

## Early Childcare Initiative Fund Grant Policy

### I. PURPOSE:

The purpose of the 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 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 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.

Funding is to be used to supplement the wage gap, bumping the hourly rate up as close to \$15 per hour (Teachers' Assistants) and \$18 per hour (Lead Teachers) as possible. 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, 2025.

### III. ELIGIBILITY REQUIREMENTS

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

1. Operates as a KDHE licensed childcare center.
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 or Ellsworth Counties.
4. Provides services or activities that align with the SAUW mission and community goals in Healthy Community, Youth Opportunity, Financial Stability, and Community Resiliency.
5. Engages a leadership team, advisory board, or board of directors who provide input and oversight to the program's operations.
6. Includes one goal, one objective, and one outcome on the application.
7. Must be a 501(c)3 organization.

### 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 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 Early Childcare Initiative Grants. The amount of any grant will depend upon individual childcare center 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.
5. Grant recipients will submit a financial statement indicating the actual use of Early Childcare Initiative Grant funds monthly (i.e. proof of payroll).

V. **APPLICATION AND FUNDING PROCEDURE**

***The 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 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 15<sup>th</sup> 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 15<sup>th</sup> of each month for funding to be issued by the 30<sup>th</sup> 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 Center 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

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.
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.
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 current waitlist numbers (per age group), staff openings, and rooms closed.
7. Attach a copy of your organization's anti-discrimination policy that has been ratified by your Board of Directors. 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.
8. Attach a copy of your Racial Equity statement that has been adopted by your Board of Directors. 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.
9. Attach your weekly rates per age group and hours of operation.

**Submit one copy of the completed application by email to**  
[mgroopman@unitedwaysalina.org](mailto:mgroopman@unitedwaysalina.org).

### 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 three Salina Area United Way goals. Include a four-sentence description of which goal and the alignment to the identified goal in the application.
3. Operate in the Saline County area.
4. Applicant operates a non-discriminatory basis in employment, recruitment of volunteers, and 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.



**GRANT PROPOSAL MUST INCLUDE RESPONSES TO THE FOLLOWING REQUIRED STATEMENTS**

On a maximum of two additional pages, with 12-point font, single-spaced, with one-inch margins, describe the proposed childcare center request and address each of the following.

*Number each response. Use the boxes as your checklist.*

1. Childcare center description and purpose, including staffing plan, recruitment, and retention plan.
2. Specific goal, objective, outcome, and process to achieve results.
3. Process to measure, assess, and document results.
4. Document expected results.
5. Include the number of people this childcare center will serve.
6. Include how this childcare center will make a difference for these people.
7. Budget for the proposal, including total cost, grant amount requested, and other sources of funding.
8. Include childcare capacity information – by increasing wages and hiring additional staff, will this increase the number of childcare slots at your center? Please indicate how many childcare slots your project will add for each age range (Infant 0-12m; Toddler 12-17m; Toddler 18-23m; Toddler 2y; Preschool 3y; Preschool 4y; Kindergarten 5y; School Age 6y+)
9. Include how grant funds will affect the childcare center.

**Program Budget**

<b>Revenue</b>	
United Way	\$
Other:	\$
<b>Total</b>	<b>\$</b>

*Other: Please list the source of funding and amount*

<b>Expenses</b>	
Personnel	\$
<b>Total</b>	<b>\$</b>

*Please list the number of staff (Lead Teachers and Teachers' Assistants) and their current rate of pay – use space below &/or a separate page as needed)*

### 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.

### Reporting Requirements

Submit a one-page report and a financial statement indicating the actual use of funds monthly (by the 15<sup>th</sup> of each month), and how many childcare slots were created, if any. Include details on progress toward or achieving the goal, objective, and outcome.

Help SAUW in our reporting to donors, the community and United Way Worldwide. Estimate the following to the best of your ability. Using the data you have, estimate the overall number of people your Early Childcare Initiative Grant funded childcare center serves that fall into the specific demographic categories listed on the following page.

If you have no breakdown for a particular category (e.g., age, gender), leave that category blank. Write "0" for any group your childcare center does not serve. In other words, "0" = we serve no one in this group, blank = we have no data regarding this group. The demographic reporting is optional.



**Age**

0 to 12 months  
12 to 17 months  
18 to 23 months  
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/Latino  
Not Hispanic/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

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 starting pay for the year? \_\_\_\_\_

What was your average end of year starting pay? \_\_\_\_\_



### Additional Requirements List

- Run a successful workplace campaign and strive for full staff participation.
- Have the organization's workplace campaign packets turned in to Salina Area United Way no later than Monday, December 21, 2026.
- Keep the organization's board of directors informed and encourage their support at their own workplace for a successfully run workplace campaign.
- Provide to Salina Area United Way a minimum of two impact stories for your organization by September 1, 2026. Please send impact stories to Michelle Groopman at [mgroopman@unitedwaysalina.org](mailto:mgroopman@unitedwaysalina.org).
- Attend Early Childcare Initiative Grant approval meeting and attend end-of-year recap meeting.
- Have a presence/participate in any other Salina Area United Way events (i.e. Christmas fundraising event, Campaign Kick-off) through the 2026-2027 grant season.
- Make a guest appearance on one SAUW podcast if asked.
- Use the marketing toolkit provided to you for marketing and have a minimum of three social media posts a month. Social media postings must include a full caption with the link to donate on United Way's website. (We will provide this to you.)
- Identify publicly as an Early Childcare Initiative Grant recipient by placing the Early Childcare Initiative Grant recipient logo provided to your organization on all window clings, newsletters, advertising, brochures, radio, TV, and any other promotional items.
- Provide copies of all materials produced by your organization such as newsletters, flyers, brochures, event materials, etc.
- Understand and adhere to the configuration of Early Childcare Initiative Fund dollars distributed to 2026 Early Childcare Initiative Fund recipients.
  - Failure to submit one monthly report will result in missing a month of funding.
  - Failure to submit any additional monthly reports will result in forfeiture of remaining Early Childcare Initiative Grant funding.

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Agency authorized signer (print name)

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Agency authorized signer (signature)

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Title/Agency

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Date