



# Kindergarten Readiness Grant Application 2024-2025

Application Open August 1 – September 6, 2024 | Grant Period Sept. 30, 2024 - June 15, 2025

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## I. Program Overview

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*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 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 and beyond. The Kindergarten Readiness Grant provides state-funded awards ranging from \$1,000 to \$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 district or other community organization to reach children and their families, with an emphasis on underserved children.

**The grant features two subprograms:** the full Kindergarten Readiness Grant and the K Ready-Set-Go program. 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. As part of this subprogram, libraries are asked to develop a needs statement along with a detailed plan describing the early learning services they intend to offer to address those needs.

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.

The **K Ready-Set-Go subprogram** is a new feature of the Kindergarten Readiness Grant. It gives returning grantees and first-time applicants the opportunity to use a more simplified approach to fulfilling the grant requirements. It includes funding amounts ranging between \$1,000 and \$5,000. With this program, libraries will use funds for project models that have been identified by the ICfL as best practices in meeting the overarching Kindergarten Readiness Grant goals.

Returning grantees may also use K Ready-Set-Go funds to continue a project they started under a previously-awarded Kindergarten Readiness Grant, beginning the year following the original award.

Summary of the two programs under the Kindergarten Readiness Grant:

Activity/Program	Eligibility	Award Amount	Program Elements
Full Kindergarten Readiness Program	Public Libraries in Idaho that have never received a Kindergarten Readiness Grant.	\$1,000 - \$10,000	Develop and implement a community/library- specific kindergarten readiness program.
K Ready-Set-Go Program	Public Libraries in Idaho that have previously received a Kindergarten Readiness Grant or first- time applicants wanting to implement a simple, ready- to-go model.	\$1,000 - \$5,000	Continue a project from a previously awarded Kindergarten Readiness Grant or implement a "best practice" model selected in the application.

## II. Program Goals

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- A. 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.
- B. Increase the amount of early learning activities done in the homes of pre-kindergarten children across the state.
- C. 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.

## III. Key Dates

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**Submit Applications:** August 1 - September 6

**Grant Period:** September 30, 2024 - June 15, 2025

**Orientation Webinar for Grant Recipients:** September or October 2024

**Interim Report Due:** January 15, 2024

**Final Report Due:** June 15, 2025

## IV. Program Requirements

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- A. **Award Summary.** The ICfL will disburse awards ranging from \$1,000 to \$10,000 to each approved library for the purpose of increasing early learning and literacy activities for children and their families, preparing them for success upon entering school and beyond.
- B. **Required Activities.** The library agrees to:
1. Attend an orientation webinar with other grant recipients. The webinar will focus on grant requirements, best practices, and sharing grant project plans. It will tentatively be held September or October 2024 and will be recorded and available to those not able to attend the live meeting.
  2. Include the following components in the grant project:
    - Provide literacy and learning activities for 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;
    - Evaluate project components using formal evaluation tool.
  3. In addition to the requirements above, the following elements could be incorporated to successfully carry out the full Kindergarten Readiness Grant program (optional but not required for K Ready-Set-Go participants).
    - Host programs focused on school readiness for pre-kindergarten children that provide blended learning opportunities (i.e. time to socialize with peers, hands-on learning opportunities, and introductions to digital learning tools).
    - Host parent/caregiver workshops that are either designed by the library, or come as a prepared, trademarked workshops.
    - Attend or host outreach events, taking early learning programming to where young children and their families gather.
    - Host virtual events; providing early learning programming or parent/caregiver workshops in an online format
    - Provide consumable educational materials for families to use in the library or at home to build early learning skills.
    - Provide educational materials that can be used in the library or checked out for home or daycare use, to build early learning skills.

- Provide devices and mobile hot spots for families to check out, in order to access early learning resources outside of the library space.
- Provide dedicated children’s computers or devices to facilitate early learning resources within the library space.
- Create active early-learning spaces within the library setting that promote family engagement.
- Pay or waive non-resident library card fees.
- Waive overdue fines for children (not to exceed 25% of grant award).
- Conduct a community audit/needs assessment or survey parents of pre-kindergarten children.
- Translate materials or signs into other languages.
- Support summer reading or out-of-school reading programs.

