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CARSON CITY
EXECUTIVE OFFICES

Carson City, a Consolidated

Municipality

Application for

Community Support Services Funding
Fiscal Year 2012-2013

Name of Organization: Nevada System of Higher Education, Board of Regents, Western Nevada College, Child Development Center

Amount Requested: \$13,577.50

Contact Person: Andrea M. Doran, Director of WNC Child Development Center

Mailing Address: 2201 W. College Parkway

City: Carson City State: NV Zip Code: 89703

Phone Number: 775-445-4265 E-mail: abennett@wnc.edu

501(c)3 Taxpayer I.D. Number: 88-6000024

Date Submitted: _____

Please mail completed application and attachments to:
Carson City Executive Offices
201 N. Carson Street, Suite 2
Carson City, NV 89701

Carson City Community Support Services
APPLICATION FOR GRANT FUNDS
Fiscal Year 2012-2013

Organization Information

1. What is the overall purpose or goal of your organization?
The center's mission is to provide nurturing and developmentally appropriate childcare for children and families. We believe in the development of the whole child and our curriculum is designed to facilitate toward developmental areas of creative, emotional, social, physical, and intellectual growth for each individual child we care for. The purpose of our approach is to foster competency in the young child and while our emphasis is on the individual child we also endeavor to support and encourage a teamwork approach to families.

2. How long has your organization been in existence? 19 Years ___ Months

How long has your organization been in Carson City? 19 Years ___ Months

3. Describe in general the activities or services of your organization:
The Center provides child care for families of the Carson City area and surrounding areas. We also provide care for students of the surrounding Nevada System of Higher Education institutions including: Western Nevada College, University of Nevada Reno and Truckee Meadows Community College. We also do our best, along with providing quality care for children, to be a community resource for families.

4. How many people do you intend to serve during this Fiscal Year 2012-2013?

of Youth 95-100 # of Adults 30-50 # of Seniors _____

5. How many people served this Fiscal Year 2012-2013 will be Carson City residents?

of Youth 80-100 # of Adults 30-50 # of Seniors _____

6. How many paid employees/volunteers does your organization employ?

of full-time employees 11 # of part-time employees 22

7. Percentage of organizational funds to be utilized for administrative costs (i.e., salaries, travel, training, etc): 95%

8. Describe how your organization is managed and governed (i.e., Board of Directors).

Board of Regents > Nevada System of Higher Education > Chancellor > President, Western Nevada College

9. Please provide information on your Executive Board members or contact person:

<u>Name</u>	<u>Title</u>	<u>Phone</u>
N/A		

Program/Proposal Information

10. Amount of funds requested? \$ 13,577.50
11. Purpose of Program/Proposal: Describe the program/proposal, target population, number to be served, what the grant will specifically fund. Explain your organization's qualifications to deal with the issue.

We request grant funding to establish a staff and parent training fund. First, as mandated by both the Nevada Bureau of Child Care Licensing and the National Association of Education for Young Children (NAEYC), staff are mandated to participate in continuing education and training each year in order to stay versed in best practices and advancements in the field of early care and education. Classified employees of the center are eligible for reimbursement of credit bearing classes required for their field but currently, the center provides a similar benefit for non-classified employees out of our operating budget but are limited to non-credit bearing trainings. Secondly, we propose establishing a fund to provide family support trainings to parents and caregivers at no cost.

12. Goals, Objectives & Measurable Outcomes: The events and/or services must assist the City to fulfill its vision statement and accomplish one or more of the City's Goals. Please indicate which goal(s) will be met. Clearly state measurable outcomes of the project. Tell how you propose to achieve the outcomes of the project in terms of specific activities, including a timetable (proposed starting date and duration of the project):

"A Community Dedicated to Excellence in Education"

By giving our staff the opportunity to pursue training and education in their field of choice. Here to, there is an opportunity for our student employees to professionalize the field of early care and education through continued education and experience. NAEYC requires that all staff members participate in continued education but to an end, meaning these staff should be working toward the goal of a Child Development Credential, AA degree or higher. We currently have a total of 22 employees who would benefit from this proposal and our goal would be to pay for the equivalent of 15 hours of continued education for each of them per licensing year. This goal may also be accomplished by way of this grant request in the ability of our program to provide relevant training to parents and caregivers in a familiar and appropriate setting, dictated by their needs and suggestions. Currently, we serve 86 families and would like to provide at least 7 trainings over the next year ranging from child nutrition to guidance and discipline, sign language to learning how to play with children.

"A Safe and Secure Community"

By creating an environment where our staff is well trained and educated in the best practices in the field of early care and education we would be able to continually improve on our ability to provide quality care to the families we serve in our community.

By providing appropriate training and resources to families in regard to but not limited to child development and positive guidance, we can create an environment of partnership for children and families.

13. Indicate who will benefit from the use of these funds, and how they will benefit. If this is an ongoing event, please state how you intend to fund the program in future years.

Non-classified staff will benefit from this program by having access to education and training in their desired field. They will further benefit by meeting the mandates of the state and NAEYC by growing in their field.

