Kindergarten Readiness Grant Application

Previous Awardees Seeking Continued Funding for 2021-2022

(Application Deadline: August 31, 2021)

This application is for **libraries that received a Kindergarten Readiness Grant in any year 2018 through 2021**, who wish to apply for grant funds that support the continuation or extension of their grant project.

If your library is a <u>first-time</u> applicant (meaning your library was not awarded a K Ready grant in past years), please use the alternate application found at [*https://libraries.idaho.gov/rtm/kinder-grant/*](https://libraries.idaho.gov/rtm/kinder-grant/)*.*

The Idaho Commission for Libraries (ICfL) is offering a 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 will provide state funding to help public libraries partner with their local school districts and other community partners to reach children and their families before they enter school. 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 start school behind rarely catch up with their peers without costly direct reading intervention. Children who have been exposed to early literacy 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.

The program has three primary goals:

1) Ensure that more Idaho four-year-olds and their families 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 literacy activities done in the homes of four-year-olds 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.

Grant Eligibility

Libraries that received a Kindergarten Readiness grant in 2018 through 2021 are eligible to re-apply for **up to half** the funds awarded previously. ICfL supports long-term efforts by the libraries to build sustainable programs and projects.

Applications will be ranked by the applicants' responses to the weighted grant application questions and include: how your project components met specific needs in your community, how you plan to use grant funds to continue, extend, expand, or revise your project in the coming year,

strength and commitment of partnerships, the plan to reach four-year-olds in the library's service area, 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 Requirements

If your library is awarded grant funds, the following requirements will need to be met during the grant period (September 15, 2021 – June 1, 2022):
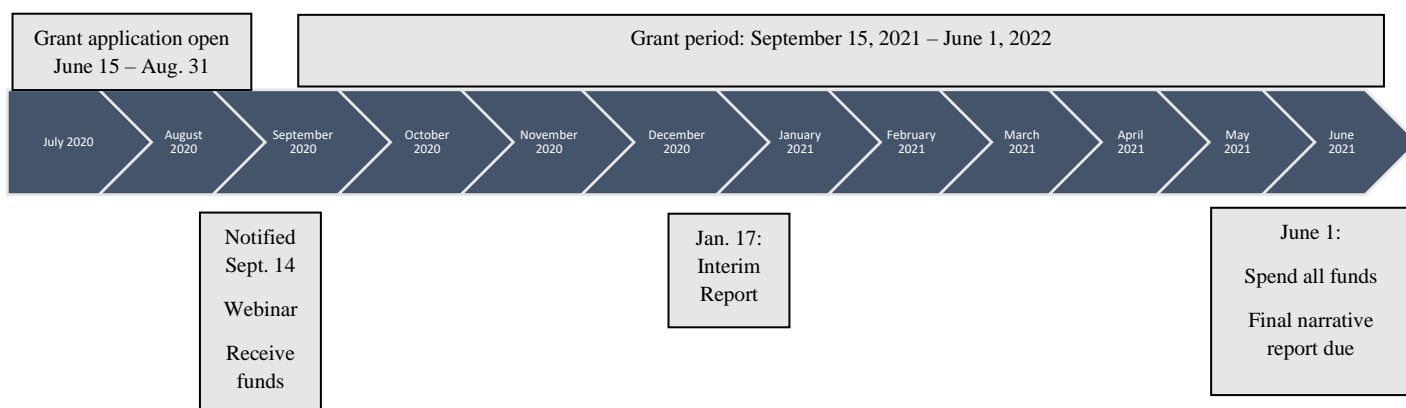
- Library staff and partners will be required to attend a webinar to review grant requirements and share information about your plans with other grant recipients. Date and time to be determined. If you can't attend the live webinar, viewing the recorded version will be required. An ICfL consultant will also be assigned to provide assistance and technical support throughout the grant cycle.