4. K Ready-Set-Go Program participants must select at least one of the following programs to participate in (optional, but not required for full Kindergarten Readiness Grant recipients):

- The continuation, extension, and/or enhancement of a project funded by an ICfL Kindergarten Readiness Grant in previous years
- Replicate a My First Books program coordinated and implemented in-house (<https://libraries.idaho.gov/rtm/my-first-books/>).
- Establish a “Learning in Everyday Spaces” location, such as in a laundromat, health clinic, food distribution site, etc., based on ICfL’s Early Learning Spaces from Your Library program (<https://libraries.idaho.gov/early-learning-spaces/>).
- Host “Ready! for Kindergarten®” workshops at the library or through outreach (<https://readyforkindergartenidaho.org/>).
- Host "Every Child Ready to Read®" family workshops at the library or through outreach (<http://everychildreadytoread.org/>).
- Implement a “Books to Go” program, establishing deposit collections at day care centers, preschools, and Head Start programs.
- Other “best practices” models approved by ICfL (must meet the K Ready Grant goals and include all characteristics of best-practices models as identified in this application).

C. **Allowable Expenses.** A grantee may only use program funds for allowable costs, which includes the requirement that costs be reasonable and necessary for the accomplishment of program objectives.

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.

1. 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.

*Ready! for Kindergarten® workshop facilitators: If the library is providing its own in-house facilitator, grant funds may be used to compensate staff for time spent planning and implementing workshop outside of regularly scheduled hours or for additional hours beyond an employee's standard work week.*

2. 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.
3. Professional and consultant services to increase early learning and literacy programming such as translation, tutoring, guest speakers or workshop facilitators, community partner programming, needs assessments, or evaluation tools (commercial and/or in-house).
4. 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.
5. 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.
6. 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.

**D. Non-Allowable Expenses.** The following is an abbreviated list of non-allowable grant expenses. It is not intended to be exhaustive or exclusive. Applicants should contact the ICfL if they are unsure if a cost is allowable. The following items are not allowable grant expenses:

1. Food and beverages. Food is allowable if used primarily as a supply in a learning activity.
2. Capital expenditures related to the purchase of real property, buildings, or motor vehicles.
3. Construction expenditures related to the improvement or expansion of buildings and facilities.
4. Advertising or publicity not related directly to the programs carried out through the grant.

5. Promotional items and memorabilia, including models, gifts, souvenirs.
6. Professional Development for library staff (please see ICfL's Continuing Education website for a host of professional development opportunities and tuition support:  
<https://libraries.idaho.gov/continuing-education/>)

**E. Reporting Requirements.** The library agrees to:

1. Document grant expenditures through receipts, accounting system reports, and/or paid invoices. Spending documentation must be submitted with the final report and must show the entire balance of the grant as spent.
2. Collect program data required by the ICfL for submission with the interim and 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.
3. Submit interim report by January 15, 2025. The interim report serves as a progress report and gives the grantee an opportunity to share their current project status with the ICfL.
4. Submit final report by June 1, 2025. 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/>.

**F. 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.

**G. 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.

**H. 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.

**I. Changes.** 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.

## V. Eligibility

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This grant is open to public libraries in Idaho. Multi-branch systems may submit multiple applications. In order to be eligible, the library must be able to provide programming to children in the years before kindergarten. Libraries that have received the full Kindergarten Readiness Grant (up to \$10,000) previously are eligible to apply for a new full Kindergarten Readiness Grant three years after the previous award, or the K Ready-Set-Go program (up to \$5,000) in any year. For definitions of library types, please see ICfL's grant eligibility requirements at <https://libraries.idaho.gov/grants-funding/grant-eligibility/>.

## VI. Selection Process and Agreement Instrument

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Applications deemed eligible and complete will be ranked by an ICfL grant review committee using a scoring rubric based upon the application questions. Each narrative question identifies the number of points possible. Successful applications will (1) directly answer the questions being asked, (2) provide specific information in their responses, (3) demonstrate a well-conceived plan of action, and (4) address the program goals for the grant.

