United Way of Greater New Haven

2025 Early Care & Education Program Enhancement Grant Request for Proposals

United Way of Greater New Haven has been awarded federal American Rescue Plan Act (ARPA) funds from the City of New Haven to enhance and expand early care and education programs in New Haven.

We invite you to respond to our Request for Proposals (RFP) process for funds to enhance the quality of your child care program. Through this RFP process, we are seeking to understand your funding needs and your plan utilize the funding to enhance the quality of care you provide.

The application deadline is May 23, 2025 4PM. Applications can be submitted through this link.

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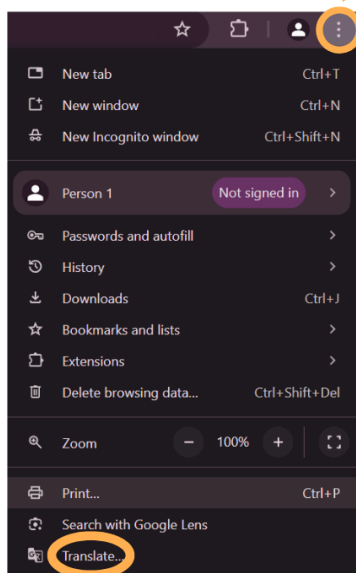
GOOGLE CHROME TRANSLATION
for United Way of Greater New Haven Funding Opportunity Applicants

United Way of Greater New Haven utilizes Formstack to create online application forms for all funding opportunities. Utilizing the web browser Google Chrome, applicants can translate our online applications and respond to United Way funding opportunities in their preferred language. Instructions on how to do so can be found below. Please be aware that utilizing this process shares your data with Google, as translation is done via Google Translate.

If you already have the web browser Google Chrome, and your language is set to one other than English, Google Translate may send a pop-up window prompting you to translate the form. In that case, you will not need to complete the following steps.

Awarded funding?

If an applicant is awarded funding, all future documentation will be distributed and completed in English. Additional supports may be available dependent upon the funding opportunity.

S T E P S

1 Download and install the web browser Google Chrome if you do not already have access to it. Instructions for how to do so for different computer types can be found underlined here. (To translate web browser download instructions, scroll to the bottom of the page and select another language from the 'Language' button.)

2 Open a new window in Google Chrome, and navigate to the online United Way of Greater New Haven application. The link to the application can be found on our website and in the application preview.

3 Once the application is open in Google Chrome, select the three dots at the top, right-hand corner to open Google Chrome's menu. Scroll down and select 'Translate.'

4 Google Chrome will show you the language it is detecting on the page in the window that pops up. Select the three dots in the top, right-hand corner of the window and scroll until you select your preferred language.

5 Once you have selected the language you want the form translated into, click 'Translate.' The application form should show in your preferred language. You will now be able to read and respond to the form in the language you are most comfortable in.
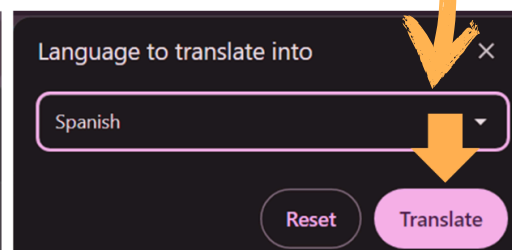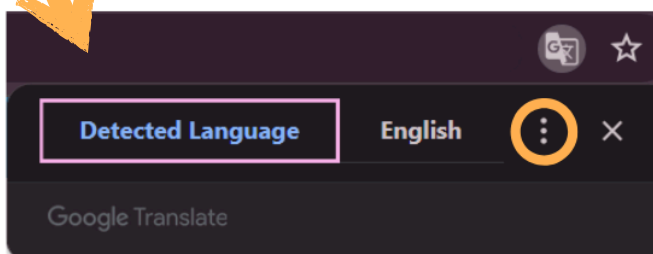
May look different

If you have Google Chrome's Google Translate settings turned on to translate for a specific language, steps 4 and 5 may appear different. You may be shown the language the page is in in the top right corner, with the option to click your preferred language next to it. The page will then be translated.

