

Your application has been submitted successfully and received by the Black Community Fund.

Your tracking number is 86491. **Please note that iGAM operates from the Eastern Time Zone. Your submittal will reflect a time stamp that is 1-hour later than Central Time; 2-hours later than Mountain Time and 3-hours later than Pacific Time.**

You will receive information on the status of your application 6 to 8 weeks following the application deadline.

For your records, here is a copy of the contents of your application.

Organization and Contact Information

Welcome to the Internet Grant Application Manger (IGAM) and the Black Community Fund's online grant application. To be considered for funding an organization must complete all of the information required on the online application, including the required attachments on Tab 3. Click here to read all of the Black Community Fund grant requirements and restrictions.

Application deadlines are 5 p.m. central time. The organization's primary leader will be notified by standard mail 8 - 10 weeks following the grant deadline of the funding decision. Following award notification, a grant report must be submitted in IGAM, accounting for granted funds and the outcomes as described in the application. Two-weeks following award notification, reporting instructions will be sent by e-mail to the IGAM user managing this online application.

Organization Name

Provide the name of your organization as it is filed with the IRS.

Foundation of the Metropolitan Community Colleges

If applicable, provide any other name by which the organization is known.

Francis Institute for Child & Youth Development - Metropolitan Community College

Mailing Address

3201 Southwest Trafficway

City

Kansas City

State

MO

Zip Code

64111

Web Site

If a Web site has been established for the organization, please provide the address.

www.askfrancis.org

Organization's Primary Leadership Contact Information

All written grant communications will be sent by standard mail to the organization's primary leader. Electronic confirmation of grant application submissions will be sent by e-mail to the e-mail account used to manage this online application.

On Page 3 of this application you will be asked to attach a detailed list of your Board of Directors' information.

Job Title

Executive Director

Prefix

Mrs.

First Name

Rebecca

Middle Initial

Last Name

Curtis

Suffix

<None>

Phone Number

816-604-4258

Fax Number

816-759-4527

E-mail Address

Rebecca.Curtis@mcckc.edu

Grant Application Contact Person

If the grant application contact person is the same as the organization's primary leader, check the box below to automatically fill-in the same contact information.

No

Job Title
Business Manager

Prefix
Mrs.

First Name
Karen

Middle Initial

Last Name
Boyd

Suffix
<None>

Phone Number
816-604-4253

Fax Number
816-759-4527

E-mail Address
Karen.Boyd@mccckc.edu

Application Questions

Mission Statement

What is your organization's board approved mission statement?

Our Mission: A Professional Development Institute creating a high-quality workforce for the care and education of children and youth from birth to 21 years of age.

Our Vision: Skilled and dedicated practitioners inspiring children, youth, and adults to reach their full potential.

Organizational Overview

Briefly describe the following:

- When the organization was founded and by whom.
- How many, of what primary demographic, have been served since inception.
- Include any special shifts or adjustments in mission since inception and why.

In 1990, several community leaders and educators embarked on a journey to increase the quality of care for children by providing accessible and affordable education and professional development opportunities to adults, primarily minority females, working in the field. A partnership was formed by MCC-Penn Valley, the Francis Family Foundation, the Greater Kansas City Community Foundation, Affiliated Trusts and KCMC Child Development Corporation. Through this collaboration, the Francis

Institute was created to provide on-site technical assistance, education and training for early childhood and afterschool providers throughout the Greater Kansas City urban core.

In 1995, with a lead gift from the Francis Family Foundation, a state-of-the art child care center was built to complement the Associate of Applied Science (AAS) program, providing students with internship and observation opportunities. This allowed all Francis Institute services to be housed in one area and bring new and existing programs under one umbrella; encompassing the Child Growth and Development Department, Child Development Lab School, and Francis Institute Resource Center. For more than two decades, the Francis Institute for Child & Youth Development has been a strong leader in accredited head start education and professional development.

