



Kindergarten Readiness Grant

K Ready-Set-Go

Application 2023-2024

(Application Deadline: August 24, 2023)



The Idaho Commission for Libraries (ICfL) offers the Kindergarten Readiness Grant to build the capacity of Idaho's public libraries to better prepare children to be successful in school, especially for underserved children. The Kindergarten Readiness Grant (K Ready) provides state-funded awards ranging from \$1,000 – 10,000 to help libraries increase their early learning and literacy programs for children in the years leading up to school. Awarded libraries will partner with their local school districts and/or other community partners to reach children and their families, with an emphasis on underserved children.

Libraries play an important role in early childhood success through the expertise of trained librarians, early literacy/learning programs, books, and digital tools that many families cannot afford on their own. Children who have been exposed to early literacy and math practices before they enter school are more likely to become successful readers throughout their years of schooling, and especially by the critical third-grade year. With funding from this grant, libraries can help bridge this important time in the development of early reading and learning skills.

The program has three primary goals:

- 1) Ensure that more Idaho families with pre-kindergarten children have public library cards to gain access to the tools and resources needed to help children succeed in school, especially for families with limited access to preschool programming or who are not regular library users;
- 2) Increase the amount of early learning activities done in the homes of pre-kindergarten children across the state;
- 3) Increase the number of successful public library, school, and community partnerships that increase third-grade reading proficiency by focusing on pre-kindergarten experiences, especially for underserved children.

Two Kinds of Grants

This grant features two subprograms: the full **Kindergarten Readiness Grant** and the **K Ready-Set-Go** program.

Full/Standard Kindergarten Readiness Grant: Applicants seeking the full Kindergarten Readiness Grant (\$1,000 - \$10,000) will develop and implement an early learning program tailored to their community's needs and library's capacity. The full Kindergarten Readiness Grant award is available to first-time applicants and returning grantees planning to implement a new project following three years after a previous Kindergarten Readiness award. *See more about the full Kindergarten Readiness grant requirements and how to apply at <https://libraries.idaho.gov/rtm/kinder-grant/>.*

K Ready-Set-Go Minigrants: Funding from \$1000 - \$5000 is available for the continuation or extension of a previously-awarded Kindergarten Readiness grant project, or projects based on a proven and evaluated model to support early learning. Ready-Set-Go minigrants can be used to fund:

- The continuation, extension, and/or enhancement of a project funded by an ICfL Kindergarten Readiness Grant in previous years;
- Replication of a [My First Books](#) program coordinated and implemented in-house;
- Establish a “Learning in Everyday Spaces” location, such as in a laundromat, health clinic, food distribution site, etc., based on ICfL’s [Libraries and Laundromats](#) program;
- Host “[Ready for Kindergarten!](#)®” workshops at the library or through outreach;
- Host [Every Child Ready to Read](#)® family workshops at the library or through outreach;
- Other “best practices” models approved by ICfL (must contain vetted evaluation tool, include an active community partnership, and meet the three identified goals for K Ready Grants).

This grant guideline document focuses only the requirements and components of the K Ready-Set-Go grant.

Grant Eligibility

Only Idaho public libraries may apply. Applications will be ranked by the applicants’ responses to the weighted grant application questions and include: the needs of the community, the strength of the partnerships and commitment to carry out the grant plan, the initial plan to reach pre-kindergarten children in the library’s service area, the focus on underserved children, the ability to measure the project’s success/impact, and budget description. The ranking committee may also take into consideration the geographical distribution across the state.

Grant Timeline

- **Applications must be submitted electronically on or before August 24, 2023, to be considered.**
- Applicants will be notified about their status via email by September 14, 2023.
- Grant recipients will attend a grant webinar in September 2023.
- Grant funds will be distributed to the library as early as September 2023, within three weeks of receipt of signed grant agreement.
- September 15, 2023 – June 1, 2024: Grant recipients plan and implement grant activities: meet with partners, promote programming, conduct programming, purchase materials, refine program, evaluate program, etc.
- January 17, 2024 – Interim grant report is due.
- June 1, 2024 – All grant funds must be spent, final report is due.

