

2006 Equipment Grant Guide



Child Development Division (CDD)
Department for Children and Families (DCF)
Vermont Agency of Human Services (AHS)

Purpose

The purpose of the equipment grants is to improve the quality of child care services in registered and licensed child care programs. Specifically, these grants may be used for the following purposes.

- To purchase equipment for a registered family child care home
- To purchase equipment for a licensed home or center-based program
- To make minor facility improvements to a licensed center-based program linked to licensing requirements (Especially, Department of Labor and Industry Fire Safety Requirements)

Priority

Priority for Funding will be to programs that serve the following populations.

- Children from low income households
- Children with special needs (health and/or developmental need)
- Children with a Protective Services or Family Support need
- Infants and Toddlers
- School Age Children (Kindergarten and up)

Award amounts

Grant awards are **always** linked to the priority populations noted above as well as to the overall quality of the application. Below, is a listing of the average amounts awarded over the past few years linked to the number of children served.

Children Served	Average Grant Award
0 (new program)	\$100 - \$500
1-5 children	\$100 - \$500
5-15 children	\$200 - \$600
15-30 children	\$300 - \$800
30-45 children	\$400 - \$1,200
45+ children	\$500 - \$1,500

The CDD and the interagency review committees reserve the right to determine the actual dollar amount to be awarded. The applicant is encouraged to carefully prioritize the items requested and to keep in mind the typical amount awarded to a program of their size.

Recommended Items

As noted in the application, Child Care Equipment Grant applications must include a description of why each

specific item is needed and how it will improve the services that children will receive. If a special consultant such as an early interventionist from the Family Infant and Toddler Program has advised you and recommended particular items you should also indicate this information. **Note: equipment must be age appropriate, promote best practices in early care and education and be durable.** Items such as:

- High quality blocks
- Sand and water tables
- Strollers
- Infant/toddler climbing equipment
- School-age tables and appropriately sized sports equipment
- Chairs and easels, etc.

Equipment **must** have the potential to be transferred to another program when/if your program closes. Requesting items that cost individually between \$50 and \$250 is recommended.

Exclusions

The equipment grants are not intended for renovations to privately owned homes and buildings (including fences on the property).

Equipment grants **may not** be used for consumable supplies such as paint, paper, crayons, etc.

Do NOT ask for the following!

- Trampolines
- Climbing structures with overhead monkey bars or more than 3 swings per bay
- Items in which children can not be seen when in use, i.e. playhouses
- Baby "walkers"
- Tricycles with spokes

Always describe your plans for cushioning material if requesting funds for climbing structures/equipment.

General Guidance

- READ ALL DIRECTIONS AND QUESTIONS CAREFULLY.
- Applications must be complete, readable and signed
- All applications MUST arrive at CDD by May 30, 2006 or be post marked no later than May 30th.
- Applications can be hand delivered or mailed. If mailed, they MUST be postmarked by May 30th or they will not be accepted.

- All regulated child care programs must be in good regulatory status with the Child Development Division in order to receive funding.
- Applicants are encouraged to attend training/informational sessions. Consult the Resource Development Specialists in your region for this information.
- Have the application reviewed by more than one person before submitting to ensure all information is clear and accurate.
- Applicants must be in good standing with respect to, or in full compliance with all taxes due the State of Vermont.
- USE CHECK LIST PROVIDED BELOW

Checklist

It is **Highly recommended that you use this before submitting your CDD equipment grant application**

- ✓ **Provider Information (Section 1)** Include an accurate request amount, ages of children served and a brief description of items requested. DO NOT WRITE "SEE ATTACHED" IN THE **BRIEF SUMMARY OF GRANT REQUEST** SECTION.
- ✓ Budget Form A
- ✓ Indoor diagram of home/facility. (Diagrams indicating approximately where new equipment will be used are encouraged.)
- ✓ Outdoor diagram of home/facility. (Diagrams indicating approximately where new equipment will be used are encouraged.)
- ✓ Picture(s) of item(s) that includes the price(s)

- ✓ "Why and How" Form B
- ✓ "Grant History" Form
- ✓ All required parts are included with each copy of the application.
- ✓ Keep one copy and send four (4) to the CDD
- ✓ Send one complete copy to your CCR&R agency
- ✓ Send one complete copy to your CCR&R agency – *"Equipment Grant Application Attention: Resource Development Specialist"*.

Please note that due to the volume of applications you will not be contacted if there are questions or if information is missing.

Your application will be disqualified if:

- The appropriate number of copies is not submitted. Required information and attachments are not included.
- The application is received or postmarked after the designated deadline of May 30th, 2006.
- You have received a 2006 School Age Care Enhancement or Start-Up/Expansion grant.
- You have not submitted a report for a previously awarded CDD grant.