- Grantee will complete an interim grant report (due January 17, 2022), and a final report (due June 1, 2022)

- Grant funds can be spent on:

  - Programs focused on kindergarten readiness for four-year-olds that provide blended learning opportunities (i.e. time to socialize with peers, hands-on learning opportunities, and introductions to digital learning tools)
  - Parent/caregiver workshops: Designed by library, or use of trademarked workshops, such as Ready! for Kindergarten™
  - Outreach events; taking early literacy programming to where young children and their families gather
  - Virtual events; providing early literacy programming or parent/caregiver workshops in an online format
  - Consumable educational materials for families to use at home to build early learning skills
  - Educational materials that can be checked out for home or daycare use, to build early learning skills
  - Devices and mobile hot spots for families to check out, in order to access early learning resources externally
  - Dedicated children's computers for the library to facilitate early learning resources internally
  - Waiving overdue fines for children (not to exceed 25% of grant award)
  - Non-resident library card fees
  - Library card materials
  - Public Relations materials; Facebook marketing
  - Personnel, especially native Spanish-speakers, for programs and outreach
  - Parent and family events (noting that food is not an allowable expense)
  - Summer reading/out-of-school reading support
  - Community audits/needs assessment or surveying parents of preschoolers
  - Translation of materials/signage into other languages

- Other materials and/or services that will support your community plan to increase early literacy

(For a list of what grant funds cannot be spent on, please see the budget restrictions listed in Section V. of the application.)

Grant Timeline

- **Applications must be submitted electronically on or before August 31, 2021 to be considered.**
- Applicants will be notified about their status via email by September 14, 2021
- Grant recipients will attend a grant webinar in September 2021.
- Grant funds will be distributed to the library in September 2021.
- September 15, 2021 – June 1, 2022: Grant recipients implement grant activities: meet with partners, promote programming, conduct programming, purchase materials, refine program, evaluate program, etc.
- January 17, 2022 – Interim grant report is due.
- June 1, 2022 – All grant funds must be spent, final report is due.

Grant application open June 15 – Aug. 31	Grant period: September 15, 2021 – June 1, 2022

July 2020	August 2020	September 2020	October 2020	November 2020	December 2020	January 2021	February 2021	March 2021	April 2021	May 2021	June 2021

Notified Sept. 14	Jan. 17:	June 1:
Webinar	Interim	Spend all funds
Receive funds	Report	Final narrative report due

Part B: Grant Application Instructions & Checklist

- The application contains weighted questions for a total of 100 possible points. 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 https://form.jotform.com/icfl/KGR-2021-2022-ContinuedFunding**. Online application must be started and completed in one session; the form will not allow you to save and complete later.

- A letter from each school* and/or community partner included in your project description is **required**. Letters should describe exactly what the partner's role will be in the project, and how they will support the goals of the grant. These should be uploaded with your application.

(A PDF of an email from the partner is acceptable if the email contains a signature line with the partner's name, organization, and contact information.)

*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 Jamie Mott, 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
for <u>Previous Awardees of Kindergarten Readiness Grant</u>
Seeking Continued Funding in 2021-2022

Submit application online at https://form.jotform.com/icfl/KGR-2021-2022-ContinuedFunding

I. Applicant Information

- Library, 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.

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.

Amount of previous grant award: _____

Grant Amount Requested for 2021-2022: You may request up to half of your original award, in increments of $1,000, with a minimum of $2,000.*

___ $1000   ___$2,000   ___$3,000   ___$4,000   ___$5,000

Round up to nearest $1000, even if it exceeds your original grant amount by $500

II. Partner Information

- Partner #1 (School/organization)
- Contact name & email

There will be space for up to five partners' information on the online application

III. **Narrative Section:** This section includes subsections for the following categories:

1) Project and Need
2) Continuation of Project
3) Collaboration with Partners
4) Evaluation of Project
5) Project Sustainability
6) Pandemic Contingency Plan

Each section has word limitations; therefore, you should strive to narrow the focus for each question so that you are not repeating information (i.e., do not include evaluation information in project description).

1. **[Up to 20 pts] Project and Need:** *This is a heavily weighted question in the grant—please provide answers to all parts of the question.*

(1000 word limit) Please describe your previous grant project, and 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. Any *revisions* to the project in the coming year can be explained in #2 below.

2. **[Up to 30 pts] Continuation of Project:** *The more details you provide, the better understanding we will have of your library-led efforts to increase the number of children in your community who are ready for kindergarten. Address all parts of the question.*

a. (300 word limit) Please list the outcomes you wish to achieve with this project.

b. Which of the following strategies are incorporated in your project? (Outreach to underserved populations or non-library users; parent/caregiver workshops; other means of educating parents/caregivers)

c. (800 word limit) Please succinctly describe your project and its various components, including those indicated in (b) above.

d. How many children/families do you estimate will benefit from the grant funds?

e. (300 word limit) How will staff time be spent?

f. (300 word limit) Please briefly describe how the funds will be spent (detailed budget information is requested in Question #8).

f. (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 technology that reviewers might not be familiar with, other curriculum programs, etc.