Some of the factors assessed by the review committee will include community needs; the proposed plan to reach pre-kindergarten children in the library's service area; the focus on underserved children; the proposed plan to educate and engage parents and caregivers in the early learning process; partnership strengths and commitments to implementing the grant plan; and the ability to measure the project's success and impact. Grant reviewers may also take into account the overall project budget and the geographic distribution of applicants when ranking.

Official award notifications will be signed by the ICfL authorizing official, the State Librarian, or alternate official. The completed application signed by the applicant, along with the official award notification signed by the ICfL authorizing official, will serve as the agreement/contract for this grant program.

## VII. Application Instructions

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**Step 1:** Schedule a short project consultation with ICfL Youth Services Consultant Staci Shaw. During this consultation you will briefly go over the grant program goals, requirements, application elements, and your proposed project. Contact Staci to schedule an appointment at [staci.shaw@libraries.idaho.gov](mailto:staci.shaw@libraries.idaho.gov) or 208-639-4178. After completing the consultation, you will receive a link to the online grant application form.

**Step 2:** Complete the online application. Instructions and a link to the application will be provided at the conclusion of your grant consultation. The application must be signed and submitted with an electronic signature on or before **September 6, 2024 at 11:59 p.m. MT**. This application will serve as your official grant agreement if you are notified in writing that you have been approved for funding. The ICfL will notify all applicants whether or not they were selected for funding.

**Step 3:** Ask your Partner Organization to submit a 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 **September 6, 2024** and can be accessed at this link: <https://form.jotform.com/231385965287167>. Please keep in mind that most school district staff are unavailable in July.

If you have questions about the application process, please contact either of the following ICfL staff members:

Staci Shaw, Youth Services Consultant, [staci.shaw@libraries.idaho.gov](mailto:staci.shaw@libraries.idaho.gov) or (208) 639-4178

Talela Florko, Grants/Contracts Officer, [talela.florko@libraries.idaho.gov](mailto:talela.florko@libraries.idaho.gov) or (208) 639-4164

## VIII. Application Questions

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Questions marked with an asterisk (\*) are required questions.

Questions in **black** apply to both the full Kindergarten Readiness grant and the Ready-Set-Go grant.

Questions in **green** apply only to the full Kindergarten Readiness grant.

Questions in **purple** apply only to the Ready-Set-Go grant.

### Applicant Information

- Library name, Branch name (if applicable)
- Mailing address
- Name and title of person preparing/submitting application, email address, phone number
- Authorizing official/Library director name and email address (if different than preparer)

### Current Library Resources and Programming

**BEFORE applying for ICfL's Kindergarten Readiness Grant, my library had the following library resources in place to help serve our pre-kindergarten children and their families: Please check all that apply: \***

- 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>
- Other:

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

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

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

## Project Proposal

**Descriptive title of your proposed project:** \* (Something that describes your project in a few words or a phrase, such as *Kinder-Set-Go Preschool Program*, *Meridian Kindergarten All-Stars*, *Early Learning Kits from Your Library*, etc.)

**Select the funding level/program your library would like to apply for.** \* You will be able to indicate a specific requested amount in another question. Selecting a program will cause questions applicable to that program to appear further down in the application.

- Full Kindergarten Readiness Grant Program:** \$1,000 to \$10,000 for libraries ready to implement a new project they have designed and developed. This program should be tailored to the community's needs and library capabilities. 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.

**The next set of questions will be conditional dependent on which grant is selected. Be sure to select the correct grant.**

**Full Kindergarten Readiness Grant: Proposed Project Description. Describe your proposed project and its various components (300 – 1000 words) \*.** This section gives grant reviewers a clear picture of what you are proposing. Keep this section succinct. Bulleted project components are acceptable. Details about how you will reach parents/caregivers, and underserved children, your partnerships, and how you will spend your funds will be required in subsequent sections, so use this section to provide an overview and summary of your project. Be sure to identify any project component that will require grant funds.

