



2023 Community Child Care Solutions Fund (CCSF) Grant Guidelines for 2024 Funding

What is the Iowa Women's Foundation?

The Iowa Women's Foundation (IWF) is a nonprofit, grantmaking foundation dedicated to expanding opportunities and promoting positive social change. Our mission is to improve the lives of Iowa women and girls through economic self-sufficiency. 2024 will be the seventh year of CCSF grants. In the first five years, IWF has awarded \$400,000 to 41 projects.

Who is eligible to receive an IWF CCSF grant?

Nonprofit (501(c)(3) tax-exempt) organizations or grassroots groups working to increase the availability of quality, affordable child care in Iowa are eligible to apply.

If you are, or plan to be, a registered child development home, licensed child care center or preschool, or a Department of Education preschool, you were required to provide a certificate of registration or license with your LOI. All programs must work to increase the availability of quality, affordable child care in the state of Iowa.

What are the IWF's priorities in awarding CCSF grants?

Economic self-sufficiency for all of Iowa's women and girls is central to the mission of the Iowa Women's Foundation and to our grant programs.

The CCSF is a "field of interest" fund for grantmaking and action hosted by the Iowa Women's Foundation. In particular, the CCSF is designated to improve the lives of Iowa's women and girls through financial independence, specifically by improving the availability of, and access to, quality, affordable child care in Iowa. The funds in the CCSF are invested in organizations and institutions focused on innovative and sustainable strategies/solutions ensuring access to affordable, quality child care that decreases the work force gap and ultimately increases women's economic security across Iowa. All requests must increase the number of spaces available for children in the community you are serving.

The IWF uses research to identify the biggest barriers to women's success as well as their greatest needs and encourages others, including potential grantees, to do the same. In 2015, IWF met with leaders and members of 18 different Iowa communities to discuss what those barriers were and together six barriers were identified: employment, child care, housing, education/training, transportation and mentors.

The IWF returned to those 18 communities in 2016, shared the results, interacted with the findings and identified a course of action to address one of the barriers the communities felt was the most significant—child care. To date, IWF is working in more than 50 communities to shatter the barrier of child care for all Iowa's women.

Completing a full application for a CCSF grant from the Iowa Women's Foundation

Congratulations! You have been invited to complete a full application for 2024 funding.

To access the full grant application, you will log into the grant portal through this link:

<https://www.grantinterface.com/Home/Logon?urlkey=cfojc>

If you applied for an IWF grant in 2022 for 2023, please use the same log in information and password. By using the same, your contact information will auto fill into the application. You may edit this information if need be.

If this is the first time you are applying, you will need to create an account using your email address and your own password.

Once you login, you will see the dashboard of applications that are available. Click on the "Apply" button at the top left of the screen. You will then have direct access to the CCSF Full Grant Application. Click on this to begin the process.

Once the application opens, you may begin the application process. DO NOT click the Submit button until you are ready to submit the final version of your application. Once the application is submitted, you cannot go back in and edit. If you have any questions at any time through the process, contact Ann at ann@iawf.org.

An image of the beginning of the application form appears below:

The screenshot shows the beginning of an application form. At the top, it says "Application" and "Child Care Program Expansion". There are buttons for "Public Profile" and "Collaborate". Below this, there are two tabs: "Contact Info" and "Request". The "Contact Info" tab is active, showing applicant and organization details. The applicant is Ann Parker, and the organization is Iowa Women's Foundation. There are edit icons for both. Below the contact info, there is a message: "If your organization information does not appear correct, please click the edit (pencil) icon." At the bottom, there are tabs for "Application", "Document Viewer", "Application Packet", and "Question List". The "Application" tab is active, showing a form with fields for "Project Name*" and "Organization Name*". The "Project Name*" field contains "Child Care Program Expansion" and the "Organization Name*" field contains "Annie's ABC's Child Care". There are also some handwritten letters "A.", "B.", "C.", "D.", and "E." scattered around the form.

This application format will allow you some additional tools that you may find helpful.

The applicant and organization information at the top of the form will be based on the information you submit when you created your account. Going forward, this information will auto fill into any new applications you may apply for with the Iowa Women's Foundation in the future.

Please make sure that you record your personal customized password for future use.

The buttons marked A-B-C-D-E:

- A. Public Profile – this allows you to access your organizations information in Guidestar with your Tax ID number if you are registered with this program. If you are not registered with this program, that is ok. This will not prevent you from completing the application and is not necessary for you to be registered with Guidestar.
- B. Collaborate – if you are working with multiple people within your organization such as a co-worker, board member, or anyone else that you would like to give permission to review the application or complete certain sections for you before you submit it, this is a helpful tool that they can use to log into the system individually. You must give them permission to be able to access the form. And do not submit until all parties agree that the application is complete and ready for submission. **You cannot go back and edit once you have submitted the application.**
- C. Document Viewer – this allows you to view and download all uploaded documents within the application.
- D. Application Packet – when clicking on this button, a pdf copy of your completed application form will be downloaded. You may print or save the application for your files.
- E. Question List – you may download and print a copy of the application questions before you begin to complete the form. This can be helpful as you formulate your answers to the questions. We might suggest that you answer the questions in a word doc and copy and paste into the application once you are ready to complete the form. Be conscious of the word counts for each answer.

Technical Tips for completing the application form

- The character count includes spaces as well as characters and numbers.
- A user will be automatically logged out of the online system after 90 minutes of inactivity. The user will receive a warning message at 80 minutes of the pending time out. If you don't see the warning message and can't access your application, exit the program, and re-login.
- Note: the system will auto save every 20 minutes. To ensure that you don't lose any information already completed, it may be helpful to save after each page or question you have answered.
- Again, you may choose to prepare your responses in a document outside of the online system (ie: Microsoft Word) and then copy and paste the text into the online form. If you

prepare your application in this way, be sure to keep track of character limits. As noted above, character limits include spaces and characters. We recommend that you do not use formatting tools, (available in Microsoft Word and other programs) because the formatting will likely not transfer to the response area when pasted into the online system.

- It is advisable to download copies of all submitted forms to your computer.
- If you do not provide an answer for one of the required questions, you will not be able to submit your application.
- Once you have completed your full application, remember to click “Submit Form” when you are finished, however, make sure your application is in its final form as **you cannot go back and edit once you have submitted the document. All applications must be submitted by Friday, October 6, 2023 at 5:00 pm.**

Guidance for Completing Specific Sections of the Application

- A5. Contact Name.** This should be the individual who manages the parent agency such as the CEO or Executive Director that is submitting the proposal and who is responsible for its fiscal and legal operations, i.e., someone who can sign contracts on behalf of the organization.
- B2a. Project Contact Person.** This should be the individual who is directly responsible for preparing the application and/or who will be managing the project if funded.
- B4a. Barriers to accessing child care addressed by this proposal.** Every proposal must address this.
- B5. Provide a concise summary of the proposed project** Readers should be able to discern all the key elements of your project from this summary: who will lead the work; who will benefit from it; highlights of the work plan and timetable; compelling needs it seeks to meet; anticipated outcomes; and what makes it innovative or unique.
- B6. Time Period Covered by the Grant.** Note that January 1, 2024, is the earliest funding will begin. CCSF grants are generally awarded for one year unless special circumstances warrant otherwise. Please explain any such needs in Section F1.
- C3. Plan for evaluating short- and long-term success.** The proposal should incorporate measurable outcomes, i.e., quantifiable indicators that you will be able to track during the project to determine if it was a success.
- C4. Sustainability.** What are your plans going forward to sustain your program/services after IWF funding ends? Are there on-going expenses that will need to be funded? And how will you maintain the funding?
- D1. Community Input.** Are there organizations, businesses, families that have provided input for the success of your program?
- D2. Project Differential.** Are there other organizations that are addressing the same issues as outlined in your proposal? How might your program differ or add additional value?
- D3. Community Partners.** Who are your community partners and how are they collaborating with you to meet your goals? Please include contact information for each partner.
- E1. Budget Matrix** You will note that there is a formal budget matrix that you need to complete and upload into the application where noted. The budget form has been sent to you via email with this set of Guidelines. The budget is for this project only, not your entire

organization's budget. PLEASE make sure that the numbers add properly in each column. You will also be asked for a budget narrative in the next section to further explain in detail what the noted costs entail.

- E2. Budget narrative.** Please provide a breakdown of the specific expenses for each line in the budget you are asking IWF to fund (first column) and those that will be covered by other outside funds and/or organization's own funds (second and third columns). In each case, list anticipated products or tools to be developed and costs for each and methods for calculating the anticipated expenses for this project not the agency's overall budget.

Examples:

Marketing expenses, \$150. Advertising and promotion to recruit program participants, including printing flyers, staff time for phone calls and emails, preparation, and distribution of new releases.

Office supplies, \$150. Toner cartridges (\$125), 100 pocket folders for participant packets (100 x 25¢ = \$25).

Phone/Internet Expenses, \$50. 10% of annual fees (provided through in-kind contribution or provided from organization's own funds).

Contract Wage Expenses, \$3,600. Stipends for three interns and three mentors @\$300 each per month for two months ($\$300 \times 2 \times 6 = \$3,600$).

Furnishings, \$1,675.20 4 Play Tables ($\$259 \times 4 = \$1,036$), Educational workbooks for preschoolers ($\$39.95 \times 16 \text{ children} = \639.20)

Construction Costs, \$8,000. This cost includes the cabinets for the kitchen remodel and flooring. Appliances are additional.

- E3. Partial Funding.** Will your project be able to move forward with partial funding? Why or why not? What additional sources may be available to you?

- F1. Additional information that will be helpful in the review of the proposal.** Use this section to tell your story. If appropriate, consider covering some or all the following:

- (a) how does this specifically address women's economic self-sufficiency;
- (b) whether the project is based on a national model for curriculum or program design;
- (c) how clientele are being served;
- (d) what methods are used to ensure the project is inclusive and diverse;
- (e) how clients are benefiting in the short and long term, including mothers of the children you serve;
- (f) plans for sustaining and/or replicating the project;
- (g) how families served by this project provide input to planning and decision-making; and
- (h) how you made use of research and statistics to identify the need and develop the proposed project.

- F2. Referral.** How did you hear about this grant opportunity?

- F3. Previous IWF Grant Awards.** Have you received any type of funding in the past from IWF? Core Grant, Emergency/Micro Grant, or Community Child Care Solutions Grant?

GENERAL INFORMATION

How much funding is available?

Awards will be considered at a maximum of \$10,000.

What is the time frame for projects?

IWF grants run January 1 to December 31. Projects must be completed within the calendar year.

Successful applications will receive a grant contract and first funding allocation (half of the total award) in January. The remaining half of the allocation will be distributed in August upon receipt of the mid-year report due in July.

January 1 is the earliest funding will begin. IWF grants are generally awarded for one year unless special circumstances warrant otherwise. Please explain any such needs in the **Additional Information** section F1 of the grant application.

When is the grant application deadline?

All applications must be submitted through the online portal no later than **5:00 PM Central on Friday, October 6, 2023.**

When will we hear if our application is successful or not?

Grant applicants will be notified no later than November 15th of their status.

How are grant applications reviewed?

All initial LOI's have been screened to determine eligibility. As with the Core Grants program, Community Review Panels (CRPs) composed of community volunteers with relevant experience and expertise review all the applications according to the criteria below. Based on the overall rank for each application, the top ranked scores are evaluated further, and funding recommendations are provided to the IWF Board of Directors. The Board of Directors make the final funding decisions.

The applications will be reviewed using the following criteria:

- The proposal aligns with the mission and strategic initiative of the Iowa Women's Foundation CCSF by increasing the number of child care spaces to allow women to join the workforce, stay in the workforce, or advance their education.
- The proposal exhibits the understanding of the current child care crisis.
- The project objectives are well-defined and measurable.
- The community has been involved in the process and the needs of the community are being met.
- The budget and timeline are justified and reasonable.
- The applicant has the expertise and support to complete the proposal.

Important Tips:

- Check all spelling carefully.
- Check your math throughout, and in particular, on the Budget Form.
- Pay attention to the limit on number of characters allowed in each section. Spaces count as a character. If you cannot see the full text when you print out the application, then the IWF's grant reviewers will not be able to see it either. Use the additional section to provide vital information that will not fit in the other spaces provided.
- Save your work as you go.
- Don't submit your application until you have the application ready in its final form.
- Questions are welcome, please call (319-774-3813) and ask for Ann, or email (grants@iawf.org).
- Incomplete applications will not be considered.
- Make sure you upload a completed copy of the budget form provided for you to use.
- If you opt not to complete a full application, please let us know in advance.

Key dates for the 2023-2024 IWF's CCSF grant cycle

June 2023	Grant Letters of Interest period opens
Friday, July 28, 2032	Letters of Interest must be submitted by 5pm CDT
September 2023	Applicants notified of status
October 6, 2023	Full applications must be submitted by 5pm CDT
November 15, 2023	Awards will be announced
January 2024	First half of grant award checks will be presented
April – October 2024	Site Visit with Grant Committee Members
July 15, 2024-Aug 15, 2024	Mid-year report due and second half of grant sent
January 1, 2025	Year-end report due

**ALL PROPOSALS MUST BE SUBMITTED
NO LATER THAN 5:00 PM CDT ON
Friday, October 6, 2023
THROUGH THE ONLINE PORTAL**