

GRANT APPLICATION COVER PAGE (Attachment A)

Name of Applicant Organization: "Kids Come First" Before/ After School Program

Address: 811 Oak St.

Atlantic, Iowa 50022 Cass County

Phone: 1-712-243-7797 Fax: 1-712-243-4421

Contact Person: Dianna Williams – Director

Board of Directors Chairperson of Applicant: Pastor Leon Hodges - Chairman

Is your organization

Private School Public School

Private Not for Profit Government

Private for Profit Other _____

Tax Exempt Status [e. 501 C (3)]: 501 C (3) Status through Zion Lutheran Church

Federal ID#: 420817341

Name of Project: Updated Program Maintenance for Before/ After School Program

Target Population of Project: 3 yr. olds to 10 yr. olds

Category New Project Existing Project

Total amount requested from Boost4Families \$ 15,758.60

In-Kind Contributions/10% match \$ 5,300.00

Other funding secured for this project \$ 1200.00

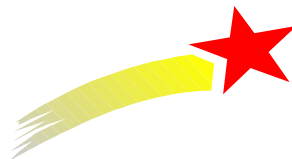
TOTAL PROGRAM COST \$ 22,258.60

I certify that I am duly authorized to commit and assurances for the applicant, and therefore agree to comply with all the provisions of the Request for Proposal, and to the best of my knowledge, the information contained in this application is correct and complete.

Dianna Williams 4/28/09
Signature of authorized Officer/Director of Applicant Date

Director
Title

BOOST4FAMILIES
Cass/Mills/Montgomery





“Kids Come First”
Before/ After School/ Summer Program
Boost 4 Families
Request for Continued Funding

(I) Funding Request:

(I) Organization Description: Our program is open to children ages Preschool through 5th grade, and is located within the Zion Lutheran Church building. We began the program on August 24th, 2002, using the existing Little Lambs Preschool classrooms, which have been in operation since 1978. We soon outgrew those rooms, and set up our program in three additional rooms, that are used solely for the “Kids Come First” our program. As our Program has grown, we have renovated those rooms to accommodate our children.

We provide before school care, with breakfast, starting at 5:45 am, and then the kids are walked or bused to school. We also provide care for children who are Preschool age, when they are not in class, between the hours of 5:45 am to 5:30 pm. We then have after school care from 3:00 to 5:45 pm, as well as early out school days, no school days, and snow days. For the last 7 summers we have offered a summer day program which benefits families from June 1st until the start of the school year. All through the year we provide weekly field trips, such as trips to the public pool and library. Because several families come from single parent homes, and the kids are in the program from early in the morning until late in the afternoon, we provide homework help for the children during the time they are in the program. This allows parents a time to enjoy their children in a relaxed setting when they get home from work and settle in for the night.

(II) Amount Requested: \$ 15,758.60

(III) Purpose of the Request: “Kids Come First” After School Program was formed to assist the community to provide an alternative safe place for kids to be after school. Busing was discontinued in 2002 due to lack of funds, created a hardship for families, and more children were going home to an empty house. Since starting our Program, we have seen a positive impact on the children, with teachers and parents collaborating for the children’s benefit. Being a non-profit organization leaves us to rely on grants and donations, as well as tuition from families, to pay our staff and purchase materials to keep the kids engaged and entertained. Because of the wear and tear on our equipment, we are in need of updating some of our supplies, so the children have a fun and safe learning environment. One of the requests is a locked storage cabinet to hold our first aid supplies and staff personal belongings. Being in a fun, safe environment reassures the parents, and allows them to be more productive at their jobs. To maintain a quality program, we follow the Quality Ratings Scale guidelines, even though our Preschool and After School program are listed under one license, and can only receive one set of funds for improvements and updates. That funding goes to our Preschool program. Several of our families struggle with hardships such as financial loss of income, single parent families, job relocation, or health issues. We strive to assist the families and children in our care with dealing with these struggles at home. We want the children to know that they are important to us, and we provide the best possible experiences for them that we can afford. We never turn a family away because of lack

of finances, and look for ways to make care possible for those children. We are experiencing more families that are struggling with supplying lunches for their children, so having the children help to prepare their own lunches in the program will provide a learning opportunity while also easing parent's financial struggle.

(IV) Project Details:

<u>Transportation to/from school:</u>	1000.00
<u>Food Supplies for Meals and Snacks:</u>	11,075.00
(1) June-Aug: 60 meals x 20 kids x 2.50 a meal.	(3000.00)
Sept.-May: 185 meals x 6 kids x 2.50 a meal.	(2775.00)
53 weeks of snacks = 265 snacks x 20 kids x 1.00 a snack.	(5300.00) In-Kind match

Equipment updates: **490.00**

- (1) Updated large motor skills toys, board games, dress up clothes, and CD player.
- (2) Locked storage cabinet for supplies, storage shelves in classrooms, and 2 mini blinds.
- (3) Fold down lightweight table for easy storage.

Equipment to improve program: **1200.00**

- (1) Classroom and artwork supplies
- (2) Recycling curriculum.
- (3) Garden tools for the garden the kids are making this summer.

Grant Scholarship for 4 children: **7293.60**

- (1) Funding to place 4 children in the program for 2009/1010.

(V) Target Population: We serve Atlantic, Iowa which is a moderate sized community of 7000+ people in a county of 15,000. The majority of the families come from low to middle class incomes. This school year approximately 38 children from 26 families will utilize our program. There are 9 single parent households, and approximately 18 families with incomes at or below \$28,000 a year. According to the 2008 Federal Poverty Guidelines, if the family's income for a family of 3 is at or below \$35,200, those families may apply for tuition assistance.