K Ready-Set-Go Grant Required Activities:

If your library is awarded grant funds, the following requirements will need to be met during the grant period (September 15, 2023 – June 1, 2024):

1. Library staff will be required to attend a webinar to review grant requirements and share information about your plans with other grant recipients. Date and time to be determined. If you can’t attend the live webinar, viewing the recorded version will be required.
2. Projects must include the following components:
 - Focus on children who have not yet entered kindergarten;

- Include a parent education and/or engagement element;
- Include a plan for reaching underserved children and families (those not already utilizing library services);
- Establish (or maintain) an active partnership with a school or community organization;
- Evaluation of project components using formal evaluation tools.

3. The following elements could also be incorporated into a Best Practices Model, as appropriate:

- Host virtual events; providing early learning programming or parent/caregiver workshops in an online format.
- Provide books or consumable educational materials for families to use at home to build early learning skills.
- Pay or waive non-resident library card fees.
- Waive overdue fines for children (not to exceed 25% of grant award).
- Translate materials or signage into other languages.

Allowable Expenses:

The following is an abbreviated list of allowable grant expenses. It is not intended to be exhaustive or exclusive. Applicants should contact the ICfL if they are unsure if their proposed idea/expenditure is allowable.

- Compensation including salaries, wages, and benefits for staff involved in planning, preparing for, and conducting early literacy, learning, and enrichment programs. Compensation for staff conducting the program evaluation is also allowable. This is intended to support the library with additional salary funds necessary to expand services or complete project objectives, and not replace existing salaries.
- Materials and supplies for early learning and literacy programs, including consumable and durable educational materials, books, devices and mobile hot spots, dedicated children's computers or devices, and materials to create active early-learning spaces. Branded educational items will be considered if they serve a programming purpose.
- Professional and consultant services to increase early learning and literacy programming such as translation, tutoring, guest speakers or facilitators, community partner programming, needs assessments or surveys.
- Services to increase early literacy and learning or make learning opportunities more accessible such as those used for technological connectivity and subscriptions, prepackaged workshops for kindergarten readiness, evaluation tools, non-resident library card fees, and waiving overdue fines. Grant funds may only be used to pay for services provided during the official grant period.
- Advertising or publicity specifically related to the grant only for the following purposes: (1) program outreach specific to the grant such as publishing dates and times of activities, including traditional and social media; (2) recruitment of personnel to carry out the grant; (3) procurement of goods or services to implement the grant.
- Equipment used for early learning. Equipment includes property (and information technology systems) having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or more. Equipment must be pre-approved in writing by the ICfL.

Non-Allowable Expenses:

- Food and beverages. Food is allowable if used primarily as a supply in a learning activity.
- Capital expenditures related to the purchase of real property, buildings, or motor vehicles.
- Construction expenditures related to the improvement or expansion of buildings and facilities.
- Advertising or publicity not related directly to the programs carried out through the grant.
- Promotional items and memorabilia, including models, gifts, and souvenirs.

Please note the following budget restrictions:

- If spending grant funds on personnel, grant funds cannot be used to fulfill regular institution salary costs. Personnel will be required to document time spent working on the grant project to verify that costs are true, accurate and not double-billed to the grant and normal operational costs.
- If spending grant funds to waive the overdue fines for children, no more than 25% of the grant funds can be spent for this purpose.
- Awarded organizations are required to submit significant changes to their grant budget or project plan to the ICfL. This will ensure proposed changes continue to meet the goals and purpose of the grant and include allowable expenses. Changes involving 10% or more of the budget, budget categories, or project plan, will generally be approved through a written grant amendment form. Changes affecting 10% or less of the grant budget or project are typically approved through email.

4. Reporting requirements:

- Document grant expenditures through receipts, accounting system reports, and/or paid invoices. Spending documentation must be submitted with the final report. Any grant funds not accounted for through documented spending must be returned to the ICfL.
- Collect program data required by the ICfL for submission with the final report. Plan to document program locations, attendance numbers, activities, and generally what people learned when asked at the end of the program. Please also document partners, successes and challenges, and whether you were able to reach underserved populations in your area.
- Submit an interim report by January 17, 2024. The interim report serves as a progress report and gives the grantee an opportunity to share their current project status with the ICfL.
- Submit a final report by June 1, 2024. All funds must be expended, and documented, by this date. Scan and submit receipts with the final report. Access the report from the grant webpage at <https://libraries.idaho.gov/rtm/kinder-grant/>.