The Francis Institute has altered the traditional role of higher education by dramatically increasing the range and delivery of its educational programs. The MCC-Penn Valley Child Growth and Development (CDCG) department offers college credit coursework through a variety of delivery systems. Additionally, the onsite Guadalupe Centers Inc. Plaza de Niños Child Development Lab School, allows individuals the opportunities to see theory in practice. The Francis Institute Resource Center offers training, coaching, and consultation in English or Spanish. Professional Development Specialists deliver customized coaching, consultation, and training services for early childhood, school-age, and youth programs preparing for licensing, pursuing accreditation, or participating in quality improvement initiatives on a state-wide and/or national level.

Program Title

Provide a brief, descriptive name for the program/activity/initiative.

Developing Your Childcare Business

Total Amount Requested (\$)

15000.00

Program Description

- Description of the program/activity/initiative's approach and what it includes.
- Is the program delivered via daily/weekly/monthly interaction and, for how many hours/days/weeks/months?
- Describe what the "client" experiences in terms of activities and process.
- Who is primarily responsible for delivering the service? Discuss why they are fit to deliver the service.

The Developing Your Family Child Care Business training program is an English and/or Spanish course targeting low-income, women who are child care practitioners and/or small child care center owners; currently 75% of program participants are African American. The 13 week course is delivered in Kansas City, Missouri and Kansas City, Kansas through a team of expert, culturally competent Francis Institute facilitators via two methods: face-to-face group settings or in an online, self-paced learning environment; available 24 hours a day. A participant manual is provided in both delivery methods to assist with the creation of a business plan and parent engagement handbook. The online course has seven interactive modules which provide opportunities to learn and practice financial, marketing and management skills necessary to build a sustainable child care business. Participants receive International Association for Continuing Education and Training (IACET) and Bi-State certified CEUs for each completed module. Participants are engaged in key topics that support business development that meet critical community needs, including:

- Identifying and addressing market needs
- Managing legal and regulatory requirements
- Pricing services appropriately
- Working with families to create successful partnerships
- Networking with other childcare providers in the community
- Accessing community resources

Program or Project Synopsis

Please provide a short synopsis of the information provided in this application by summarizing the organization, program/activity/initiative and intended outcomes.

The primary focus of the Francis Institute is to serve the urban core of Greater Kansas City; operating with a social mission of creating a professional workforce for the care and education of children and youth globally. Intended outcomes are to create a high-quality workforce for the care and education of children and youth and inspire children, youth, and adults to reach their full potential. Activities are focused on writing, presenting, and measuring the impact of our curriculum; including the Developing Your Child Care Business training program and continue to develop additional derivatives to meet the needs of the community.

Social Rationale

Describe social rationale for the program/activity/initiative including the following:

- The void the program is filling.
- The problem the program is fixing including for how many and for what primary demographic(s), i.e. economic, regional, cultural, etc.

Research findings such as those cited in the 2013 Policy Report from the Annie E. Casey Foundation indicate the importance of quality early child care and education. However, many child care centers do not meet quality measures; less than 10% of settings were found to provide very high quality care (National Institute of Child Health and Human Development, 2006). Within the Greater Kansas City community, the States of Kansas and Missouri have definitive licensing standards for child care operations, including those that are home-based or small business enterprises. Often the target audience, low-income Black and Hispanic women, although well intended, are not aware or fully informed of these requirements. The Francis Institute training program of concern, Developing Your Child Care Business, is specifically designed to increase knowledge of the legal and regulatory requirements as well as business skills for individuals starting or enhancing their family child care or small center.

Outcomes

- Describe in terms of social change and numbers what will be different when the grant money is expended.
- How many participants will have changed by the end of the program/activity/initiative?
- In what way(s) will participants be changed?
- Any secondary/ancillary social changes resulting from the program.

Following award notification, a standard grant report must be submitted through IGAM, accounting for all funds granted and the outcomes described in the application. Report form instructions will be sent by e-mail to the e-mail account used to manage this online application approximately two-weeks following award notification.