The children of the center will benefit from a capable and professional staff who will be better equipped to deal with their group and individual needs from safety to curriculum.

Parents and caregivers will benefit from this program by having access to information about child development; what to expect as parents; ways to better interact with their children; and how to provide positive guidance as well as gaining information about community resources that they may not have known they had access to.

14. Are you aware of any other private sector/nonprofit/governmental/agencies in the area providing the same services as your program/proposal? If yes, please explain how your project will complement other existing programs?

There are several child care centers in the Carson City area and there are also organizations that provide parenting classes like the Ron Wood Foundation. However the Center staff believes this program may be better able to meet the needs driven by our center's population being in a familiar setting. As a NAEYC-accredited center, we are required to adhere to more stringent standards, and being able to provide this service to our families would create a cooperative relationship that will benefit the parents and their children.

15. Please include a detailed budget for this program/event, and detailed list of intended expenditures and revenues.

The current cost per credit at WNC is \$78.25, ECE or HDFS classes range from 1 to 3 credits. A one-credit class would satisfy the licensing requirements for continuing education.

We currently have 22 staff members.

Cost per staff member per 1 credit course plus \$5.50 tech. fee charge: \$1842.50

Cost per staff member per 3 credit course plus \$5.50 tech. fee charge: \$5527.50.

We would like to offer at least 5-7 parent trainings a year at an approximate cost of:

Trainer's fees: \$300-\$500

Travel for trainer: \$200-\$500

Materials: \$50-\$150

Total potential cost for 5 trainings: \$5750.00

Total potential cost for 7 trainings: \$8050.00

16. Has your organization been funded by Carson City previously? ☐ Yes ☒ No
If yes, please list:

<u>Year</u>	<u>Amount</u>	<u>Program/Event</u>
2012	\$50,000	Initiative for Child Care Subsidy for Carson City Students and Job Seekers

***We submitted the above grant request to the Community Development Block Grant but have not yet received information on the results of that process.

Required Attachments:

- X A copy of your 501(c)3 Designation Letter from the IRS. For branches of a larger organization (i.e., local troop of Boy Scouts of America), please provide the letter for your umbrella organization.
- X A copy of your most recent audited financial statement. For smaller organizations, or branches, a more simple budget showing income and expenses is acceptable. Also include an IRS form 990.
- X **Previous Grantees: If your organization received grant funding in Fiscal Year 2011-2012 you must complete and submit an Annual Report form detailing how those funds were spent. Applications for former grantees will not be considered if an Annual Report has not been included.**
- X Signed Guidelines for Grants (please keep a copy for your files).

Guidelines for Grants

Fiscal Year 2012-2013

Vision

A leader among cities as an inviting, prosperous community where people live, work and play!

Mission

Preserve and enhance the quality of life and heritage of Carson City for present and future generations of residents, workers and visitors.

City's Goals

A Safe and Secure Community

A Healthy Community

An Active and Engaged Community

A Clean and Healthy Environment

A Vibrant, Diverse and Sustainable Economy

A Community Rich in History, Culture and the Arts

A Community Dedicated to Excellence in Education

A Physically and Socially Connected Community

A Community Where Information is Available to All

1. The competitive grant review process seeks to identify and fund those projects and programs with the greatest potential for furthering the City's goals while benefitting the community.
2. Funding is provided on a year to year basis only. Funding is strictly limited by the availability of funds.
3. Upon approval by the Board of Supervisors of the request, the grant money will be included in the next succeeding year's budget and will be dispensed by the City Manager's Office without further hearing. However, the Board shall continue to retain the prerogative and authority to deny any payment, if in the opinion of the Board, the applicant is not making a "good faith" effort in meeting the obligations and commitments outlined by said applicant within the application process. All grants approved shall be subject to funding availability.
4. The Board of Supervisors may in any event decide by majority vote to conduct a subsequent hearing concerning the application and, if so, the applicant will be notified as to the date of the subsequent hearing.
5. The applicant will utilize the grant monies solely for the general benefit of Carson City and the purpose set forth in the grant application.
6. These guidelines shall not prevent the City from entering into a contract to provide grant money for a term of years.
7. These guidelines shall not control any grants of money provided by any other public or private entity.

8. Approval of each request for funds and/or other forms of consideration shall have a condition that the applicant must complete an Annual Report form detailing all funds utilized, measurable outcomes and benefit to the citizens of Carson City. The completed Annual Report must be submitted to the City Manager's Office no later than March 2, 2012.
9. Any and all individuals and/or entities desiring a grant from the City must complete and execute an "Application for Grant Funds" form and include the required attachments as listed in the application.
10. The **original and nine (9) copies** of the application packet must be submitted to the City Manager's Office no later than **5:00 p.m. on January 31, 2012**. An electronic pdf version may also be e-mailed to cceo@carson.org.

I have read and understand the Guidelines for Grants. The information that is included within this application and its attachments are true to my knowledge.

Western Nevada College Child Development Center
Name of Program

Andrew Musoran
Project Director Signature

1-31-12
Date

Carson City Executive Offices
201 N. Carson Street, Suite 2
Carson City, NV 89701
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www.carson.org