Grant Application Instructions & Checklist

Step 1: Consultation

Before you can apply for a Kindergarten Readiness grant you must engage in a verbal project consultation with the program coordinator, Staci Shaw. Contact Staci to schedule an appointment: staci.shaw@libraries.idaho.gov

Once the consultation is completed you will receive a link to the online grant application form, which will open July 25, 2023.

Step 2: Apply by August 24, 2023

- The application contains weighted questions and responses will be scored according to a rubric. Review these questions before completing the application.

- Below is a worksheet to help you draft your responses to the questions on the grant application. **You will submit the official application online at the link provided to you after your project consultation appointment.** The application must be started and completed in one session; the form will not allow you to save and complete later. We suggest drafting responses in a separate document prior to completing the online form. The application must be signed and submitted with an electronic signature on or before August 24, 2023, at 11:59 p.m. MT.
- **Partner Commitment Form:** Each school* and/or community partner included in your project description is required to submit a form describing exactly what their role is in your grant project and how they will help you meet the goals of the grant. **Forms are due August 24, 2023** and can be accessed at this link: <https://form.jotform.com/icfl/KReadyGrant-PartnerForm>

*Keep in mind that most school/district staff are unavailable in the month of July.

If you have questions about the grant application or the application process, please contact Talela Florko, Grants/Contracts Officer, at libgrants@libraries.idaho.gov or Staci Shaw, Youth Services Consultant, at staci.shaw@libraries.idaho.gov or by phone at 1-800-458-3271.

Kindergarten Readiness Grant Application Worksheet

Submit application online at the link provided to you at your project consultation appointment.

Note: Before applying for this grant, please find out if there are any restrictions, grant application paperwork, or persons to notify within your library or city system in regard to applying for external funding. Confirm that you have permission from your supervisor, library director, Board of Trustees, city council, or any other entity that will be assisting you in implementing the grant or managing your grant funds. Failure to do so may impede your ability to receive funds if awarded and may delay implementation of your project.

Applicant Information

- Library, Branch, Mailing Address
- Applicant Name, Title
- Email, Phone number
- If you are not the Library Director, you will need to list your supervisor’s name and email address, and they will receive an automatic copy of your submitted application.

Current Library Resources and Programming Section:

The following table lists programs, services, and resources considered best practices in library service to young children and their families/caregivers. Please indicate which of these are currently in place at your library:

BEFORE applying for ICfL’s <i>Kindergarten Readiness Grant</i> , my library had the following library resources in place to help serve our pre-kindergarten children and their families:	Yes	No
Devices and mobile hot spots to check-out for external access to early learning resources		
Dedicated children’s computers/devices in the library for internal access to early learning resources		
Early literacy outreach events, to reach young children and their families in the community places they already gather		
Waiving overdue fines for children’s materials		
A plan in place to address non-resident library card fees for underserved children		

An in-house Summer Library Program		
An outreach Summer Library Program		
An established partnership with your local school district		
An established partnership with a community organization serving young children and their family members		
An Outreach Coordinator on staff or a staff position that spends some time conducting library outreach in your community		
A person on staff who has received training in the pedagogy of early learning and/or child development		
Digital access to library programming (virtual storytimes, etc.) or links to other organizations' digital programming		
Flyers/brochures or other info sharing/promoting early learning resources		
Designated areas for supported play (specifically designed to include early learning concepts and/or parent/caregiver prompts)		
Programs other than storytimes designed to increase kindergarten readiness (parent workshops, kindergarten screenings, early literacy kits for checkout, etc.)		
Materials and/or signage in other languages, designed to increase usage of the library or increase early literacy awareness.		
Outreach to daycares, preschools or other places/organizations where preschoolers already gather		
Enhanced storytimes (i.e. storytimes that include early literacy tips & education specifically directed to parents and caregivers)		
Educational materials for checkout, to promote development of early learning skills		
Preschool programs focusing on kindergarten readiness		
Workshops for parents/caregivers, focusing on kindergarten readiness skills		
Programs/storytimes for infants and toddlers and their caregivers		
Have you completed a preschool needs assessment for your community using ICfL's Kindergarten Readiness Challenge Toolkit? https://libraries.idaho.gov/wp-content/uploads/Kindergarten-Readiness-Challenge-Final-Draft-Fillable-Form.pdf		

Has your library previously received a Kindergarten Readiness Grant award from ICfL?