**Full Kindergarten Readiness Grant Project Elements. Check all elements of your proposed grant project:\***

- Preschool program focused on early learning (weekly, bi-weekly, sessions)
- Enhanced storytimes/Every Child Ready to Read storytimes (storytimes with “asides” that contain early learning messaging)
- Stay and Play at library/Interactive early learning space at library
- Stay and Play at community location/Interactive early learning space at community location
- Parent/caregiver workshops/presentations
- Outreach visits to schools, preschools, child care centers
- Virtual programs
- STEM/STEAM
- Consumables (kits, backpacks, books, supplies, etc. for giveaway)
- Kits for checkout
- Materials for checkout
- Computers
- Mobile devices
- Hot spots
- Reading/Activity challenges (1000 Books Before Kindergarten, etc.)
- Development of support materials (activity booklets, bookmarks, etc.)
- Forgiveness of library fines/fees
- Out-of-District Library Card scholarships
- Pop-Up Libraries
- Programs in languages other than English
- National Library Models (Family Place Libraries, other)

**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.

- The continuation, extension, and/or enhancement of a project funded by an ICfL Kindergarten Readiness Grant in previous years**

*Q1 will appear:* **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.

*Q2 will appear:* **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

*Q1 will appear:* 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)

*Q2 will appear:* Please fill in the following information:

Number of partner sites you will serve:

Frequency of your visits to each site (monthly, bi-monthly, quarterly, etc.):

Activities that will occur during visits (storytimes, crafts, book distributions, etc.):

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

- Establish a **“Learning in Everyday Spaces”** location, such as in a laundromat, health clinic, food distribution site, etc., based on ICfL’s Early Learning Spaces from Your Library program

*Q1 will appear:* 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.

*Q2 will appear:* Do you agree to join the Idaho Early Learning Spaces from Your Library cohort, attend check-in meetings, and follow the guidelines and expectations of this program? (Yes or No)

- Host “Ready! for Kindergarten®” workshops at the library or through outreach

*Q1 will appear:* Which organization(s) is/are partnering with your library to host/facilitate 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

*Q2 will appear:* Which workshops are you planning to host?

- |                                     |                                  |                                  |
|-------------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/> Ages 0 – 1 | <input type="checkbox"/> English | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Ages 1 – 2 | <input type="checkbox"/> English | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Ages 2 – 3 | <input type="checkbox"/> English | <input type="checkbox"/> Spanish |
| <input type="checkbox"/> Ages 3 – 4 | <input type="checkbox"/> English | <input type="checkbox"/> Spanish |



**How will you reach underserved families? Check all that apply: \***

- 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
- Other

**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: \***

- 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

**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

**Partner List. Please list the formal partners you plan to work with for this grant program (Organization name, contact name, contact’s email address).** \* Each partner listed must submit a Partner Commitment Form by September 6, 2024 at the following link: <https://form.jotform.com/icfl/KReadyGrant-PartnerForm>

**Expanding upon the partner list above, explain each partner's role in your project. \***

**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.

## Needs Statement

***The next three questions comprise the Needs Statement, and only those applying for the full Kindergarten Readiness grant must answer them.***

**Community Profile for Full Kindergarten Readiness Grant Application. Submit numbers for as many of the following datasets as possible in your impact area, which is defined as the area in which your project will impact children and families. Refer to ICfL’s Kindergarten Readiness Challenge Toolkit for links to data sources:**

Number of children ages zero to five in your impact area:

School Free/Reduced Lunch Rates (for any school(s) in impact area):

Idaho Reading Indicator scores of incoming kindergarteners for school(s) in impact area, use most recent year: [www.sde.idaho.gov/assessment/accountability/index.html](http://www.sde.idaho.gov/assessment/accountability/index.html)

Poverty rates:

ALICE rates ([www.unitedforalice.org/idaho](http://www.unitedforalice.org/idaho)):

Number of Head Start sites or children served:

Number of preschool programs (<https://idahostars.org/> “Families – Search for Child Care”):

Number of children in preschool programs:

Percentage of families speaking language other than English:

Other? List source and data:

**Using the data provided above, summarize your community’s population/demographics. In addition, describe any gaps in library service, barriers to library use, estimated pre-K population size, and any other barriers of any kind to Kindergarten readiness in your community, etc. (200- 500 words required) \* This is one of the most important questions in the grant application, and carries the most weight in the scoring process. Your statement should give grant reviewers a clear understanding of your community’s unique profile and needs; that is, if a reviewer read your statement without knowing which library submitted it, your statement**

would leave no doubt as to the library's identity and its' community's demographics and unique challenges. What sets your library and community apart from other applicants who are facing similar challenges?

**Based on the information you provided above, what unmet early learning needs in your community would be addressed with your grant project? \***

## Budget

**Requested Funding Amount for full Kindergarten Readiness Grant: \***

**K Ready-Set-Go Requested Funding Amount: \***

**Proposed Budget: Fill in dollar amount for each category below**

See a definition/description of each budget category in section [IV.C. Allowable Expenses](#))

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.

**Salaries/Wages/Benefits: \$**

**Consultant Fees: \$**

**Supplies/Materials (items with a per-unit cost under \$5,000): \$**

**Equipment (must obtain written permission from the ICfL): \$**

**Services: \$**

*Check your math to ensure your numbers add up to the full requested amount!*

**Budget Narrative:** The next set of questions asks you to expand upon the budget table and include a full description of how you propose to use funds in each budget category. See notes below for each category:

**Salaries/Wages/Benefits:** In your response, indicate which library staff will receive grant funds, how many hours will be dedicated to grant activities and funded with grant monies, rate of pay to include fringe benefits, and specific grant activities that are compensated. These must be **IN ADDITION** to the staff member's current contracted work week.

**Consultant Fees:** In your response, indicate the contractors you will hire, specify what they are being hired to do, their rate of pay and total sum. Example: Contract with certified kindergarten teacher to facilitate three workshop sessions @ \$25/hr, 2 hrs per session, 3 sessions total = \$150. Example: Contract with school's ESL coordinator to create materials for 6 early learning kits for Spanish-speaking families @ \$50 per kit = \$300.

**Supplies/Materials (items with a per-unit cost under \$5,000):** In your response be descriptive and provide actual costs when available; however, we know you don't have all your materials selected or prices gathered, so estimates are acceptable. Example: Early Learning Kits – 6 kits based on ECRR 1 "6 Early Literacy Skills." Approx. \$75 per kit to include at least two hardcover books, a game, consumable

supplies, and manipulatives/materials to support each skill; \$25 per kit for clear tote bag and labels = \$600.

**Equipment (must obtain written permission from the ICfL):** *If you are requesting something with a per-item cost of over \$5000, you must receive permission from Staci Shaw or Talela Florko before submitting your application. Examples might include play structures, furniture, etc. and must be relevant to project proposal and grant goals.*

**Services:** *In your response, be as descriptive as possible of the service identified, such as the name of the media outlet for advertising, or the subscription service for hot spots. If funds are budgeted for an obvious cost, such as printing, just list printing and the allotted amount.*

## Signature and Submission

*You will be asked to review each statement below, and your electronic signature will serve as agreement to the terms. Your electronic signature will also certify that all the information provided on the electronic application is true and accurate to the best of your knowledge. **The signed application will also serve as your Grant Agreement, should your application be awarded.***

*If you do not have the authority to certify/agree to each statement, please request the assistance of someone at your library who does have this authority.*

- A. If awarded, the library agrees to meet the grant requirements outlined in this application/agreement.**
- B. If awarded, the applicant's legal entity agrees to expend all funds received for the purposes outlined in this application/agreement and understands that any grant funds that are not expended at the end of the grant period must be returned to the ICfL.**
- C. I certify that the statements herein are true, complete, and accurate to the best of my knowledge.**
- D. I certify that I have the authority to submit this application on behalf of my organization.**