**FY 2022-2024**

**Application Instructions**

**Application Presentation & Specification:**

* **Proposals must be received by 5 p.m. on Monday, January 31, 2022 to the Columbus County Partnership for Children office at 109 W. Main St. Whiteville NC 28472.**
* 1 original signed paper application (postal mailed) and 1 complete electronic file emailed to charmaine.bluesingletary@columbussmartstart.org. (Microsoft WORD & EXCEL or PDF)
* Letter size paper
* Order of documents as follows:

1. Application

2. Budget Workbook– 2022-2023 & 2023-2024 (budget, budget narrative, and

 personnel detail)

3. Logic Model – 2022-2023 & 2023-2024 (Complete one for each year)

* Original should be bound with a binder clip (no staples, please)
1. **Application**
* Read all instructions prior to completing application. Be sure to answer each question clearly and with complete sentences.
* If you are a current CCPC contractor, make sure that the previous allocation amounts listed are the *final* year end allocations.
* Pay attention to the questions in the application and answer them as clearly and directly as possible.
* Aligning with our Strategic Plan, the application contains questions about equity strategies.
* The Smart Start ContractActivity Descriptions (CAD) are summaries of each of the activities going out to bid with the expected outcomes. The ContractActivity Descriptions must be your guide in completing the application. Address all activity components included in the Contract Activity Description within the logic models. Copy and paste the CAD for which you are applying below directly onto page 1 of the application.
* If you are making application for a new activity or service, please provide a detailed description of the proposed activity under the “Section B” of the ***Smart Start Application for Funding.***

**SAMPLE CAD DESCRIPTIONS**

Raising A Reader, Activity ID# 003

PSC:5512 PBISID:FS20

A Raising A Reader (RAR) Community Coordinator will implement Raising A Reader, a program that promotes improved literacy development through daily book sharing between caregivers and young children. The RAR Coordinator will hold a Bachelor's degree in early childhood education or related human service field and is required to attend the RAR National Coordinator Training prior to initial implementation. Coordinators will host two trainings for the site implementers that have been identified to participate in this project. Identified families will be loaned a book bag containing high quality developmentally appropriate children's books. The books will be exchanged each week. Parents of the children in the project will be invited to participate in at least two parent workshops where they will learn book sharing strategies. At least one library event will be provided for RAR participants and their families. Participants and their families will be provided with library information, library card application, and other community literacy resources. The program will be implemented with model fidelity as described above. Child care centers, child care homes, or other community sites with a high percentage of low-income children will be targeted. Smart Start funds may also be used for books for children, child care for participants, and/or incentives for eligible participants.

 Measurable Outcomes Include:

* Increase in frequency of adult and child shared reading
* Increase in the adult use of recommended reading strategies

Quality Enhancement Project, Activity ID# 009

PSC:3125 PBISID:PLA40

. The QES will work one-on-one with child care providers, staff members, and directors on-site in start-up, temporary licensed and 1-5 star licensed child care and GS110 facilities. This may include centers, family child care homes, and NC Pre-K school sites in Columbus County. First priority will be given to facilities with high enrollment and with low program and education points. Priority will also be given to any facility that is committed to increasing or maintaining its star rating and are up for star rating license renewal within 9-12 months. The QES may develop a Technical Assistance Plan (TAP) and an Educational Facility Plan (EFP) in collaboration with the staff of the child care facility. The TAP will be based on facility/classroom needs to improve or maintain quality. The appropriate research-based environment rating assessment tool (ERS) will be administered. Technical assistance methods may include, but are not limited to, coaching, consultation, assessing teacher education, use of the rating scales, modeling techniques, and general observation including the use of POEMS (Preschool Outdoor Environment Measurement Scale). The EFP will be based on the education level of staff and how to increase facility education points. An educational award may be available for qualified child care staff. The QES may host a quarterly collaborative group meeting. A minimum of two quality-related workshops will be offered and light refreshments may be served. This activity may work with the Columbus County Environmental Health personnel to address any health and safety issues in child care facilities. The QES may also assist in getting ELF resources to and from child care facilities. A contracted TA specialist may be utilized throughout the year. Non-cash awards for those sites participating in technical assistance may also be offered based on successful completion of activity outcome and in compliance with current requirements of NCPC and local policies and procedures. Any family childcare home (FCCH) in Columbus County will be offered the opportunity to participate in the Wonderschool program. FCCHs that participate in Wonderschool are required to attend onboarding and subsequent learning sessions online, implement the required activities associated with the program, and engage in ongoing TA provided by the Partnership Staff. Participation in all required Wonderschool activities support higher quality child care services as outlined by Wonderschool, and may result in a noncash grant award intended to support the longer-term sustainability of this work and in compliance with current requirements of NCPC and local policies and procedures.

 Measurable Outcomes Include:

* Increase in program quality AND Maintain high program quality
* Any other outcome unique to the activity

Early Learning Facility, Activity ID# 010

PSC:3115 PBISID:PLA40

The ELF may be open to the public (child care providers, families, community groups, etc.) up to 40 hours per week. A membership will allow patrons to borrow an extensive variety of age and developmentally appropriate children's books, videos, prop boxes, puppets, music for children ages birth to five. Patrons will also have access to a work room that includes laminating machine, comb binder, Ellison Die-Cut machine, Cricut machine, a projector, art and bulletin board supplies. Outreach events may be offered to encourage use of ELF resources. Contracted professionals may be used at some of these outreach events. The ELF staff may deliver resources to child care facilities. Consumer awareness materials about early care and education, health, family support and child wellness will be available in English and Spanish. The ELF staff will be responsible for inventory maintenance, cleaning and record keeping. The ELF staff may make referrals to Columbus County Partnership for Children funded activities when appropriate. The ELF staff may participate in events such as Week of the Young Children and other community events. ELF staff may attend local and regional trainings/workshops to enhance skills.