United Way
United Way of Greater New Haven

United Way of Greater New Haven utiliza Formstack plataforma para crear formularios de solicitud en línea para todas las oportunidades de financiamiento. Utilizando el navegador web Google Chrome, los solicitantes pueden traducir nuestras solicitudes en línea y responder a las oportunidades de financiación de United Way of Greater New Haven en su idioma preferido. Las instrucciones sobre cómo hacerlo se pueden encontrar a continuación. Tenga en cuenta que el uso de este proceso comparte sus datos con Google, ya que la traducción se realiza a través de la herramienta de traduccion Google Translate.

Si ya tienes el navegador web Google Chrome y tu idioma está configurado en uno que no sea el inglés, es posible que el Traductor de Google envíe una ventana emergente pidiéndote que traduzcas el formulario. En ese caso, no será necesario que complete los siguientes pasos.

¿Ha recibido financiación?

Si a un solicitante se le otorga financiamiento, toda la documentación futura se distribuirá y completará en inglés. Es posible que haya apoyos adicionales disponibles dependiendo de la oportunidad de finaciamiento.
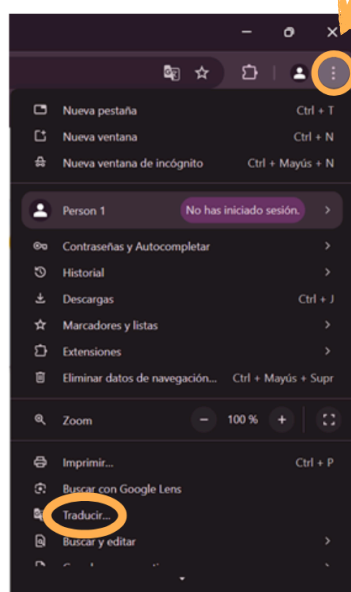
PASOS

1 Descargue e instale el navegador web Google Chrome si aún no tiene acceso a él. Las instrucciones sobre cómo hacerlo para diferentes tipos de computadoras se pueden encontrar aquí. (Para traducir las instrucciones de descarga del navegador web, desplácese hasta la parte inferior de la página y seleccione otro idioma el el botón 'Idioma')

2 Abra una nueva ventana en Google Chrome y navegue hasta la aplicación en línea United Way of Greater New Haven. El enlace a la aplicación se puede encontrar en nuestro sitio web y en la vista previa de la aplicación.

3 Una vez que la aplicación esté abierta en Google Chrome, seleccione los tres puntos en la esquina superior derecha para abrir el menú de Google Chrome. Desplázate hacia abajo y selecciona 'Traducir.'

4 Google Chrome le monstrará el idioma que está detectando en la página en la ventana que aparece. Selecciona los tres puntos en la esquina superior derecha de la ventana y desplázate hasta que selecciones tu idioma preferido.

5 Una vez que haya seleccionado el idioma al que desea traducir el formulario, haga clic en 'Traducir.' El formulario de solicitud debe aparecer en su idioma preferido. Ahora podrá leer y responder el formulario en el idioma en el que se sienta más cómodo.
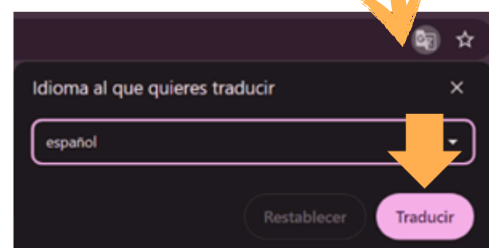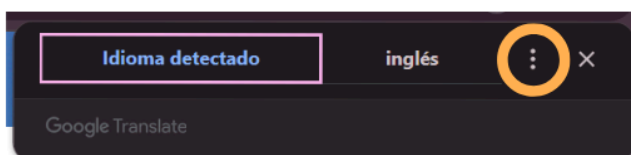
Puede parecer diferente

Si tienes activada la configuración de Google Translate de Google Chrome para traducir a una idioma especifico, los pasos 4 y 5 pueden parecer diferentes. Es posible que se le muestre el idioma en el que se encuentra la página en la esquina superior derecha, con la opción de hacer clic en su idioma preferido junto a él. A continuación, se traducirá la página.