Choose one:

- No, the library has not received a Kindergarten Readiness Grant before.
- Yes, the library has received a Kindergarten Readiness Grant in the past.

If your library previously received a Kindergarten Readiness Grant, list the year and funding amount:

Project Description Section:

Create a descriptive title for your project.

Choose which grant you are applying for. The grant application is set up to show specific fields, depending on which grant you choose.

- Full Kindergarten Readiness Grant program: \$1,000 to \$10,000 for libraries ready to implement a new project they have designed and developed. Available for new applicants or returning grantees planning to fund a NEW project if three years have passed since a previous full Kindergarten Readiness Grant award.
- K Ready-Set-Go program: \$1,000 to \$5,000 for returning grantees to continue previously-funded grant projects or for first-time applicants wanting to carry out an ICfL-approved ready-to-go "best practice" model listed below.

If you are applying for K Ready-Set-Go funds, choose the project you plan to implement with the funds. Making a selection will cause applicable questions to appear for that choice.

- ✓ **The continuation, extension, expansion, and/or enhancement of a project funded by an ICfL Kindergarten Readiness Grant in previous year(s):**

Please describe your previous grant project. Briefly explain how each component of your project met a need in your community. If there were aspects of the grant that did not meet the needs of the community, please explain those components.

Proposed Project Description for the Continuation of a Previous Grant Project. Explain how you plan to continue, extend, enhance, expand, or revise your project in the new grant cycle with K-Ready-Set Go funds.

- ✓ **Replicate a My First Books program coordinated and implemented in-house:**

Do you agree to evaluate this program using a customized version of the My First Books Parent/Caregiver survey, and share compiled data with ICfL? (yes or no)

How many partner sites will you be serving? (Each site should submit a Partner Form)

How often do you plan to visit your partner sites? (monthly, bi-monthly, quarterly, etc.)

What activities will occur during your site visits? (storytimes, crafts, book distribution, etc.)

Describe any supplemental information or materials you will include with your book distributions: (Bookworm or other parent/caregiver handouts, school or learning supplies, support materials, etc.)

Briefly describe your plan for your early literacy event or parent/caregiver workshop:

- ✓ **Establish a Learning in Everyday Spaces location, such as in a laundromat, health clinic, food distribution site, etc., based on ICfL's Libraries and Laundromats program:**

Briefly describe the location and type of space in which you'll install your literacy center. Describe furniture, materials, and resources that will be installed; describe frequency of visits and any programming that may occur.

Do you agree to join the Idaho Libraries and Laundromats cohort, attend check-in meetings, and follow the guidelines and expectations of this program? (yes/no)

- ✓ **Host Ready for Kindergarten!® workshops at the library or through outreach**

Please describe your Ready! workshops plan. Include which themes, languages, and age group workshops you're offering; who will be facilitating; who your target audience is; what materials

(in general) will be distributed; any other relevant information. Answer all parts of this question (bulleted or numbered points are encouraged).

Which organization is partnering/hosting/facilitating the workshops with your library?

Check all that apply:

- Idaho AEYC
- School District
- United Way
- Early Learning Collaborative
- Other nonprofit organization
- Private organization
- None, our library is working directly with the national Ready! program

✓ **Host Every Child Ready to Read® family workshops at the library or through outreach:**

Describe your ECRR workshop plan. Include which version you're using (ECRR1 6 Early Literacy Skills or ECRR2 5 Practices), languages, and age group workshops you're offering; who will be facilitating; who your target audience is; what materials (in general) will be distributed; any other relevant information. Answer all parts of the question (bulleted and numbered points are encouraged).

✓ **Other “best practices” model: describe (must be pre-approved by Staci Shaw at ICfL):**

Describe your model and plans, based on the information discussed during your grant consultation meeting.

Check all age ranges of the children your project is primarily focused on:

- Infants (birth to 12 months)
- Toddlers (12 – 35 months)
- Preschool (3 – 5 yr olds, not yet entered kindergarten)
- Kindergarten (5 – 6 yr olds, formal enrollment in kindergarten program not required)

Approximately how many children do you anticipate providing services to through your proposed grant project?

