**2019 Cycle 1 Early Childhood Care and Education Capital Application**

Research indicates that physical learning environments matter because it is the environment that supports the teaching and learning process. Facilities and the child-centered spaces within them can enhance children’s development by inspiring a range of social and cognitive learning experiences, as well as encouraging the development of gross motor skills. Furthermore, classrooms and outdoor spaces can increase teachers’ and parents’ capacity to engage students in a variety of hands-on learning experiences, collaboration, exploration, and play. The Greater Milwaukee Foundation is requesting proposals for projects that improve early childhood care and education centers’ facilities, classroom space, parent engagement and resource space, or outdoor space to connect with nature and play.

1. Project title
2. Project budget
3. Requested amount
4. Requested grant period from\_\_\_\_ to \_\_\_\_
5. Organization’s current fiscal year operating budget
6. Name of CEO
7. CEO’s title
8. CEO’s e-mail address
9. Is this a minority or woman-run organization?
10. Does the organization have a policy which states that it does not discriminate against age, race, religion, gender, sexual orientation, disability or national origin?
11. Name of primary contact person for this request
12. Primary contact person’s phone number
13. Primary contact person’s e-mail address
14. Select county served (Milwaukee, Ozaukee, Washington or Waukesha County)
15. Organization's total operating budget for the past fiscal year
16. Number of full-time equivalent people on the organization's staff
17. The percentage of full-time equivalent people of color on the organization's staff
18. Board Diversity and Staff Diversity:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | American Indian / Native American | Asian American / Pacific Islander | Black / African American | White | Latino | Two or more races or ethnicities |
| Board  |  |  |  |  |  |  |
| Number of |  |  |  |  |  |  |
| Percentage of |  |  |  |  |  |  |
| Staff |  |  |  |  |  |  |
| Number of |  |  |  |  |  |  |
| Percentage of |  |  |  |  |  |  |

1. From the list below, please select the capital project that best aligns with the funding request. Funding will improve:
* **The facility** (e.g. building structure upgrades such as flooring, driveways, etc.)
* **Classroom space** (e.g. furniture, changing tables, sensory tables, etc.)
* **Parent engagement and resource space** (e.g. furniture, bulletin boards, etc.)
* **Outdoor space** (e.g. playground equipment, gardening areas, etc.)
1. Please indicate in which neighborhoods your project will be implemented:
	* Harambee
	* Metcalfe Park
	* Muskego Way
	* Sherman Park
	* Other, please list the neighborhood(s)
2. Describe the purpose of the project. (200 words allowed).
3. Was the project informed directly by the people you think will benefit from it? Please explain (100 words allowed)
4. Describe the ways the proposed project is strength based and how it builds competencies in the individuals being served. (200 words allowed)
5. Please describe how the project is a catalyst for advancing racial equity and inclusion in the greater Milwaukee area. The Greater Milwaukee Foundation defines racial equity and inclusion as equal access and opportunity for all people, so all can reach their full potential and are no more likely to encounter barriers or benefits based on race or ethnicity. (200 words allowed)
6. Explain if and how the project uses an evidence-informed strategy, which is a strategy informed by objective evidence, evaluation, or research. (200 words allowed)
7. To what extent does the evidence-informed strategy consider the cultural context of the people you intend to serve? By cultural context we mean the beliefs, world views, and daily realities of the people you intend to serve as expressed from their perspective, understanding that the people you intend to serve may not share the cultural context that the staff of your organization may have. (200 words allowed)
8. Outline the timeline to be used in the development and implementation of the project. (150 words allowed)
9. How will the project expand or complement existing service capacity? (200 words allowed)
10. Describe the organization’s capacity to deliver the project. (300 words allowed)
11. Describe what the requested funds will be used for. (200 words allowed)
12. Confirm that all regulatory approvals for the project are in place or provide timetable for approval (zoning, environmental impact, certificate of need, historic preservation, etc.), if applicable. (300 words allowed)
13. For remodeling, delineate the physical construction (square footage and cost per square foot, scope of work, program spaces to be contained in new building, etc.). (300 words allowed)
14. For remodeling projects, have you secured at least two bids or was the cost negotiated? (200 words allowed)
15. For equipment projects, describe the equipment to be purchased. (200 words allowed)
16. For equipment projects, what is the basis for the cost of the equipment? (200 words allowed)
17. For equipment projects, if estimated, what is the basis for the estimate? Is installation included? If not, what is the cost of installation? (150 words allowed)
18. For equipment projects, how will you maintain the equipment? (150 words allowed)
19. For equipment projects, does the equipment require staff to be trained, and if so, how will you secure this training? (100 words allowed)
20. Describe the impact the proposed project will have on your operating budget. (150 words allowed)
21. Describe the status of pending request(s) to other revenue sources. (300 words allowed)
22. Describe the expected outcomes and procedures to measure progress toward goals (300 words allowed)
23. List the organizations you will be collaborating with on this project, if any, and describe how the collaboration will take place. (300 words allowed)
24. What else do you want share about this project?(200 words allowed)
25. Describe the status of pending request(s) to other funding sources. (300 words allowed)
26. Budget Detail
27. Explain how the requested funds will be used. (100 words allowed)
28. Please use this space to enter budget narrative information. Explain any expenses in the Other category.(150 words allowed)
29. Please complete the next few sections with estimated numbers about the population you anticipate serving. If the funding requested is for capital/equipment, please enter "0" in each section and complete the Outcomes Questions.

Population directly served by projectPopulation indirectly served by project

1. Age group of population being served

|  |  |
| --- | --- |
|  | Enter the #s you anticipate serving through this project |
| Birth – Age 5 |  |
| Children & Young Adults (6-17) |  |
| Adults (18-65) |  |
| Seniors (65+) |  |
| Total |  |

1. Gender of population being served

|  |  |
| --- | --- |
|  | Enter the #s you anticipate serving through this project |
| Male |  |
| Female |  |
| Total |  |

1. Race/Ethnicity of population being served

|  |  |
| --- | --- |
|  | Enter the #s you anticipate serving through this project |
| American Indian / Native American |  |
| Asian American / Pacific Islander |  |
| Black / African American |  |
| White |  |
| Latino |  |
| Total |  |

1. Income Level of Population to be served

|  |  |
| --- | --- |
|  | Enter the #s you anticipate serving through this project |
| Income level <200% of poverty level |  |
| Income level >200% of poverty level |  |
| Total |  |

1. Special populations to be served

|  |  |
| --- | --- |
|  | Enter the #s you anticipate serving through this project |
| With Disabilities |  |
| At-Risk Youth |  |
| Homeless |  |
| LGBT |  |
| Abused |  |
| Total |  |

1. Counties to be served

|  |  |
| --- | --- |
|  | Enter the #s you anticipate serving through this project |
| Milwaukee County |  |
| Ozaukee County |  |
| Washington County |  |
| Waukesha County |  |
| Total |  |

1. Outcomes Question

|  |  |  |
| --- | --- | --- |
|  | Enter each outcome | Enter # of clients you anticipate serving (“0” if no population is directly served) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

1. Proposals are considered incomplete if the following documents have not been submitted, preferably via email to CIAdmin@greatermilwaukeefoundation.org on or before the due date: - Year to date income and expense statement and balance sheet; - Most recent Form 990; - Most recent audited financial statements and notes