Grant Requirements for Awardees

To ensure transparency, we want grant recipients to clearly understand the steps required after receiving their award.

1. Submit the following documentation:
    a. Sign a contract through DocuSign
    b. Submit a W9 form
    c. Submit an ACH Direct Deposit form along with a voided check or bank letter
    d. Submit their final budget via an excel spreadsheet
    e. Provide a Certificate of Insurance (COI) naming the City of New Haven **and** United Way of Greater New Haven as additional insured at specific limits required by the City of New Haven
2. Participate in regular convenings of ECE educators support ongoing learning
3. Welcome visits from UWGNH education team members.
4. Track and report on data such as how the funds were spent, the number of children and families served, participant demographics, and the impact of grant-funded activities approximately one year following the date of their award.
5. Awardees may be required to submit other documentation related to their project plans as needed.

Please take these requirements into consideration prior to applying for this grant opportunity.

Eligibility

Your program must:

- Be located in New Haven
- Be a licensed Family Child Care Home, Group Child Care Home or Child Care Center
- Serve children who live in New Haven (at least 50% of enrollment)
- Have been in operation for at least 2 years
- Have a non-discrimination policy
- Welcome all families, regardless of their race, cultural background or religious practices
- Be a non-profit or a privately owned, non-franchised provider

Priority will be given to programs that:

- Serve more than 50% children who live in New Haven
- Serve high need families [at least 50% of children are eligible (based on family income) for School Readiness, Care4Kids, Head Start, Early Head Start or Child Day Care funding/slots]

Providers that received grants during our 2023-2024 grant cycle are eligible to re-apply for this opportunity, however, preference will be given to eligible programs who have not yet received funding.

Maximum Award Amounts

Maximum award amounts will differ, and final awards may not be for the full amount requested.

- Family Child Care Home: $1,000-$15,000
- Group Child Care Homes and Child Care Centers: $5,000-$35,000

Grant Criteria

The goal of this grant opportunity is to provide funding that will assist programs with increasing the quality of care provided; examples include parent education and engagement; access to high-quality curriculum; improvements to the learning space (both indoors and outdoors); materials and training to support opportunities for all learners, language development, or awareness, understanding, and sensitivity to varied backgrounds; and family support services.

Possible areas for funding include but are not limited to:

- **Family Engagement and Education:** creating opportunities for parents to attend events, providing workshops for families.
- **Curriculum and Learning tools:** Purchasing items that make delivering learning easier and better for children of all levels of learning.
- **Indoor Equipment/Furniture:** Updating existing furniture and classroom items.
- **Outdoor Equipment/Furniture:** Updating or purchasing new items for outdoor spaces.
- **Materials:** indoor and outdoor supplies.
- **Facility needs:** Purchasing safety doors, building a ramp to make the building accessible, other needs that would improve the functionality of your space.
- **Health and safety upgrades and/or licensing compliance**
- **Staff Appreciation:** Creating spaces, opportunities for staff to feel valued.
- **Support for All Types of Learners:** Translation services, tools for better serving children with special needs
- **Administrative costs:** No more than 15% of the requested grant funds, rent, utilities, insurance, etc.

This is not an exhaustive list: programs may request funding for other needs related to enhancing their programs. Grants will be directed to child care programs with specific plans for program enhancement.

Important note:

This grant pool will **NOT** fund:

- Workforce development
- Staff salaries/wages
- Facilities expansion or renovation

The review committee reserves the right to deny funding for projects that don't align with the grant purpose.

