Pansexual
- ☐ Queer
- ☐ Questioning/Unsure
- ☐ Same-gender-loving
- ☐ Heterosexual
- ☐ Stud

How confident are you that the numbers you entered accurately represent the populations you are serving with the childcare center?

- ☐ Very Confident ☐ Somewhat Confident ☐ Not Confident

What was your average pay for the year? _____

Submit one copy of the completed application by email to
mgroopman@unitedwaysalina.org