

Early Childhood Learning Programs

Grant Application Package

2006 – 2007

Deadline for submissions: December 11, 2006

PLEASE NOTE:

- **Applicants are advised to read the application package carefully.**
- **Applications must be postmarked on or before the deadline date.**
- **Applications delivered by hand must be submitted to a representative of the Department of Education no later than 3:00 PM on December 11, 2006.**

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INTRODUCTION

This package provides information on the 2006 – 2007 application process for the Early Childhood Learning Grants Program in Newfoundland and Labrador, funded under the Early Childhood Development Initiative (ECDI). The package includes the Funding Application Cover Sheet and information on eligibility criteria, application guidelines, funding conditions, and the proposal review process.

The purpose of the grants program is to foster literacy and numeracy development in young children. Proposals should reflect current thinking about early childhood learning, and take into account the needs and circumstances of the intended participants.

Young children’s exposure to a literacy-rich environment and their experiences with oral language form the foundation for literacy development. Reading aloud to children, talking about pictures, telling stories, exposing children to books and other print materials, playing games, saying nursery rhymes, singing songs, and prompting dramatic play with puppets and other props are all developmentally appropriate ways adults can support children’s development. Making available a variety of materials such as chalk, finger paints, crayons, markers, pencils, and paper encourages children to draw, scribble, and experiment with “writing” messages. Talking with young children about what they drew or “wrote” further stimulates learning.

Similarly, the early years are important in establishing a solid foundation for mathematics learning, including a positive attitude. Adults can support the development of young children’s mathematical thinking by engaging them in activities where they make use of materials that encourage matching, sorting, constructing, counting, comparing, ordering, and measuring. When parents and/or other adults and children play together with blocks, puzzles, and games, a variety of “math talk” occurs. Interactive play that engages adults and children in listening, asking questions, figuring out solutions to problems, exploring, and explaining and talking about their mathematical thinking enhances mathematical development.

Prior to submitting the application, applicants are encouraged to contact the Division of Early Childhood Learning, Department of Education, to ensure that the proposal is eligible for consideration.

FUNDING GUIDELINES

WHAT FUNDING IS AVAILABLE?

Through the Early Childhood Development Initiative *Stepping into the Future*, the Division of Early Childhood Learning, Department of Education, provides up to \$250,000 annually to support the delivery of early childhood learning programs targeting children ages 0-6 and their families.

WHO CAN APPLY?

Applicants must be not-for-profit organizations in Newfoundland and Labrador. An organization is considered to be not-for-profit if it meets all of the following conditions: it was organized solely for non-profit purposes, it is operated solely for non-profit purposes, and it does not make any of its income available for the personal benefit of any of its members.

WHAT IS ELIGIBLE FOR FUNDING?

- ▶ Programs for children between the ages of 0 – 6, their parents, or both.
- ▶ Programs whose primary focus is literacy and/or numeracy development.
- ▶ Programs which reflect what research has identified as being "best practices" in early childhood learning programs.
- ▶ Programs for children which match the child's level of development.
- ▶ Programs for parents which are designed to enable them to support their children's literacy and/or numeracy development.

Existing programs that meet these criteria and are deemed to be successful will receive a higher funding priority. If there is sufficient funding new programs will be considered.

WHAT IS NOT ELIGIBLE FOR FUNDING?

Ineligible programs and budget items include:

- ▶ Programs requesting 100% funding.
- ▶ Programs which fall under the mandate of the K–12 school system. These programs are funded through the provincial K–12 budget.
- ▶ Programs similar to the provincial *KinderStart* school orientation program. Information on *KinderStart* can be found at www.gov.nl.ca/edu/literacy/kinderstart/main.htm .
- ▶ Programs deemed to be developmentally inappropriate for the intended participants.
- ▶ Programs which are a clear duplication of existing programs in the neighbourhood / community.
- ▶ Capital costs (e.g., purchase of computers, furniture / equipment).
- ▶ Salaries. (An honorarium may be considered for staff or presenters providing services without pay. Honoraria are not available to board members.)
- ▶ Travel outside Newfoundland and Labrador.
- ▶ Financial losses incurred by the program.
- ▶ Proposals spanning more than one year in duration.