 Measurable Outcomes Include:

* Improved ECE program environment
* Increase in parent knowledge

Reach Out and Read, Activity ID# 011

PSC:5523 PBISID:FS20

This activity will collaborate with medical care practices to provide pre-literacy opportunities for children and their parents. The participating trained medical care providers will voluntarily incorporate Reach Out and Read (ROR), an evidence-based model, into young children's regular pediatric checkups or well-child visits. The medical care providers will implement ROR in their practices according to the National ROR guidelines. During each of the routine visits, children will receive a new, culturally- and developmentally-appropriate book to take home and read with their parents. The medical care providers will discuss the importance of reading, model reading a book aloud to the child, and encourage parent-child interactions as part of pre-literacy and language development. The program begins at the child's 6-month checkup and continues through age 5, with a special emphasis on children growing up in low-income communities. Medical practices will participate in the parent survey period and submit parent surveys to ROR Carolinas. This activity will provide a Project Coordinator to support the medical practice with book ordering, data collection, literacy rich waiting room development, and overall program coordination. The medical care practice will display a literacy-rich waiting room area that reinforces the doctor's "prescription to read".

 Measurable Outcomes Include:

* Increase in frequency of adult and child shared reading
* Increase in the adult use of recommended reading strategies

Ready, Set, Go - Columbus, Activity ID# 225

PSC:3417 PBISID:H10

Ready, Set, Go-Columbus will promote the social and emotional development of young children enrolled in child care facilities and preschool programs in Columbus County. The program aims to assist facilities in better preparing children for Kindergarten by addressing developmental and behavioral symptoms in the classroom. Strategies and techniques from the Pyramid Model which incorporates positive, problem-focused, goal-directed interventions that prevent and address challenging behaviors in young children will be used to promote successful social and emotional competence. Ready, Set, Go will be staffed by a Program Administrator and a Behavior Specialist. The Behavior Specialist position may be filled by no more than two individuals. The professional staff will at minimum, meet Level 11 Technical Assistance requirements and will be certified by the NC Institute for Child Development Professionals or a licensed mental health clinician, such as a licensed clinical social worker or licensed professional counselor. Program staff will provide trainings, education, classroom observations, consultation, coaching, and support through implementation of techniques, interventions and strategies to ensure fidelity to the model. Referral and linkage to other community services and resources will also be provided, when needed.

 Measurable Outcomes Include:

* Improved teacher/child interaction

Parents As Teachers, Activity ID# 226

PSC:5509 PBISID:FS30

The Parents as Teachers (PAT) program will provide: (1) personal visits, based on recommended dosage for each family's number of risk factors; (2) 12 group connections per program year; (3) annual developmental screenings and a health review that includes a record of hearing, vision and general health status; and (4) referrals to community resources provided to families as needed. The PAT program will serve a target population with at least one risk factor and identified as most appropriate for PAT services in the community. The parent educator will have a Bachelor's degree in a human service related field and experience relevant to serving the target population. Parent educators will be PAT trained and certified, and will implement the program with model fidelity. The program will submit an annual report to PAT and participate in the Quality Endorsement and Improvement process as required by PAT National Center (PATNC). Smart Start funds may also be used to support incentives for eligible participants.

Measurable Outcomes Include:

* Increase in positive parenting practices

**2. Logic Models for FY 2022-23 and FY 2023-24 (with data as of third quarter)**

* Use the sample logic model format.
* Logic models must include current, local data as much as possible in the needs statement column.
* Please enter an output for each of the activity components included in the Contract Activity Description.
* You may list multiple outputs that relate to a single outcome.
* Project outcomes using the (x of y) format for the percentage of goal to be achieved.
* Refer to the 2019-20 Early Childhood Profile Results to address the long-term outcomes/EC Profile Indicator column of the logic model. If the activity does not have a corresponding EC Profile result, please note that in the logic model and continue to address the long-term outcomes.

**3. FY 2022-23 & FY 2023-24 Projected Budget Amounts**

Budget requests should be reasonable and necessary to carry out the program and meet projected outputs and outcomes described in the activity’s logic models. New applicants and those seeking to change the scope of their services should reach out for a phone consultation prior to application due date to Charmaine Blue-Singletary at 910-499-4545.

**4. Budget Forms**

You will find a Budget Proposal Excel Workbook entitled Budget Proposal 2022-23 with the following tabs:

* Instructions
* Budget Proposal
* Budget Narrative
* Personnel Detail

Read the instructions. Complete each tab. Make sure you include as much detail as possible in the narrative description. Personnel descriptions should include each position, the projected number of hours, FICA, benefits, insurance, and retirement. Refer to the North Carolina Partnership for Children’s Cost Principles for allowable expenses.

**5. Program Guidelines**

 Complete the attached Program Guidelines by using the bulleted list as a guide for describing the operating procedures of your program. This document is required of all funded activities and is monitored by the North Carolina Partnership for Children.

**Individual Consultation**

Staff will be available to consult with you throughout the application process:

* For questions regarding the application, program, logic model or budget, please contact Charmaine Blue-Singletary at 910-499-4545 or by email at -charmaine.bluesingletary@columbussmartstart.org.
* You may also contact Selena Rowell, Executive Director, at 910-499-4548 or by email at selena.rowell@columbussmartstart.org.