3. **[Up to 15 points] Collaboration with Partners:** *Answer both parts of this question.*

a. [5 points] (300 word limit) List each partner and explain their role in your project.

b. [10 points] (500 word limit) Describe your existing partnership with your school district and/or other community partners in regard to efforts to increase the number of students reading on grade level. How often do you meet to collaborate, how long have you been actively partnering, what have you accomplished so far? What resources will your partner(s) contribute to the project? How did the first year of your grant project strengthen these partnerships? If you are establishing new partnerships for the next grant cycle, describe how the new partnership will help build and expand your project reach.

c. A letter* of commitment from each partner is required, in which they explain their role in your project and what resources they will contribute. *It is preferable to scan all letters into one document and upload as a single PDF, as opposed to uploading each letter individually.* *If time constraints prohibit partner from sending you a hard copy on letterhead, a PDF of an emailed letter is acceptable if the email contains a signature line with partner name, organization, and contact information.

4. **[Up to 10 pts]** (300 word limit) What methods will you use to evaluate the success of your identified outcomes and each component of your project?

5. **[Up to 10 points]** Describe how the library plans to sustain the project/program after the grant cycle is completed. Include funding, dedicated staff time, resources, etc. to which the library is committed.

6. **[Up to 5 pts] Contingency Plan:** In case of school/library closures due to Covid-19 safety measures or other unforeseen circumstances, please include a preliminary contingency plan for your project components (i.e., video-streaming parent workshops, etc.).

IV.   Current Library Resources and Programming

7. Please complete the following table:

AS A RESULT OF receiving ICfL's *Kindergarten Readiness Grant*, my library put the following library resources in place to help serve our 4-year-olds:	Yes	No	Did this before grant
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 Reading Program			
An outreach Summer Reading 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			
Flyers/brochures or other info sharing/promoting early learning resources			
Designated areas for supported play (specifically designed to include literacy 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.			
Pre-K 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			
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			

V. Budget

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.

- Grant funds cannot be spent on construction or other capital improvements.

- Grant funds cannot be spent on food or snacks.

- During the grant period, if grantee determines that significant changes need to be made to the budget and spending within the budget categories, grantee will need to contact ICfL with a newly proposed budget. (A significant change to the budget is defined as 10% of the grant total being moved from one category to another – i.e. If grant is $10,000, a $1,000 change from one budget category to another would be considered significant.) Significant budget changes must be reviewed and approved by ICfL.

8. [Up to 15 pts] Please fill out the budget table below. List each budget item, the amount, and a description of the item/breakdown of costs.

Note: Please include details in your budget, 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.

Examples: The first example (above) is detailed and explains exactly how the sum of $300 was determined. The second example (below) is vague and we are left with many questions.

Contractual Outreach staff, bilingual educators, translation services, and other services not performed by library staff	$300	Contract 2 certified preschool staff for "Ready! for Kindergarten" sessions—2 staff per session@ $25/hr, 2 hrs per session, 3 sessions total

Contractual Outreach staff, bilingual educators, translation services, and other services not performed by library staff	$300	Contract with "Ready! for Kindergarten" staff

"Ready! for Kindergarten" and other contracted models: Please provide a cost break-down of books, consumables, etc. and the number of families served.

Budget Table:

Budget Categories	Proposed Budget	Detailed Description of Expenditures
Contractual Outreach staff, bilingual educators, translation services, facilitators and other services not performed by library staff		
Personnel Regular and substitute staff – not contracted. Include fringe benefits when applicable. Include approx. #hours and pay rate/stipend amounts.		
Library Materials Materials that will be added to your collection or for deposit collections. Please be specific and include cost breakdown.		

Hardware Computer hardware, furniture, other electronic equipment. Please be specific and include cost breakdown.		
Supplies and consumable educational materials Program supplies, books and other educational items. Please be specific and include cost breakdown.		
Publicity/Marketing Library card materials or event brochures; Facebook advertising or other social media costs		
Other – Please Describe Travel costs, training, software subscription, etc.		
TOTAL (Make sure your columns total the requested grant amount)		

Section IV -- 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 Jamie Mott, 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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