STEPS TO FOLLOW WHEN APPLYING FOR FUNDING

1. Ensure that the proposed program is eligible.
2. Write a proposal that clearly and concisely describes the proposed program. Because the applications will be photocopied for each committee member's review, proposals should be typewritten using a clear font, 12 point or larger, and be single sided. Proposals must include the following in the order outlined:
 - a. *Table of contents* – Include page numbering for each section listed.
 - b. *Overview of organization* – Provide a one page overview of the organization which includes: goals and objectives of the organization, membership / executive / board of directors and signing officers.
 - c. *Proposal summary* – After the proposal has been written return to this section and prepare a paragraph outlining the program's goals, objectives, target audience, activities, outcomes, and results or products.
 - d. *Rationale* – Why is the program important? It is not necessary to provide a full review of relevant research literature, however, an overview or summary should be included.
 - e. *Intended participants* – Clearly and specifically describe the intended participants and the steps that will be taken to eliminate barriers to participation. Please indicate the number of participants anticipated.

PLEASE NOTE: The intended group must be children between the ages of 0 – 6 and/or their parents. A caregiver may substitute for a parent when the parent is not available.

- f. *Objectives* – List the key objectives of the program.
- g. *Plan of action* – How does the organization plan to carry out the program? List the major planned activities in a logical order, indicate time lines and sequence of events, and identify the people responsible for each program component.
- h. *Personnel* – Attach job descriptions for all persons who will work on the program. If personnel have already been identified, provide resumes. If personnel have not been identified, include a list of required qualifications.

PLEASE NOTE: Funding will not be provided for salaries. However, honoraria may be considered for volunteer staff or resource persons providing services. Please see sample budget.

STEPS TO FOLLOW WHEN APPLYING FOR FUNDING CONTINUED....

2. Continued....

- i. *Outcomes* – Describe the anticipated results and/or products which the program will produce.
- j. *Distribution plan* – If a product or report will be produced, indicate to whom it will be distributed.
- k. *Evaluation* – Provide an evaluation plan. How will the success of the program be determined? How will any data be collected and reported? (See page 10 for more information on what should be included in the final report.)
- l. *Project budget* – **PLEASE NOTE:** **Proposals seeking 100% funding are not eligible.** The expenditure component should be organized in a 4 – column format. A description of allowable expenditure categories follows. Use the sample budget on page 8 as a guide.

Column 1: Item & Detail. (Expenditure categories and details including cost.)

Column 2: Total Cost of the Item. (Total cost of each category.)

Column 3: Guaranteed & Potential Revenue. (Revenue includes all anticipated contributions from the organization and other sources. This includes financial and all in-kind contributions {volunteers' time, donation of facilities, services, materials or equipment}. Under *Revenue Breakdown* {at bottom}, note how much of the total revenue is guaranteed and how much is potential. Name all revenue sources.)

Column 4: Amount Requested. (The amount of funding requested for each category.)

EXPENDITURE CATEGORIES

Travel – includes estimated costs for travel within this province for staff as per provincial guidelines. Provide details of how many are travelling, where, why, and when. Meals and accommodations related to extended travel should be included in this category. Transportation costs to enable program participation are eligible.

Honoraria – includes reasonable special payments for guest speakers, resource persons, volunteers, and consultants who are not board members of the organization. Total honoraria requested should not exceed 20% of the funding being requested (the Column 4 total), less the amount of honorarium requested. Please see the note under the Sample Budget, page 8, for an example.

STEPS TO FOLLOW WHEN APPLYING FOR FUNDING CONTINUED....

2. 1. Continued....

Facilities – includes the costs for meeting rooms, space and all equipment rentals/leases (e.g., computers, fax machines and telephones). Rent cannot be charged for space belonging to members of the board of the organization.

Materials – includes resource materials for program delivery.

Other – includes items such as professional development, printing, distribution and evaluation costs. List all items separately.

3. **Budget summary** – Transfer the figures from the detailed budget to the budget summary on the Funding Application Cover Sheet.

4. **Cover sheet** – The funding application cover sheet is included as part of this package. Have a signing authority for the organization sign in the designated space.

5. **Additional documents:**

a) *Letters of support* – Where appropriate, applicants may include letters of support that would further describe the value of the program to the participants.

b) *Financial statement* – A signed financial statement for the organization’s last fiscal year must be included. (See sample on page 11.)

c) *Copyright permission* – If the organization plans to copy or adapt any copyrighted material, a permission letter authorizing the use or adaptation of the copyrighted material must be included with the application.

6. **Submit the complete application package** – The completed proposal should have a signed cover sheet, program details and budget, a financial statement, and any letters authorizing the use of copyrighted material. The package must include the complete original proposal, one copy, and one electronic version of the proposal on a virus-scanned floppy disk or CD.

Please keep a copy of the complete application package for the organization’s records.

PLEASE NOTE: ALL components of the application package must be received by the deadline or the proposal may not be considered for review. See the “Funding Application Checklist” on page 7.

