

Proposal Guidance

Proposals shall be prioritized based on:

- The number of newly added spaces for children ages 6 weeks to 5 years (higher number of spaces, higher priority)
- How this grant will support the provider in accessing other funding (e.g. a “match” requirement for NYS Empire State Development grants and others)
- The education and experience of the business owner leading to long-term viability of business success

Please supply the following information, including as much detail as possible:

Bio

- Who you are
- What is your experience/education
- Interest in providing care
- Why you should receive funds
- Impact of funds if they were received
- Familiarity with child care regulations

Vision

- Desired outcome
Ex: new space, expansion, age range to be served, number of children to be served and what you will charge for care, modality of care

Location

- Where will the program be located
- Is the area zoned for child care
- Has the space had a fire safety inspection

Plan

- Steps to be taken to reach the vision
- Who will do the work

Cost

- Associated project costs, broken down into different aspects of the project ex: construction costs to meet regulations, fencing, outdoor play space, training, child-sized furniture, etc., state where these estimations have come from- ex quote from construction company (include name and address), pricing in store or online, etc.

Investment

- What are you personally investing in this project

Timeline

- Anticipated time for each step of the plan

5 year projection

- Business goals for the next 5 years and beyond, as it pertains to this specific project

For Child Care Centers

- please outline availability of matching funds to support your project
- existing centers that wish to expand please include a letter of support from your Board President
- centers expanding in stages may be able to apply at the time of the initial expansion and again with subsequent expansions
- proposal requests to cover the cost of feasibility studies are discouraged

Additional Information:

General provider criteria:

- Operate in Tompkins County
- Participate in business coaching, environmental assessments, equity and inclusion assessments and training, and ongoing professional development provided or supported by the Council, in addition to training required by the Office of Children and Family Services
- Agree to comply with responsibilities and expectations outlined in applicant materials
- Outline anticipated costs with start-up/renovations
- Demonstrate commitment to operating for four years, recognizing that extenuating circumstances/personal life situations may result in necessary changes

Grant monies can be used for:

- Construction/renovation costs necessary to obtain/maintain New York State license or registration
- Child care equipment, furnishings, and capital items directly connected to the purpose of providing care (both interior and exterior)
- Costs related to hiring and training staff
- In rare circumstances, and if funding is available, monies may be used to assist with gaps in operation due to medical or other emergency circumstances that are less than three months in length that result in added costs related to hiring/training additional staffing (e.g. the owner has given birth (parental leave), has a broken limb that has caused limited mobility, etc.)

Provider Exclusions:

- Providers outside of Tompkins County
- Providers with serious regulatory violations related to the health, safety, and supervision of children that do not have easy financial solutions (e.g. fence repairs)
- Providers that primarily serve school age children
- Providers that will not offer child care for a minimum of 9 hours a day

Funding Distributions:

- Funds will be disbursed at agreed upon milestones and with successful completion of eligibility requirements
- Providers must meet ongoing eligibility criteria and expectations to receive funding, including, but not limited to: business training, environmental rating assessments, equity and inclusion training and assessments, state required training, and participation in the Child and Adult Care Food Program (if eligible)
- The Council will seek to minimize the likelihood that a grant will turn into taxable income for the provider. (e.g. the Council purchases supplies and systems in bulk and distributes them to the provider, or making a payment to a contractor on behalf of the provider)
- Funds may be rescinded if: the provider fails to meet eligibility criteria or comply with requirements, the program is determined to have serious violations of mandated child care regulations, the program is inactive for reasons other than those approved by the Council and for periods of more than 3 months

Child Care Provider Responsibilities:

- If awarded, child care providers are expected to use the funds as they indicated in their proposal or obtain pre approval of changes to their planned use with the Council
- Providers must demonstrate to the Council their operational and financial viability for establishing or growing their business to last at least four years post opening and/or expansion
- Grant recipients are expected to track the Cornell affiliation of waitlist and currently enrolled parents and report that information to the Council annually or by request of the Council
- It is the director/provider's responsibility to understand and adhere to these requirements
- Concrete supports (child care furniture, learning materials, books and all other goods purchased) will be recovered by the Council if the program/provider is not able to operate for the agreed upon four year period.