

Grant Application Guide- Mason

Note that specific language on the grant questions may have changed - this document is meant to be a guide only.

	Grant Application Questions	Definitions	Suggested method of response	Sample (brief) Grant Application Responses
1	Purpose of Grant: Enter a one-sentence description of your program or project.		Narrative Response	The purpose of our grant is to expand access to early childhood education opportunities in Mason County by expanding our Early Childhood Education program by 75 slots.
2	Project Description: Enter a general description of your project or program. Include a description of your target audience and a statement describing the end result you are working toward.		Narrative response	We are seeking to expand our Early Childhood Education (ECE) program to serve additional Mason County youth ages 3-6. ECE meets the needs of children by providing a safe and nurturing environment which has been shown to yield benefits in academic achievement, behavior, educational progression and attainment, among other skills. Our target audience are children ages 3-6, living in Mason County.
3	Community Need: What need will your project address and how was that need determined?		Data and a Narrative Response	There are currently 5,300 children between the ages of 3-6 residing in Mason County. According to the Intermediate School District, only 50% of these children are currently enrolled in preschool, and only 56% of youth entering kindergarten present as "kindergarten ready" when they start school in September.
4	Program Design: How do you know that this program is the best approach to fill this need or opportunity?		Data and a Narrative Response	Research shows that children who have access to high quality preschool yields an increase in academic achievement, behavior, educational progression and attainment, among other skills.
5	Project Goals and Objectives: List the goals(s) of your project, as well as up to three objectives.	Goal: a broad statement about what you want to accomplish Objective: a step toward accomplishing that goal	Data, including comparisons to previous years if applicable	Goal: All Mason County children will enter kindergarten ready to succeed. Objective 1: By 2017, we will provide 75 additional high quality preschool slots for children living in poverty in Mason County.
6	Program Timeline: Please provide a detailed timeline for your project.			April-June- Recruitment; July- August 2017- Professional development trainings for teachers, teachers aides, paraprofessionals, and staff. August 2017- Fall Kick-Off Community Party. September 2017- School begins/Pre-test conducted on students. December 2017/March 2018- Mid-year test conducted to gage students progress. June 2018- Post-test conducted. July 2018- Tests scored and evaluated, methods for improvement suggested.

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7	Community Partners: Describe how you are collaborating with other organizations and what role they play in the proposed project.	Collaboration: Supporting active partnerships that are working together sharing power, resources, and decision-making for the common good.	Narrative Response, include specific collaborating organizations	This program is a collaboration between the Ludington, Mason County Central and Mason County Eastern school districts. Rather than running and administering three separate programs, we'll centralize administration, including recruitment, training, payroll, and reporting. We will also connect families to community resources such as DHHS and Michigan Works to meet individual family needs, increasing the likelihood of family success.
8	Community Impact & Evaluation: Why do you think these activities will result in achieving your stated goal?		Data from documented research or studies	Many decades of research clearly demonstrate that high-quality preschool programs produce both short and long-term improvement in cognitive and social development for children. Many families aren't able to afford quality private programs or face other barriers to participation, such as transportation or access to before/after care. Expansion of ECE to low-income families removes income and transportation barriers to participation.
9	Community Impact & Evaluation: Please share the measurable outputs and outcomes of your project. You will be asked to describe the actual impact when reporting on your grant. Also, highlight your evaluation plan. Include: 1) How will you measure the impact of your project as described above? 2) How will evaluation results be used by your organization?	Outputs: What are you going to do? Outcomes: What <i>difference</i> will it make?	Numbers, including comparisons to previous years if applicable and narrative response.	100% of students participating in the preschool program will improve their kindergarten readiness score by at least 30%. 75% of student participants will score at or above the kindergarten readiness threshold. We will host 12 parent days - 100% of parents will attend at least one parent day. Recruitment efforts will target diverse communities - enrollment in ECE by students from diverse backgrounds will increase by at least 10%. 1) We conduct a series of pre-test, mid-year tests, and post-test based on Michigan Department of Education standards in order to monitor student progress towards kindergarten readiness. Parent participation is monitored by teachers. 2) Pre- and mid-year tests will be used to gauge progress and course-correct if necessary.
10	Sustainability: Please share your sustainability plan. Include community partners that may contribute and collaborate with you to continue the program in the future? How will you manage staff turnover if the program's champion leaves your organization?		Narrative Response	Because the infrastructure is already in place and all of the local districts are contributing to the current programming, there are no additional infrastructure costs and it is clear districts are invested in high quality preschool. Once the expansion is in place and students are verified, we can use the enrollment data to apply at risk funding and that will create a potential revenue source for the increase in numbers of students served. The investment of the school districts and increased success of our students will ensure continued commitment to the expansion of our current program.

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11	<u>Budget Narrative:</u> Please provide supplemental explanations.		Numbers and a narrative response	The total cost of ECE for the three districts is nearly \$500,000 - this request allows us to utilize the existing framework to expand the number of classroom slots. Because the administration is covered by existing programming and the building space is provided in-kind by the district, the cost to add additional students is much lower than it would be start a new program. Teacher salaries are standard (\$24,000). \$1,500 will be used for instructional materials, and \$1,500 is needed for the fall kick-off party (used for refreshments and books for all children).