Thank you for participating in the CDD equipment grant process and for striving to create a high quality environment for the children in your care.

Child Care Equipment Grant

Formerly the "A-1 and A-2" Grants

2006



Child Development Division (CDD)
Department for Children and Families (DCF)
Vermont Agency of Human Services (AHS)

For State Use Only

Date Received: _____
Reviewed/approved: _____ Date _____
Payment entered by: _____ Date _____

This application is to assist licensed or registered child care programs in the purchase of durable, age-appropriate equipment to be used by children. There are three important sections of this application.

- 1) Provider Information
- 2) Program Information
- 3) Grant Proposal

The Grant award depends on a variety of factors including the number of children served and the income and needs of families and children served. See

the Information and Guidance section of the application for suggestions and more details.

Eligibility

- Be a CDD regulated program that is either licensed or registered or be in the process of becoming registered or licensed.
- Serve or be willing to serve families eligible to participate in the CDD subsidy program.
- Serve or be willing to serve children with special needs.

Contact Person

Jan Walker
802-241-2198
jwalker@srs.state.vt.us

Application Deadline

Received or Post Marked
by May 30, 2006

Provider Information (Section 1)

Program Name (Print) _____ Date _____

Your Name _____ Title _____

Program Address _____ City _____ State _____ Zip _____

Telephone _____ Email _____

Vermont License or Registration Certificate Number _____

Social Security # _____ OR Program's Federal ID _____

Registered Family Child Care Yes Date first registered _____

Licensed Program Yes Date first licensed _____

Is your Registration or Licensing application pending? Yes No

Days/Hours of operation _____ Number of Staff _____ Total Request \$ _____ (\$100 - \$1,500)

Indicate how much of the funding is requested for the following age groups

\$ _____ Infants/Toddlers \$ _____ Preschoolers \$ _____ School Age (Kindergarten and up)

*Brief summary of grant request _____

* Do Not attach any other documents to this summary. Use the space provided.

- My Program Participates in the USDA Child and Adult Care Food Program
- My program collaborates with one or more of the following programs to assist with providing services within a full day/full year program – Head Start, EEE, EEI or FITP
- My program is an active participant in a child care provider network or Early Childhood Council or School Age Care Network

Number of Children/Individuals to be Served by this grant:

_____Infants (0-23 months) _____Toddlers (24-35 months) _____Preschoolers (3-5 year olds)
 _____Kindergarten (5-6 year olds) _____Children in Grades 1-5
 _____Children with Special Needs _____ Children with Protective Services Need
 Children eligible/enrolled in child care subsidy program _____ currently served _____served in 2005

For Accreditation & Graduated Recognition System Status – Check if you are at the following stages of Accreditation and/or STARS

- National Accreditation (www.naeyc.org, www.nafcc.org, www.naaweb.org)
 - Beginning to look into options, procedures & materials & developing a timeline
 - Actively Working toward
 - Have achieved

- VT Graduated Recognition System (STARS) www.starsstepahead.org
 - Beginning to look into options, procedures & materials & developing a timeline
 - Actively Working toward
 - Have achieved

GRANT HISTORY TABLE

CDD grants received '03 -'04 -'05 -'06	Purpose Type of Grant	Amount	Date Received	Report Submitted?

Program Description (Section 2)

It is important to the grant reviewers to understand the program that is requesting the equipment grant. The following materials are designed to assist in this understanding and must be included with each copy of your application.

- **A parent handbook or a description of your program which describes the type of activities and support offered to children and families**
- **A diagram of the program's indoor space**
- **A diagram of the program's outdoor space.**

Grant Proposal (Section 3)

This is the body of the application and will describe in detail the request. It is important for the grant reviewers to know precisely how the grant award will be spent and why this is an appropriate request for your specific program. If items requested will serve children with special needs or will be particularly helpful for low income children, infants or toddlers or school age children it is helpful if you clearly describe this. The Grant Proposal Section includes the following.

- **A completed Form A Budget (The CDD Equipment grant will not pay for the cost of shipping)**
- **A picture of each item requested with proof of cost of each item (Such as a picture with the price from a catalog or on-line with your item circled)**
- **A completed Form B "Why and How Narration" (List the items requested and describe why you decided to request these specific items and how each item will improve the quality of care for the children in your care.)** *Below, is a completed example of Form B.*

Item Requested	Why Item is Needed and How it will Improve Care	Transferable?
Foam Climbing Blocks	<p>Currently, all we have is a small step-up slide that does not meet the needs of the youngest babies who need safe accessible opportunities to climb and move.</p> <p>Safe exercise for infants. This helps with muscle development, self-confidence and coordination and can support social engagement among peers. Our teachers will supervise this very closely and encourage child-to-child interaction as well as individual growth.</p>	Yes

I have completed and submitted to the CDD a Provider Agreement Form Part I. This is required of all regulated providers who wish to participate in the CDD grant program.) Call 1-800-649-2642 to obtain this form.