FUNDING APPLICATION CHECKLIST

Please ensure that both the original application and the copy include:

- The funding application cover sheet with signature.
- The proposal with information on each of the categories, in the order in which they appear in this package
- Additional documents:
 - Signed financial statement.
 - Copyright permission letter, if applicable.
 - Letters of support (if appropriate).
- One electronic version of the proposal on a virus-scanned floppy disk or CD.

PLEASE NOTE: Proposals must be postmarked or hand-delivered to the Department of Education by 3:00 p.m. on December 11, 2006.

The approval process can be expected to take approximately ten weeks. The organization may be contacted to provide clarification or additional information before funding can be recommended.

Send the completed application package to:

**Early Childhood Learning Funding Committee
c/o Division of Early Childhood Learning
Department of Education
Government of Newfoundland and Labrador
P.O. Box 8700, St. John's, NL A1B 4J6
Telephone # (709) 729-2733 Fax # (709) 729-3669**

If the application package is being hand delivered, the delivery address is:

Third Floor, West Block, Confederation Building, St. John's, NL

SAMPLE BUDGET

Below is a sample budget for an early childhood learning program. **The amounts shown are for illustration only and do not reflect provincial standards.** The 4 – column format contains detailed descriptions of each item, total cost, revenues (including the contribution of the organization and other sources of revenue) and how much is requested. The revenue breakdown below the table shows how much is guaranteed and how much is potential.

Column 1 <i>Item &Detail</i>	Column 2 <i>Total Cost of the Item</i>	Column 3 <i>Guaranteed & Potential Revenue</i>	Column 4 <i>Amount Requested</i>
TRAVEL: To offset transportation costs to and from the centre – \$15.00 per month/per family (\$15 x 5 months x 15 families) = \$1,125.00	\$ 1,125.00	\$ 0.00	\$ 1,125.00
HONORARIA: (see note below) \$ 200.00 for resource person	\$ 200.00	\$ 100.00	\$100.00
FACILITIES: Space rental – (\$300/month for 5 months) = \$1,500.00	\$ 1,500.00	\$ 750.00	\$ 750.00
MATERIALS: Training material \$1,000.00	\$1,000.00	\$ 200.00	\$ 800.00
OTHER: Tables/chairs provided free by partner – value \$500.00 Volunteer time provided by instructor (200 hrs @ \$10.)	\$ 500.00 \$ 2,000.00	\$ 500.00 \$ 2,000.00	\$ 0.00 \$ 0.00
TOTAL	\$ 6,325.00	\$ 3,550.00*	\$ 2,775.00

Revenue Breakdown (Column 3):

(a) Guaranteed Revenue	
– Organization	\$ 2, 050.00
– Local Service Club	\$ 500.00
(b) Potential Revenue	
– Local Business X	<u>\$ 1,000.00</u>
TOTAL	\$ 3,550.00*

* These two amounts must be the same.

PLEASE NOTE: Total honoraria cannot exceed 20% of the amount being requested (total of column 4), less the amount of honoraria requested. As per the sample above, the amount requested (\$2,775.00) less the honorarium requested (\$100) equals \$2,675.00. Twenty percent of this amount is \$535.00 (.20 X \$2,675.00). Therefore, the requested amount of \$100.00 for an honorarium is eligible for consideration. Members of the board of the organization cannot benefit directly, through honoraria, rent, etc., as per the definition of not-for-profit organizations (see page 2, FUNDING GUIDELINES, “Who Can Apply?”).

PROPOSAL REVIEW PROCESS

All proposals being considered for funding are reviewed by the Early Childhood Learning Program Grants Committee, chaired by the Department of Education.

The committee will meet approximately six weeks after the application deadline. The review process may include consultation with other organizations to obtain additional information. Programs will be reviewed based on the eligibility criteria.

The organization may be contacted for additional information or to provide clarification.

If the Early Childhood Learning Program Grants Committee recommends the proposal for funding, modifications to the proposal and or the proposed budget may be requested. A recommendation is then prepared for review and approval.

Applicants who have not been recommended for funding will be notified in writing shortly after the Committee Review meeting.

Successful applicants will be notified of the approval of funding through a letter from the Department of Education. Information on the reporting procedure will be included with the cheque.

CONDITIONS OF FUNDING

Funding may be used only for the purposes specified in the proposal. No change in the proposal shall be made without consultation with the Division of Early Childhood Learning, Department of Education. If the Department of Education agrees to a change, the planned amendment must be forwarded in writing to the Division of Early Childhood Learning.

Projects and activities receiving funding under the ECDI are required to acknowledge the federal and provincial commitment in any presentation (oral and visual) and in print material prepared by the project and activity. A sample acknowledgement is: *This project (activity) is funded through the Government of Newfoundland and Labrador's Early Childhood Development Initiative (ECDI). The ECDI is a joint federal / provincial / territorial long-term commitment focussing on children (0–6 years of age), families and communities.*

CONDITIONS OF FUNDING CONTINUED.....