Evaluation Criteria

Applications that are submitted by May 23, 2025, will be evaluated by a committee of early childhood professionals and community leaders. Please note, additional materials may be requested following submission or review. Questions are weighted using the following breakdown of points:

- Program Priorities (Eligibility listed above)   20pts
- Program Overview   10 pts
- Program Enhancement Goal   30 pts
- Use of Grant Funds   30 pts
- Support and Opportunity   10 pts
- Financial Readiness and Data Tracking   20 pts
- **Total Possible Points**   **120 pts**

Grant Cycle Timeline	
Grant Announcement	Monday, April 28, 2025
Grant Information Session (Virtual)	Tuesday, May 6, 11am - Registration Required
Deadline for responses/applications	Friday, May 23, 2025, by *4 PM*
Notification of Awards	Friday, June 20, 2025
Grant Period	August 1, 2025 - July 31, 2026

Application Questions

These questions should be answered through this Formstack Link. This PDF version is made available for your reference as you prepare your application.

Program Information

- Program Legal Name: _____
- Contact First & Last Name: _____
- Contact Job Title: _____
- Phone Number: _____
- E-mail Address: _____
- Address for primary place of business: _____
- Mailing address if different from place of business: _____
- Are you authorized to sign contracts on behalf of your agency?   YES   or   NO
- If not, please provide the name, E-mail address, and job title of the person who is authorized to sign contracts: _____
- Is your program a subsidiary of or part of a larger organization?   YES   or   NO
- If yes, please provide the legal name of the organization: _____
- Please select the option below that best describes your program:
    - Licensed Family Child Care Home
    - Licensed Group Child Care Home
    - Licensed Child Care Center
- CT OEC license #: _____
- Are at least 50% of children you serve eligible (based on family income) for School Readiness, Care4Kids, Head Start, Early Head Start or Child Day Care funding? YES or NO
- Do at least 50% of the children served in your program live in New Haven? YES   or   NO
- Do you have a non-discrimination policy?   YES   or   NO

Program Overview

- Provide a brief description (2-3 sentences) about your child care program, including its history and the community(s) it serves. Imagine writing to reviewers who have no other knowledge of your program or proposal. (300-character limit)
- How long has your program been in operation? (Please provide # of years) _____

- How many infants/toddlers (ages 0-3 years old) do you currently have enrolled in your program? __
- How many preschoolers (ages 3-5 years old) do you currently have enrolled in your program? _____
- What are your days and hours of operation? _____
- Which New Haven neighborhoods do you primarily serve? _____
- Does your program have any distinguishing characteristics (multi-lingual, special needs, night/weekend care, etc.)? (narrative 500-character limit)
- Have you received any special recognition (NAEYC/NAFCC accreditation, business/neighborhood/partnership awards, etc.)? (narrative 500-character limit)
- Is there any other important information you would like us to know about your program? (narrative 500-character limit)

Program Enhancement Goal
- In 1-2 sentences describe your program expansion goal. (Narrative 300-character limit.)
- What is the total grant amount you are requesting to achieve this goal? (Please refer to maximum grant awards above and provide $ amount) _____
- Will the requested grant amount cover the total cost of your proposal?   YES   or   NO
- If not, what other funding do you have available to ensure that your project will be completed by August 2026? Please share specific amounts and funding sources.

Use of Grant Funds
- Describe in detail how you will spend the grant funds. (Narrative 1000 characters)
- Are there any partnerships or collaborations you plan to establish or strengthen using the grant funds to achieve your goals? (Narrative, 300 characters)
- Will your number of children served change if awarded this grant? (Yes or No)
- Will your days and/or hours of operation change if awarded this grant? (Yes or No)

Strategies for Support and Opportunity
- How does your program prioritize serving underserved populations in New Haven, such as low-income families, families with transportation challenges, children with varied levels of learning, and others? (narrative 1000-character limit)

Financial Readiness and Data Tracking
- If you receive this grant, you will be required to track and report on data such as how the funds were spent, the number of children and families served, participant demographics, and the impact of grant-funded activities. Do you commit to providing this data? YES or NO
- How will you ensure that the spending related to this grant will be tracked? What systems or tools will you use? (Narrative 300-character limit.)

- Please provide a detailed breakdown of your program demographics and proposed project budget. (Upload completed budget and demographics using the template linked on our website.)