Applicants must sign below: I certify that information contained in this application is true and correct and this program will comply with applicable eligibility criteria for the Child Care and Development Fund, which includes not discriminating or barring participation in this program on the basis of race, religion, sex, color, handicap or national origin. If this program closes, I will contact the Child Development Division regarding the possible redistribution of the materials purchased with this grant and to return any unspent funds.

Signature of Person Responsible: _____
 Name Title Date

Form A *Budget*

If you are requesting an item that will be used by more than one age group, write the item in each appropriate age box but just indicate the cost of the item once.

Name of Applicant or Program _____

Number of Children Served	Equipment Requested	\$ Cost Per Item Requested	Picture of Equipment Included?
<input type="checkbox"/> Infants (0-23 months) <input type="checkbox"/> Special Health <input type="checkbox"/> Special Developmental <input type="checkbox"/> Protective Services <input type="checkbox"/> Family Support <input type="checkbox"/> CDD Subsidy Eligible			
<input type="checkbox"/> Toddlers (24-35 months) <input type="checkbox"/> Special Health <input type="checkbox"/> Special Developmental <input type="checkbox"/> Protective Services <input type="checkbox"/> Family Support <input type="checkbox"/> CDD Subsidy Eligible			
<input type="checkbox"/> Preschoolers (3-5 year olds) <input type="checkbox"/> Special Health <input type="checkbox"/> Special Developmental <input type="checkbox"/> Protective Services <input type="checkbox"/> Family Support <input type="checkbox"/> CDD Subsidy Eligible			
<input type="checkbox"/> Kindergarten (5-6 year olds) <input type="checkbox"/> Special Health <input type="checkbox"/> Special Developmental <input type="checkbox"/> Protective Services <input type="checkbox"/> Family Support <input type="checkbox"/> CDD Subsidy Eligible			
<input type="checkbox"/> Children in Grades 1-5 <input type="checkbox"/> Special Health <input type="checkbox"/> Special Developmental <input type="checkbox"/> Protective Services <input type="checkbox"/> Family Support <input type="checkbox"/> CDD Subsidy Eligible			
<input type="checkbox"/> Children eligible/served for CDD child care subsidy in 2005			
<input type="checkbox"/> Children currently eligible/served for child care subsidy			

Form B “Why and How” *Budget Narration*

This form is used in conjunction with Form A BUDGET. Use this form to describe why you decided to request each item. If a specialist such as an Essential Early Education teacher provided input into your decision you can indicate that on this form. Briefly describe why this item will improve your program. You may want to review the example provided on page 3. All items must have the potential to be transferred if your program closes so be sure to indicate “yes” in the “Transferable” column for each item you have listed. Large items such as fences or climbing structures are generally not transferable. This form may be duplicated or you can create a facsimile.

Name of Applicant or Program _____

Item Requested	Why Item is Needed and How it will Improve Care	Transferable?

CCR&R Resource Development Specialists**Addison**

Amethyst Peaslee
Mary Johnson Children's Center
81 Water Street
Middlebury, VT 05753-0591
388-4304

Orleans/Essex

Ines Abdelnour
NEKCA/PCC
32 Central Street
Newport, VT 05855
334-4072

Bennington

Pam Torres
Bennington County Child Care Association
1522 East Road
Bennington, VT 05201-8057
447-6936

Rutland

Rosie Piontek
Vermont Achievement Center
88 Park Street, PO Box 6283
Rutland, VT 05702-6283
747-0033

Caledonia/Essex

Jenifer Grant
Umbrella
970 Memorial Drive
St. Johnsbury, VT 05819
748-8645

Springfield

Kim Kiniry
Springfield Area Parent Child Center
2 Main Street
North Springfield, VT 05150
886-5242

Chittenden County

Andrea Viets
Child Care Resource
181 Commerce Street
Williston, VT 05495
863-3367

Washington Area (Washington County and Orange North Supervisory Unions)

Doris Oatley
The Family Center of Washington County
32 College Street, Suite 100
Montpelier, VT 05602
828-8773

Franklin County/Grand Isle

Ellie Gilman
The Family Center of Northwestern Vermont
27 Lower Newton Street
St. Albans, VT 05478
524-6574

Windham County

Cyndi Miller
Windham Child Care Association
130 Birge Street
Brattleboro, VT 05301
254-5332

Lamoille Valley

Lorraine Patterson
Lamoille Family Center
480 Cadys Falls Road
Morrisville, VT 05661
888-5229

Windsor/Orange

Chris Pressey-Murray
Child Care Project
17 1/2 Lebanon Street, Suite 2
Hanover, NH 03755
603-646-3233 or 1-800-323-5446