Library Cards (100 words max)

Describe your plan to issue more library cards to young children and/or their families.

How will you reach underserved families? Check all that apply: *(This question appears for the full K Ready grants, but we are including it for the K Ready-Set-Go applications as well. You can choose only those that directly relate to your K Ready-Set-Go model project.)*

- School/district will share information through its communication system(s)
- Teachers/school staff will share information through classroom newsletters and/or in-person meetings or events
- Community partner(s) will distribute information to families they serve
- Library outreach events at school
- Library outreach events at community partner site (or in cooperation with partner)
- Library outreach events at locations throughout the community

- Information distributed through food distribution sites
- Information distributed through churches and/or faith-based organizations
- Information distributed through health care clinics/organizations
- Information posted on community bulletin boards
- Information announced through various media outlets (radio, television, newspapers, magazines)
- Information posted on social media
- Out-of-District Library Card scholarships
- Pop-Up Libraries
- Programs in languages other than English
- National Library Models (Family Place Libraries, other)
- Other (list)

How will you educate/engage parents and caregivers about the importance of early literacy/early learning, and how they can help their pre-kindergarten develop critical skills at home? Check all that apply: *(This question appears for the full K Ready grants, but we are including it for the K Ready-Set-Go applications as well. You can choose only those that directly relate to your K Ready-Set-Go model project.)*

- Parent/caregiver workshop(s) designed and implemented by library staff
- Ready!® for Kindergarten workshop(s) (Idaho AEYC)
- Enhanced storytimes/Every Child Ready to Read storytimes (storytimes with “asides” that contain early learning messaging)
- Parent/caregiver and child interactive programs other than storytimes
- Library presentation at school/community partner site
- Kindergarten Readiness in your Community Workshops (ICfL program)
- Video(s) posted on library website
- Presentations by community experts/practitioners/teachers at library storytimes or events
- Written prompts displayed in children’s area(s) that encourage engagement with child(ren)
- Print material(s) distributed to parents/caregivers (newsletters, bookmarks, checklists, etc.)
- Collaborative event hosted by library and community partner(s)
- Other (list)

What methods will you use to evaluate each component, and the overall success of your project? Check all that apply:

- Parent/caregiver survey developed by library
- Parent/caregiver survey created by an organization or company
- Pre- and Post-assessment of skills, developed by library
- Pre- and Post-assessment of skills created by an organization or company
- Focus group facilitated by library
- Other (list)

Partner Information: Please list the formal partners you plan to work with for this grant program.

- Partner name (School/organization)
- Contact name & contact email

There will be space for up to five partners' information on the online application. Each partner listed must submit a Partner Commitment Form by August 24, 2023, found at this link:

<https://form.jotform.com/icfl/KReadyGrant-PartnerForm>

Briefly explain each partner's role in your project: *(be concise)*

Supporting documentation (optional): If you have fliers, brochures, photos, etc. that would better help grant reviewers understand and/or visualize your project or specific components, you can upload them in the application. Examples might include a Ready! for Kindergarten® brochure with cost breakdowns, samples of furniture for Learning in Everyday Spaces, etc.

Budget Section:

Grant Amount Requested: Select the amount best suited to meet your needs, and that you will have time to implement within the grant period (note that all funds must be spent by June 1, 2024):

\$1,000 - \$5,000 *Amounts must be in increments of \$1000. Budget table must match requested amount exactly.*

NOTE: *Any unspent funds must be returned to the ICfL at the end of the grant period. Variances in budget categories of 10% or more from the submitted/approved grant budget require approval from the ICfL.*

Proposed Budget Table:

Budget Categories	Estimated costs (\$ amounts)
<p>Salaries/Wages/Benefits</p> <p>Compensation including salaries, wages, and benefits for staff involved in planning, preparing for, and conducting early literacy, learning, and enrichment programs. Compensation for staff conducting the program evaluation is also allowable. This is intended to support the library with additional salary funds necessary to expand services or complete project objectives, and not replace existing salaries.</p>	
<p>Consultant Fees</p> <p>Professional and consultant services to increase early learning and literacy programming such as translation, tutoring, guest speakers or facilitators, community partner programming, needs assessments, or evaluation tools (commercial and/or in-house).</p>	
<p>Supplies/Materials (items with a per-unit cost under \$5,000)</p> <p>Materials and supplies for early learning and literacy programs, including consumable and durable educational materials, books, devices and mobile hot spots, dedicated children's computers or devices, and materials to create active early-learning spaces, and other approved items. Branded educational items will be considered if integral to programming.</p>	

