

# High Quality School Readiness – Expansion (HQSR-E) Grant Application Packet



Utah Office of Child Care  
A Division of the Utah Department of  
Workforce Services

## PLEASE READ CAREFULLY:

All application materials must be submitted to the Office of Child Care (OCC) by **5:00 p.m., August 22, 2016.**

### Application Requirements:

- Submit a complete electronic copy of the application and budget form to: [schoolreadiness@utah.gov](mailto:schoolreadiness@utah.gov) by **5:00 p.m., August 22, 2016.**
- INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED.
- **The questions contained in this proposal are required by Utah law, see <http://le.utah.gov/xcode/Title53A/Chapter1B/53A-1b-S204.html?v=C53A-1b-S204> 2016051020160510 for more information.**

## ORGANIZATION CONTACT INFORMATION

Organization Name \_\_\_\_\_

Federal Tax ID #: \_\_\_\_\_ DUNS# \_\_\_\_\_

This entity is a:  Individual/Sole Proprietor  For-Profit Corporation  Non-Profit Organization (attach 501(c)(3) letter)  Other \_\_\_\_\_

Dollar Amount Requested: \_\_\_\_\_

### Organization's Contact Information:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Organization's Finance Contact Information:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROGRAM INFORMATION (REQUIRED BUT NOT SCORED)**

How many four-year-old children does your program serve? \_\_\_\_\_

What is your cost per student per month? \_\_\_\_\_

What fees, if any, are charged to parents or legal guardians? \_\_\_\_\_

List any additional funding sources that the program will utilize (i.e. federal funding, private grants or donations) \_\_\_\_\_

Does the program have any existing or planned partnerships to increase access to the school readiness program, including with a Local Education Agency? If yes, explain.

\_\_\_\_\_

Has your program been evaluated by an outside entity? If yes, list each evaluation below and attach the results of that evaluation to this proposal.

\_\_\_\_\_

**NARRATIVE QUESTIONS (100 POINTS POSSIBLE)**

1. Provide a brief description of your organization. Include the organization's level of administrative support and leadership to effectively implement, monitor and evaluate the program. (5 Points Possible)

2. Provide specific data about your community that demonstrates a need for funding in your geographical area. (10 Points Possible)

Empty response box for question 2.

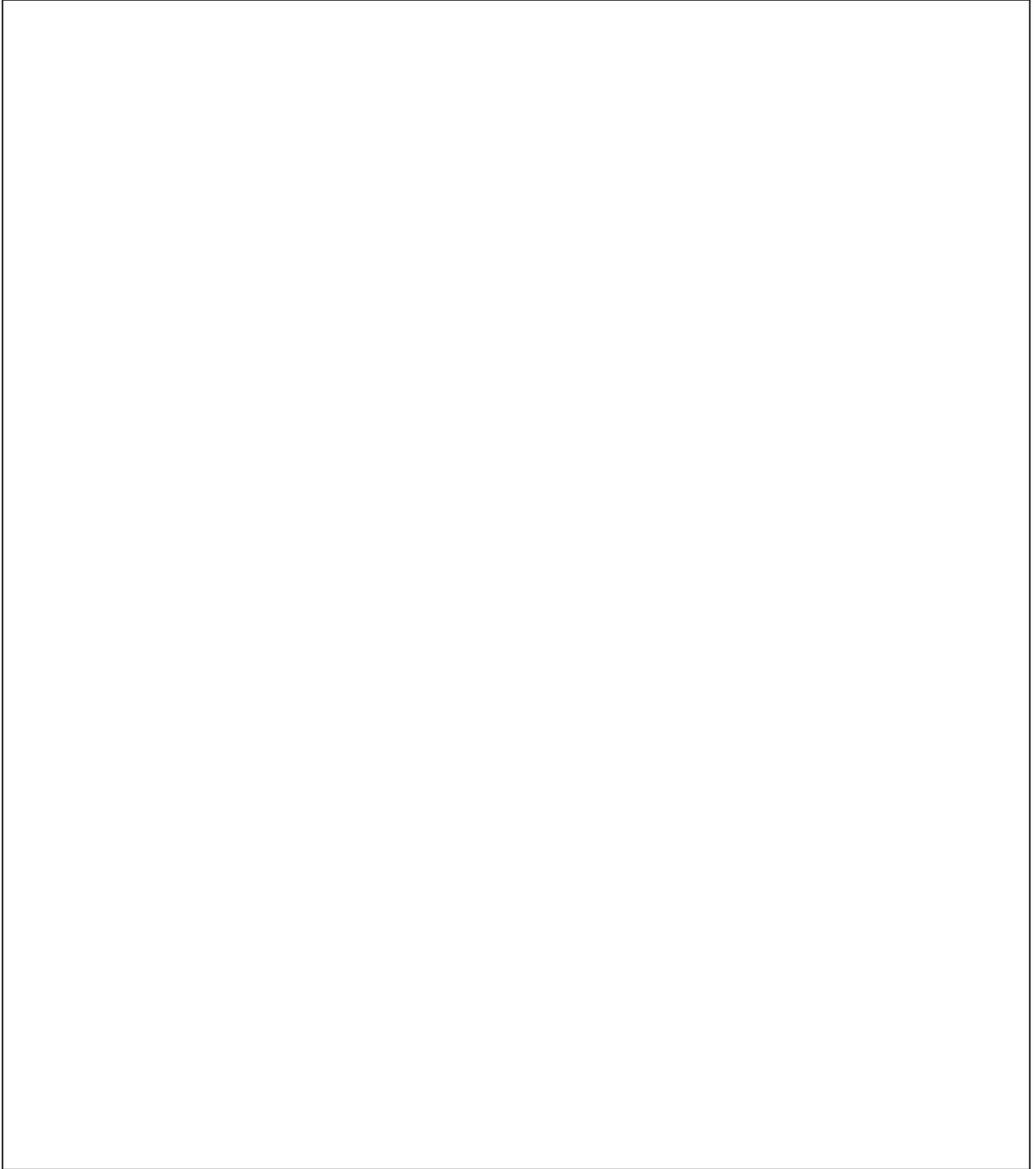
3. Describe your policies and procedures for admitting students into the program. (10 Points Possible)

Empty response box for question 3.

4. How will the funding be targeted towards the highest risk children, including children at risk of experiencing intergenerational poverty? (10 Points Possible)

5. Explain how your organization will expand services to low-income four-year-old children and how many additional children will be served. (20 Points Possible)

6. Describe how your organization will recruit and retain quality staff and included minimum job requirements for the positions needed, such as education and work experience. (15 Points Possible)



7. Provide a timeline that details when the program will enroll children, hire staff and begin providing services. (5 Points Possible)

Empty response box for question 7.

8. How will the program collaborate with the independent evaluator to assure all children receive pre- and post-assessments in a timely manner? (5 Points Possible)

Empty response box for question 8.

9. Describe in detail how the organization will utilize funding to meet the requirements of this grant. This narrative should align with the proposed budget (Attachment C). (20 Points Possible)