



CITY OF PROVIDENCE EARLY LEARNING FACILITIES GRANT

What You Will Need to Apply

PLEASE NOTE: this list is for REFERENCE ONLY, applications must be submitted electronically via the [online application](#).

Information about Your Program:

- The legal name of your organization
- The name and address of the program applying
- Type of provider (home-based, center-based, school-based)
- The program's BrightStars rating
- If the program is a Head Start
- If the program is a State Pre-K
- Structure of business (S-corporation/C-corporation, nonprofit, Limited Liability Company, etc.)
- The name of the Executive Director/Owner/Principal
- The contact person's name, title, phone number, and email address
- The program's total licensed capacity broken down by infant/toddler, preschool, and school age
- The program's current *actual enrollment* (children served, not slots) broken down by infants, toddlers, preschool, and school age
- The total numbers of children enrolled who fit each of the following descriptions:
 - Receive DHS Child Care Assistance Subsidy
 - Have IFSPs/IEPs
 - Are involved with Child Welfare/DCYF
 - Are English/Dual Language Learners
 - Receive Head Start or Early Head Start services
 - Are homeless
- Whether the space is owned (if owned, whether there is a current mortgage on the facility) or leased (if leased, what is the term of the lease and the monthly lease payment)

Information about the grant request:

- The type of grant being requested: a planning grant or capital grant
- The dollar amount being requested
- If you have received a written estimate from a qualified professional for the proposed work

- The age group(s) served by improvements funded by the proposed grant
- Whether the organization has secured or committed additional funding towards this project and, if so, the amount committed
- A *brief* summary of the grant request
- Whether the project fits any of the following priority areas and, if not, a description of what issue the project addresses:
 - Compliance with State Licensing Regulations
 - Health and Safety - Overall Building Condition/ Building Code Issues
 - Health and Safety - Playground Issues
 - Physical Space Barrier to Program Quality
 - Building/program expansion
 - Other (applicant will need to provide a description)

A Narrative Document:

- Brief summary of your organization including mission, history, goals and key achievements
- Overview of organization's structure and programs
- Summary of key leadership staff and board members (if applicable) including a summary of their qualifications
- Description of the proposed project
- An anticipated project budget – what are the total estimated costs? What other sources of funding have you secured or committed to this project?
- Description of your organization's capacity and plan to complete the project within the allowed time frame (all planning and/or renovation projects must be completed by May 31, 2022).
- A table will be provided within the application to describe how your project aligns with priority objectives of: ensuring licensing compliance, addressing major health and safety concerns, or making improvements that will support the program in achieving a higher level of quality.

Other Information to be uploaded or emailed as an attachment within the Application:

- Financial information:*
 - 12 Month cash flow projection – A cash flow projection is a breakdown of the money that is expected to come in and out of your business; this includes calculating your income and your expenses

** If selected for a grant award, it will be contingent upon providing additional information including the most recent three years of approved business financials (Audit, account review or, if neither are available, tax return)*
- Backup documentation from licensing or other regulating agency and/or BrightStars indicating the regulations or quality standards to be met in order to maintain licensure or move up on the BrightStars rating scale (if available/applicable)
- A written estimate for each project proposed. *Please note that if you are selected to receive grant funding you are required to seek multiple bids (we recommend at least three) and document this process prior to beginning work. In addition, for capital funding, the selected contractor must follow the Fair Labor Standard Act and the Davis Bacon Wage Act. All professionals used must have*

appropriate licensure and must carry proper insurance. Projects must follow all appropriate building and fire codes.

APPENDIX A

**RICCELFF IMPROVEMENT PLAN OUTLINE
SAMPLES**

The following are intended to serve as examples only. Your plan should reflect your site-specific issues. For assistance in completing a facility improvement plan, please complete a technical assistance application or contact us at riccelff@lisc.org or 401-331-0131.

Example

Specific Capital or Planning Request: <i>Install sinks in infant and toddler classrooms</i>				
Is issue based on State Licensing Regulation, Environmental Rating Scale (ERS) Indicator, Comprehensive Early Childhood Education (CECE) Program Standard or Other Criteria	Cite specific licensing regulation, ERS indicator, CECE or other specific standard	Details of concern	How will this request address the issue	Estimated time frame and cost for this item
<i>ERS</i>	<i>ITERS - Health Practices</i>	<i>Hand washing not attempted at required times by adults</i>	<i>Installing appropriate sink in classroom will ensure teachers have opportunities to wash hands at required times</i>	<i>\$17,000 – work can begin August 10 and will take 2 weeks</i>
<i>ERS</i>	<i>ITERS - Diapering/Toileting</i>	<i>When the same sink is used for hand washing after diapering and before feeding, it needs to be sanitized between uses</i>	<i>Installing additional sinks in classroom will address this issue</i>	<i>(see above estimate/time frame)</i>
<i>ERS</i>	<i>ITERS - Schedule</i>	<i>Observed multiple instances of children waiting more</i>	<i>Installing additional child sinks will</i>	<i>(see above estimate/time frame)</i>

		<i>than 3 minutes for hand washing</i>	<i>minimize wait times for children</i>	
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Example

Specific Capital or Planning Request:				
<i>Renovate or replace playground fencing on south side of playground to meet 4 foot requirement</i>				
Is issue based on State Licensing Regulation, Environmental Rating Scale (ERS) Indicator, Comprehensive Early Childhood Education (CECE) Program Standard or Other Criteria	Cite specific licensing regulation, ERS indicator, CECE or other specific standard	Details of concern	How will this request address the issue	Estimated time frame and cost for this item
<i>CECE</i>	<i>It is required that the space for outdoor gross motor play be enclosed by a 4 foot high fence</i>	<i>On the south side of the playground, the 20 year old fence has sunk into the ground to a height of 40 inches</i>	<i>A renovation of the old fence to restore the height to 48 inches or the installation of a new fence will address this concern</i>	<i>Renovation for \$8,000 (3 days to complete), or new installation for \$18,000 (1 week to complete) – work can begin August 7th</i>