Applicants must be in good financial standing and have no outstanding reports from previous grants funded through the ECDI. Previous funded programs still in progress will require the submission of an interim report. Future funding will be contingent on the applicant providing information requested on previous proposals.

The Department of Education reserves the right to request an audited financial statement.

Organizations receiving funding are required to submit a final report, including a financial report, to the Department of Education no later than two months following the completion of the project. An interim report may be required. Guidelines regarding the completion of the final report will accompany the cheque.

One copy of all publication(s) / product(s) arising from the program must be sent to the Department of Education.

Applicants should state whether their proposal is *intended* to have subsequent phases.

PLEASE NOTE: Receipt of funding for a first phase and the identification of subsequent phases does not guarantee funding for subsequent phases.

PROGRAM FINAL REPORT

The final report should provide a full description of the program implementation.

- In what ways did the program design and activities reflect current research?
- Did the program achieve its objectives?
- How well was the program received by the participants?
- What worked well?
- What should be done differently in the future?
- Were there any barriers to participation encountered, and how were these overcome?
- Does the organization have recommendations to share with others?

SAMPLE FINANCIAL STATEMENT

PLEASE NOTE: This is not a budget for the program. It is a financial statement for the organization.

NAME OF ORGANIZATION
FINANCIAL STATEMENT
YEAR END MARCH 31, 2007

REVENUE:

Provincial grant	\$ 3,000.00	
Donations in kind	1,000.00	
Monetary donations	500.00	
Interest	53.60	
Other	<u>46.00</u>	
Total Revenue		\$ 4,599.60

EXPENSES:

Travel	\$ 300.00	
Honorarium	500.00	
Facilities	1,500.00	
Other	<u>1,700.00</u>	
Total Expenses		<u>\$ 4,000.00</u>
Excess of revenue over expenses		<u>\$ 599.60</u>

Name of Signing Officer (*printed*)

Title of Signing Officer

Signature of Signing Officer

Date

Early Childhood Learning Programs 2006 – 2007 Grant Application Cover Sheet

Please print or type clearly. Attach the proposal, letters of support, and financial statement* for last year.

For Office Use Only. File # 061204 — _____

ORGANIZATION INFORMATION

Name of organization:	
Previous name and/or address of organization (if applicable):	
Street address:	Mailing address (if different from street address):
Postal Code:	Postal Code:
Telephone #: ()	Fax #: ()
E-mail address:	
Type of organization: <input type="checkbox"/> Provincial <input type="checkbox"/> Regional <input type="checkbox"/> Local <input type="checkbox"/> Other -----	
Name of the organization's senior officer:	
Title of senior officer:	Preferred language of communication: <input type="checkbox"/> English <input type="checkbox"/> French
Signing officers: 1) _____ 2) _____ (Name & Position)	
Partnerships with other organizations:	

Is the organization non-profit? No Yes

Is the organization a registered charity? No Yes Charitable organization # _____

Is the organization incorporated? No Yes Incorporation # _____

What year was the organization formed? _____

Has the organization received previous funding from:

the Department of Education? No Yes Most Recent Year _____ Amount _____

the National Literacy Secretariat? No Yes Most Recent Year _____ Amount _____

any other sources of similar work? Source _____ Year _____ Amount _____

any other sources of similar work? Source _____ Year _____ Amount _____

***A SAMPLE FINANCIAL STATEMENT can be found on page 11 of the Grant Application Package.**

PROGRAM INFORMATION

Program title:				
Start date:	End date:	Anticipated number of participants:	Total cost of program: \$	Amount requested: \$
Name and title of contact person for program:				
Mailing address of contact person (if different from organization):				
Telephone #s of contact person: Work ()		Home ()	Fax # of contact person: ()	
E-mail address of contact person:				

Budget summary must be completed (transfer figures from the detailed budget in the proposal).

Column 1 Item	Column 2 Total Cost of the Item	Column 3 Guaranteed & Potential Revenue	Column 4 Amount Requested
Travel	\$	\$	\$
Salaries			
Honoraria (see page 8)			
Facilities			
Materials			
Other			
TOTAL	\$	\$ *	\$

Revenue breakdown (Column 3):

How much of the organization's revenue is guaranteed?	\$
How much of the organization's revenue is potential?	\$
TOTAL (this should be the same total as the total of Column 3 in the table above).	\$ *

THIS FINAL SECTION IS TO BE COMPLETED BY A SIGNING OFFICER ONLY.

Name:	Title:
Signature:	Date: