**Buell ReStart Fund**

**Application Packet for Current Child Care Grant Partners**

**(Due May 13, 2020)**

**Grant Purpose and Goal**

The Buell Foundation has a long history of supporting child care and early learning centers in Colorado. Given the current COVID-19 pandemic, this industry is struggling more than ever before and requires support to stabilize and reopen for services. This grant opportunity is available for licensed, nonprofit child care centers that have received an operating or program related grant from the Buell Foundation in the last two years. The intention is to support centers that are currently closed or operating at less than 25% of normal capacity to reopen for the summer session. These funds are intended to be one-time in nature and will support the initial activities or costs to reopen the center; they are not intended to be ongoing operating funds. A priority for the Foundation continues to be access to quality care for those children the farthest from opportunity. Priority will be given to centers targeting children from low-income families.

**Grant Size**

The Buell Foundation has approximately $250,000 to give in the ReStart Fund at this time. It will not be possible to fund all requests, and applicants will be prioritized for funding to support those most in need. For those organizations who receive them, grants are expected to range from $2,000 to $10,000 based on multiple factors, including the financial condition of the center, the number of classrooms being opened and the anticipated number of children enrolled. We expect grants will be distributed the last week of May.

**Eligibility**

Applicants will demonstrate the following to be considered for funding:

1. Licensed, nonprofit child care centers that have received an operating or program related grant from the Buell Foundation in the last two years
2. Closure in response to COVID-19 pandemic or operating at less than 25% of normal capacity
3. Plan to reopen or ramp up for the summer (a letter from the board is required as proof of commitment)
4. Must be open for at least six weeks over the summer months for full-time care and education (priority given to centers open for the full summer session)
5. Continuing commitment to serving children from low-income families
6. Programs with a current operating reserve (defined the ratio of net current assets to annual budget) in excess of six months will not be eligible. Please contact your Program Officer if you have questions.

**Submission Details**

* Deadline to apply: May 13, 2020 by 5:00 p.m.
* Email applications to Bill Inama – [binama@buellfoundation.org](mailto:binama@buellfoundation.org)
* Subject line should include the name of your organization and COVID-19 ReStart Fund Application *(e.g. – ABC Organization COVID-19 ReStart Fund Application)*

**Check List**

Grant Summary Sheet (attached)

Reopening Plan (template attached; limit to two pages)

We realize that this plan may not yet be fully formed. Using your most current information and assumptions, please provide a brief, simple explanation to give us a good idea about what you anticipate seeing in the coming months. We know that plans can change, and we acknowledge that none of the information provided in this document is set in stone.

Projected reopen/ramp up budget that covers the period of June 1-August 31.

We realize that this is a best guess at this point in time, and it might change as we move into this time period. We hope that this document will provide us will a better idea about your operational needs during the summer months. Be sure to include both revenues and expenses. Also, note which sources of revenue are secured (e.g., Head Start, DPP, essential child care reimbursement, etc.), which are estimates (e.g., tuition, CCAP, etc.), and which are being pursued (e.g., foundations).

Year-to-date financial information (Balance Sheet/Statement of Financial Position and Profit and Loss/Statement of Activities), including comments on significant changes to financial position. If possible, documents should reflect the period ending March 31, 2020. If you do not have financial statements that recent, please include your most recent statements along with your current bank balance.

Letter (scanned or in email form) from organization’s Board of Directors certifying that the plan and reopening date are approved and expected by the board.

**Summary Sheet Form**

**Legal Name of Organization:**

**DBA** (if applicable):

**Mailing Address: Phone:**

**EIN:**

**Website:**

**Name of CEO or Executive Director & Title:**

**Phone:** **Email:**

**Application Contact & Title** (if *not* the CEO or Executive Director)**:**

**Phone:** **Email:**

**Grant Request Information**

**$**

**Amount of Request:**

**Please provide information about how you expect to use these funds:**

By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge.

**CEO/Executive Director Date**

**Reopening Plan**

(Limit to two pages)

**Timeframe:**

1. If your center is currently closed, expected reopening date: Click here to enter a date.

If you are currently operating at limited capacity, what is your expected ramp up period?

1. What will be the duration of summer programming?
   1. \_\_ weeks
   2. \_\_ hours per day

**Scope:**

1. How many classrooms will be opened?

|  |  |  |
| --- | --- | --- |
| # Infant Rooms | # Toddler Rooms | # Preschool Rooms |
|  |  |  |

Additional Comments:

1. What is your enrollment goal for these classrooms?

|  |  |  |
| --- | --- | --- |
| # Infants | # Toddlers | # Preschoolers |
|  |  |  |

Additional Comments:

1. Comment on the staffing that you have secured or your staffing needs to open/ramp up for the summer session.
2. Describe your recruitment, enrollment, and student/family retention strategies for this period. How will you prioritize children from low-income families?
3. Will your tuition structure be adjusted during this period? Please provide your anticipated tuition rates.
4. Staff at the Buell Foundation are interested in understanding the resources available in communities across the state and how those resources are being accessed. What resources are available or have you already accessed to support your reopening or operations (e.g., PPP, bulk purchasing through school district, local/community foundations, county resources, etc.)?