The grant award from the Black Community Fund will afford the Francis Institute the opportunity to make a difference in the lives of low-income Black and Hispanic women who seek to improve their socio-economic status through the operation of quality early child care centers. Currently we graduate 18-20 out of 25 participants per class; at least 5 of these graduates own and operate a quality child care center within 3 years of graduation. We anticipate positive social change for approximately 200 women during fiscal 2013-2014 as follows:

50 (2 face to face classes of 25 each) in Kansas City, Missouri
50 (2 face-to-face classes of 25 each) in Kansas City, Kansas
100 through online courses

The primary change in those who participate and complete the Developing Your Child Care Business training program will be (1) increased knowledge of the legal and regulatory requirements as well as

business skills necessary to operate a quality child care center and (2) increased knowledge of the child care center environment that ensures child safety and fosters child development. Secondary, the Francis Institute anticipates continued positive impact on child development, childcare-family relationships and community quality in terms of increased support for quality child care centers.

Program Budget

On page 3 of this application you will be required to attach a detailed program/activity/initiative budget. In addition to this attachment, please provided a short written narrative describing the following information:

- What specific items the funding you are requesting of the Black Community Fund will be used for.
- How much the full program costs to deliver.
- What other funding partners the program has. Include partner name/s and indicate whether funding is secured or pending and the amount.

If awarded, the grant proceeds from the Black Community Fund will be used for:

(1) Documentation, monitoring, and analysis of learning and post training socio-economic change outcomes for participants in the Developing Your Child Care Business.

(2) Book production expenses for the facilitator and participant manuals supporting the Developing Your Child Care Business training program.

(3) Gateway web-based hosting fees for the online, self-paced version of the Developing Your Child Care training program.

The full training program costs to deliver the face-to-face English and Spanish versions as well as the online version are budgeted at \$245,902 for fiscal 2013-2014.

Other funding partners for the Developing Your Child Care Business training program include:

- Francis Family Foundation \$122,500 Secured
- Stanley Durwood Foundation \$ 30,000 Pending
- Hispanic Development Fund \$ 20,000 Pending
- COMBAT Grant Match Funding \$ 15,000 Pending
- State Street Foundation \$ 15,000 Pending
- Port Authority/Isle of Capri Fund \$ 10,000 Pending

Total Program Budget Amount (\$)

What is the total cost of the program?

\$245,902

Past Funding

If applicable, list the year, amount and purpose the organization received previous funding from the Black Community Fund.

No record of previous funding from the Black Community Fund

Click the Attachments link at the top of this page to view or edit attachments.

Attachments

Title	File Name
Board of Directors	<u>MCC Foundation Board of Directors - Updated</u>

Program Budget

Sept 30 2013.xls
Developing Your Child
Care Business Budget
for Fiscal Year 2013-
2014.doc

Files attached to this form may be deleted 120 days after submission.



**Francis Institute for Child and Youth Development
Developing Your Child Care Business Program
2013-2014 Budget**

EXPENSES:

Program Personnel	Budget
25% of 5 FTE (salary & benefits)	\$107,347
Equipment and Supplies	
Product packaging (graphics and layout) and promotion equipment/materials	\$25,000
Marketing (purchasing lists, print ads, multi-language literature, flyers etc.)	\$35,000
Program Outcomes Documentation and Evaluation	\$5,000
Office supplies and shipping costs (including technology support)	\$4,000
Other Direct	
Book Production	\$6,700
Contracted Editing Services	\$5,000
Program Translation into Spanish (editing & formatting)	\$25,000
Web-Based Training: Gateway Hosting Fees	\$5,500
Travel expenses (local training and promotional conferences)	\$5,000
Indirect (10% of direct costs)	\$7,355
Total	\$245,902

INCOME:

Book Sales	Budget
Facilitator and Participant Manuals	\$ 18,402
Matching Grants	
Francis Family Foundation	\$122,500
COMBAT 2014 Grant Match Funding (planned request)	\$15,000
Additional Grants	
Stanley Durwood Foundation (requesting November 2013)	\$30,000
Black Community Fund (requesting December 2013)	\$15,000
State Street Foundation (requesting December 2013)	\$15,000
Port Authority / Ameristar-Isle of Capri Economic Advancement Fund (planned 2014 request)	\$10,000
Hispanic Development Fund (planned April 2014 request)	\$20,000
Total	\$245,902

