

# Nonprofit COVID Response **Fall** Mini-Grants for school-age child care and youth programs in Connecticut

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## Purpose

The **Connecticut After School Network** with support from the Connecticut Health and Education Finance Authority and the Nellie Mae Education Foundation is offering **mini-grants of up to \$20,000 each** to support the extraordinary needs that school-age child care and afterschool programs are experiencing due to the COVID-19 pandemic. These mini-grants will address needs in three specific areas:

- 1) additional cleaning/disinfection and health/PPE supplies, services, and/or staffing;
- 2) hazard pay (stipends) for staff; and
- 3) support for social-emotional and mental health needs of students and staff.

Two requests for proposal are available, one for summer 2020, and this one for the 2020-21 school year. Applicants may apply for both, but must submit separate applications.

## Eligible Applicants

In order to be eligible to apply for this funding, applicants must meet all of the following criteria:

- 1) Applicants must be **nonprofit organizations based in Connecticut**. Programs that use a nonprofit fiscal agent are eligible to apply, but must include information about the parent organization as well as their program. Public schools and municipalities are not eligible to apply for this funding.
- 2) Applicants must be **members** of the Connecticut After School Network. Membership is free and you can become a member by completing an online form (see step 1 below, under how to apply).
- 3) Applicants must be planning to provide in-person programming a minimum of two days per week after school during the 2020-21 school year. This opportunity is open to all Connecticut-based nonprofit after school programs serving children in grades K-12. Additional consideration will be given to programs that provide child care for school-age students five days per week.

## Grant Award and Duration

Organizations with three or more program sites, or serving more than 75 students, may apply for a maximum school-year grant of \$20,000. All other smaller programs may apply for a maximum school-year grant of \$10,000. Organizations may only submit one grant for the school-year and one grant for

summer programming. Please only request the exact amount you need for this time period so that as many programs as possible can share this funding. Funding amounts may not reflect the full amount requested.

## **Eligible Activities and Expenses**

Allowable expenses must be for the 2020-21 school year and are limited to the following categories:

- Cleaning supplies, equipment, services, and/or staff: for example, quick-read no-contact thermometers, disposable gloves, masks for staff and students, additional EPA-registered disinfectant sprays and wipes, full cost of added cleaning or nursing staff salary, tax and benefits for additional cleaning/disinfecting activities.
- Hazard pay/stipends for staff: not the full cost of staff, but only the amount above and beyond their previous rate of pay;
- Social-emotional learning/mental health supports, including purchase of SEL curricula or training or consulting support from a social worker or other mental health professional to support the needs of students and staff.

## **Grant Award Decisions**

The Connecticut After School Network will convene an outside panel to review all completed applications received by the due date. Grant awards will be negotiated and accepted in time for a grant award notification in early October. The Connecticut After School Network reserves the right to award in part, to reject all proposals in their entirety or in part, and to waive technical defects, irregularities or omissions if, in its judgement the best interest of the after school field in the state would be served. After receiving the grant application, the Connecticut After School Network reserves the right not to award all grants and to negotiate specific grant amounts so as to meet the overall purpose of this grant funding.

## **Fiscal Responsibility and Reporting Requirements**

The grantee will be responsible for adherence to all state and federal regulations governing expenditures, accounting and reporting requirements. Grantees shall prepare and submit a brief final report to the Network describing the program and how the funds were spent. Due to the high levels of uncertainty and the possibility of program closure during the pandemic, any program that does not utilize funds awarded because it ceases operations or transitions to entirely virtual programming must return the funding.

## **Questions**

Questions can be directed to Michelle Doucette Cunningham, Executive Director of the Connecticut After School Network via email (preferred) at [mdc@ctafterschoolnetwork.org](mailto:mdc@ctafterschoolnetwork.org) or leave a message at 860-730-2941.

## How to Apply

In order to be eligible programs must take two steps:

1) Register for a free annual membership with the Connecticut After School Network by completing this [short contact form here](#), which must include a valid email address. The primary contact must be a current member in order to be eligible to apply for this funding. Membership does not entail any additional responsibilities but does state that you elect to receive emails from the Connecticut After School Network. If you are not certain if you are already a member, please complete the form just to be certain. The form can be accessed using the link above or using this URL:

<https://ctafterschoolnetwork.z2systems.com/np/clients/ctafterschoolnetwork/membershipJoin.jsp>

2) Submit a completed application (as an attachment in either Word or PDF format) via email to Michelle Doucette Cunningham at [mdc@ctafterschoolnetwork.org](mailto:mdc@ctafterschoolnetwork.org) **no later than Friday, September 18<sup>th</sup>, 2020 at 5 pm**. All applications will receive a receipt via email. Paper submissions will not be accepted. Please single space your application and use an 11 point or larger font. Applications must include all the following information:

### Proposal Summary (first page)

- Program Name
- Organization Name
- Executive Director: name, email and phone
- Executive Director Statement of Commitment to the Project and signature (electronic signatures are acceptable)
- Contact Person (if different) name, title, email and phone
- Grades/Ages Served
- Total amount requested
- Total number of children you expect to serve afterschool fall 2020, total number of staff for this program, and number of sites
- Total number of days you expect to provide services and expected start date
- Cost per child served per day (total amount requested, divided by the number of children served, divided by the number of days you provide services)

### Proposal Narrative (three additional pages, maximum)

1. What is the mission and vision of your organization?
2. Describe the needs of the student population you serve
3. What are your plans for after school programming this fall?
4. How would you describe your current financial situation?
5. How will you use this funding? Why do you need it?
6. Did you apply for a PPP loan? Did you get it?

## Proposed Budget and Narrative

- Please submit a budget and a budget narrative for the project, detailing all expenses showing exactly how you would spend this funding if awarded. Budget must break out the costs according to the following four categories:
  1. Cleaning supplies and equipment ;
  2. Salary, tax and benefits of added cleaning or nursing staff, and the cost of any outside contracts for these services;
  3. Hazard pay/stipends for staff: not the full cost of staff, but only the amount above and beyond their previous rate of pay; and
  4. Social-emotional learning/mental health supports.

## Proposal Attachments

- 501(c)(3) letter
- List of board of directors and organizational affiliation
- Copy of last year's organizational budget and actual expenditures
- Copy of current year's organizational budget

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