<p>Equipment (items with a per-unit cost over \$5,000)*</p> <p>Equipment used for early learning. Equipment includes property (and information technology systems) having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or more.</p> <p><i>*Equipment must be pre-approved in writing by the ICfL.</i></p>	
<p>Services</p> <p>Services to increase early literacy and learning or make learning opportunities more accessible such as those used for technological connectivity and subscriptions, prepackaged workshops for kindergarten readiness, evaluation tools, non-resident library card fees, and waiving overdue fines. Grant funds may only be used to pay for services provided during the official grant period.</p> <p>Advertising or publicity specifically related to the grant only for the following purposes: (1) program outreach specific to the grant such as publishing dates and times of activities, such as through traditional and social media outlets; (2) recruitment of personnel to carry out the grant; (3) procurement of goods or services to implement the grant.</p>	
<p>TOTAL (This figure should equal the requested grant amount)</p>	

Explanation of each budget category:

Please include details in your budget category explanations, such as estimated cost per item, examples of items, personnel hours and pay rate... If your budget costs or calculations are unclear it is difficult to determine how sound your budget is. Budgets with clear explanations will score more points than vague categories or descriptions. You do not need to have every item or resource identified; however, it should be clear to grant reviewers that you based your estimates on research, preliminary cost comparisons and product searching, and reasonable compensation. **See examples below.**

Example 1, Consultant fees for facilitators: Example (a) is detailed and explains exactly how the sum of \$300 was determined. Example (b) is vague, and we are left with many questions.

Consultant fees (a):

Contract 2 certified preschool staff for “Ready! for Kindergarten” sessions—2 staff per session@ \$25/hr, 2 hrs per session, 3 sessions total = \$300

Contractual (b):

Contract with “Ready! for Kindergarten” staff = \$300

Example 2, Supplies and Materials for My First Books replication: Example (a) explains how many titles, an estimated per book cost, and includes printing costs. Example (b) is vague, and we are left with many questions. While we do not need a list of every book you plan to purchase, we need to see that the amount of funding you’re requesting is reasonable for the number of children you plan to serve, and that you are considering all potential costs of the program.

Supplies/Materials (a):

Books for My First Books replication: 9 titles (one per month Oct. – May), approx. \$3.50 per book, for 100 children = \$3500; Bookworm handouts: 10 cents per copy, 100 copies, for 9 months = \$90

Supplies/Materials (b):

Books and Bookworms for My First Books replication: \$3600

Additional Program Requirements:

The following agreements will be stated on the application as part of the grant agreement, should you be awarded grant funds:

Records Retention: The grantee must retain grant records for a period of three years following the end of the award period. Records include the grant application/agreement, award letter, correspondence, reports, financial records, and receipts.

Acknowledgement: This grant is administered by the Idaho Commission for Libraries and was made possible with funding from the State of Idaho. Please acknowledge the ICfL in signage, brochures, websites, press releases, and public events funded by or describing this grant program.

Funding: The ICfL plans to disburse funds to awarded libraries at the beginning of the grant period. A check will be mailed from the State of Idaho to the W-9 address on file. An organization may choose to sign up for electronic deposits by contacting the ICfL. Any grant funds not accounted for through documented spending must be returned to the ICfL at the end of the grant period.

Application Certifications and Signatures

You will type your name in the JotForm application box as an electronic signature, certifying that all the information provided on the electronic application is true and accurate to the best of your knowledge. **This signed application will also serve as your Grant Agreement, should your application be awarded.**

After “signing,” click the Submit Button and a copy of the application will be emailed to you and your library director (if different than applicant).

If you have questions about the grant application or the application process, please contact Talela Florko, Grants/Contracts Officer, at libgrants@libraries.idaho.gov or Staci Shaw, Youth Services Consultant, at staci.shaw@libraries.idaho.gov or by phone at 1-800-458-3271.

This grant is subject to State annual appropriations being made available to support the ICfL’s Kindergarten Readiness Grant Program.

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