



Application for Non-Traditional Hours Stipend (for both In-Home Providers and Non-Profit Centers)

The Non-Traditional Hours Grant through Salina Area United Way plays a critical role in expanding access to quality childcare for working families whose schedules extend beyond the traditional childcare day. Many families in our community work early morning, evening, or extended shifts, creating a gap in childcare availability that directly impacts workforce stability and family well-being.

This grant provides a stipend to help offset the increased operational costs associated with expanding childcare services beyond standard operating hours, defined as 7:00 a.m. to 5:30 p.m. To be eligible, childcare programs must expand their hours of operation by a minimum of one full additional hour outside of this timeframe, either by opening earlier or remaining open later.

Grant recipients are expected to implement and maintain the extended hours for a minimum trial period of six (6) months. This commitment allows providers to meaningfully assess demand, sustainability, and community impact of non-traditional hours. Programs that discontinue the extended hours prior to the completion of the six-month period may be required to return the grant funds.

By supporting staffing, payroll, and other operational expenses tied to extended hours, this grant enables childcare providers to respond to a demonstrated community need while maintaining quality and financial stability. This investment supports working families, strengthens the local workforce, and encourages sustainable expansion of childcare services across the Salina community.



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- I. PURPOSE:** The purpose of the Non-Traditional Hours Stipend 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:** To create opportunities for youth and adults to thrive in health and wellness
 - **YOUTH OPPORTUNITY:** Supporting every young person's journey to thrive
 - **COMMUNITY RESILIENCY:** To cultivate a community that can grow and endure
 - **FINANCIAL SECURITY:** To build pathways toward financial stability for families
- II. FUNDING:** Total funds available for Non-Traditional Hours Stipend shall be determined annually by the SAUW Board of Directors. SAUW cannot meet every community need. An organization may only receive the Non-Traditional Hours Stipend 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. 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 Non-Traditional Hours Stipend application is noon, CST, March 6, 2026. Maximum reward for this grant not to exceed \$5,000.
- III. ELIGIBILITY REQUIREMENTS:** All organizations applying for Non-Traditional Hours Stipend funds must meet the following minimum requirements:
 1. Operates as a KDHE licensed childcare center or home.
 2. Operates on a non-discriminatory basis in employment, recruitment of volunteers, and delivery of services.
 3. Operates within the geographic service area of Saline County or Ellsworth County.
 4. Provides services or activities that align with the SAUW mission and community goals in Healthy Community, Youth Opportunity, Community Resiliency, and Financial Security.
- IV. OPERATING GUIDELINES:** The following operating guidelines shall apply:
 1. Non-Traditional Hours Stipend can be requested yearly and shall be used solely for the granted purposes. Funding shall commence in a timely manner and expenditures 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 Board shall approve all Non-Traditional Hours Stipend Grants. The amount of any grant will depend upon requests and the need as determined by SAUW Board of Directors.
 3. Grant recipients must acknowledge the SAUW on all promotional materials, activities, and program/projects funded by SAUW.
 4. Grant recipients will submit a report to include the number of open childcare slots(including the number in each age group) and staff vacancies monthly.



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V. APPLICATION AND FUNDING PROCEDURE: The Non-Traditional Hours Stipend 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 Non-Traditional Hours Stipend Committee for review. The committee volunteers will review and score applications using a scoring rubric.
3. The Non-Traditional Hours Stipend Committee will submit a recommendation for Non-Traditional Hours Stipend 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 center grant expenditures shall occur within one year of the grant's approval unless extended by the SAUW Board of Directors.
8. Grant recipients will submit a report to include the number of open childcare slots (including the number of each age group), closed rooms, staff vacancies, any KDHE visits (including annual), and any KDHE non-compliances monthly; due on the 15th of each month by End of Day 5pm. KDHE non-compliances will be looked at and may affect funding.
9. Grant recipients shall submit payroll invoices and/or financial statements to show the amount of funding used monthly; due on the 15th of each month for funding to be issued by the 30th of the month.
10. Grant funds are paid out as a reimbursement; therefore, failure to submit reporting documents may disqualify organizations from funding. **Missing one month will result in missing that month of funding; additional missing reporting will result in the forfeiture of grant funds.

GENERAL INFORMATION

Applicant Name _____
Applicant Address _____
Applicant Telephone _____

CONTACT PERSON INFORMATION

Name _____
Title _____
Email _____
Cell Phone Number _____
Childcare Name _____

Signature _____



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Applicant Requirements

1. Briefly describe your organization's mission and how your organization aligns with the Salina Area United Way's mission and focus areas.
2. Attach a list of names and addresses of your organization's Board of Directors, if applicable.
3. Attach a copy of your organization's Letter of Determination from the Internal Revenue Service indicating your organization's most recent annual audit report (or a financial review from an independent CPA) and/or your annual Form 990 Return of Organization Exempt from Income Tax. These must be from the same year, if applicable.
4. Attach a copy of your organization's annual budget. If there is an "other" category, please define any expenses that fall within that area.
5. Attach a copy of your KDHE Childcare License, including your license number.
6. Attach your weekly rates per age group and hours of operation.

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:

- 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 was funded in part by a Salina Area United Way Non Traditional Hours Stipend Grant." The above requirements do not apply to public service announcements submitted for radio and television spots.
- 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 Non Traditional Hours Stipend 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>
- 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.



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Age

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

Race

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

Income Level

- Low Income
- Not specifically Low Income

Ethnicity

- Hispanic or Latino
- Not Hispanic or Latino

Gender

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

Sexual Orientation

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