(VI) Project Outcomes: The funds we are requesting will assist families with the increasing financial struggles of protecting their children during non-school hours. The children in the program will receive enriching activities, healthy meals and snacks, supervision and homework help, and stability. The school system works with our program to locate the children with the greatest needs. Some children who can't afford some of the same toys and learning tools that their classmates have, will be able to experience those tools in our program. Parents will be able to focus their attention on stabilizing their financial circumstances, and we will be able to continue to provide a quality program for these children during the early years, when they are most impressionable. As the Program continues to grow, the expenses have outpaced the resources available. As expenses continue to increase all over, we will teach the children how to manage the resources we have wisely.

(VII) Strategies to Implement the Project: Materials and equipment are purchased locally, to boost the economy in our community. Parents will be asked to assist in putting together toys, shelves, and equipment to increase parent involvement. We have asked parents to come in and share their careers with the children, and one of these parents had been assisting us

with the computer system update, before our computer started to have problems. Even though the meals will be prepared in the program by the staff and children, the parents will still be asked to volunteer in the meal planning, and preparations. This will keep the parents involved and informed of the activities that their children are doing.

(VIII) Sustainability: Our Program continues to be funded by family payments for the children in the Program, families funded by DHS, donations, and grants that are applied for and received. We watch the financial status of the Program closely, monitoring the income and outgoing expenses. We base the number of staff on hand by the number of children that are enrolled in the Program each day. Staff are given continued trainings and workshops to assure appropriate and consistent care of the children, and this prevents over excessive staff turnovers. Taking care of our communities children is everyone's responsibility, and we continue to keep the community informed of our program, and how it impacts families in a positive way. When families are happy and secure, families are more productive, and communities continue to grow. We rely on those businesses to help us when we need donations and support.

(IX) Viability of Project: We appreciate the opportunity to apply for assistance to continue with a program that we feel has been very productive in the community for several families. Any portion of assistance that you would be able to provide us would be greatly appreciated, and we will provide continued documentation on the progress of your assistance. Our Program will continue to find ways to support families, and in turn build strong emotionally stable children.

(2) Evaluation: How do we know we are successful? The majority of the kids in our program have been with us for over 2-4 years, giving them stability in their care. We have children in the neighborhood who join our Program because they see their friends playing here. This prevents them from being at home by themselves. We have measured the success of the program in the last 7 years through the improvement of the physical and mental health of the kids in our care. During the first year of our Program, we noticed a high percentage of illnesses such as colds, flues, and poor nutritional habits. In the last two years, the percentage of children in our care missing school because of illnesses has decreased dramatically. The children and their families are taking better care of themselves because they're not going home to an empty house. The parents are required to have immunizations updates and yearly physicals for the children in our care, and this has helped to keep the kids healthier. We have proof of this increase in care, by the increase in current physicals, immunization records, and dental records when our nurse consultant and DHS worker check our files. We keep in touch with the teachers of the children in our care, as to how the children's week is going. The leaders in our program and the school teachers collaborate together to provide consistent care and supervision at school and in our program. The older children learn to be patient with the younger children. This is a wonderful learning experience for them, teaching them to be tolerant of children, and how to manage and take care of them, while also being watched and monitored themselves.

Thank you for your consideration in this proposal.

- Dianna Williams -

“Kids Come First” Budget for 2009-2010 School Year

Expenses:

<u>Description</u>	<u>Projected for 2009</u>	<u>Requested Grant Items</u>	<u>Matching In-kind</u>
Busing	1400.00	1000.00	
Staff Wages	51,000.00		
Telephone Expense	301.56		
Food and Groceries/ lunch/ snacks		5775.00	5300.00
Travel/ classes/ Staff Training	2500.00		
Membership and Dues	100.00		
Office Supplies	1300.00		
Fold down table		200.00	
Classroom and Art Supplies	2000.00	450.00	
Recycling Curriculum		200.00	
Book, Toys, and Games	1700.00		
Gardening tools, Toys, Games		550.00	
Playground Expenses	1200.00		
Storage shelves, Storage cabinet		200.00	
CD player, 2 Mini-blinds for windows		90.00	
Advertising	150.00		
Daily Supplies (Napkins,cups,ect.)	100.00		
Insurance	290.50		
Postage	75.00		
Utilities	500.00		
Placing 4 children in the program		7293.60	
Misc. Expenses	400.00		
Class trip	75.00		
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	63,092.06	15,758.60	5300.00

Income:

Gift Donations from Church mem.	150.00
State of Iowa- DHS payments	23,000.00
Deposited Tuition from Families	19,300.00
Deposit Boost Grant payments	16,600.00
Misc. Gifts	975.00
Misc. Grants	1 000.00
Deposit Refund	100.00
Fundraiser funds	500.00
Misc. reimbursements	100.00

61,725.00

Total Profit and Loss:

-1367.06

Brief Breakdown of Requested Items

- (1) Busing to/from school to ease expense of our program Boost 4 Families supplies the busses for our communities at a cost, and we have funded that cost each year since 2002. Busing has cost us over \$2000 during the school year, and. \$2000-\$3000 in the summer months.
- (2) We will be applying for the CACFP Food Program this year, and the representative has informed us that we will have an application to fill out, a workshop to take to educate us, and sample menus to make before we will qualify. She stated that this whole process will probably not benefit our program until the Fall, when we would be completely qualified, and then only a portion of the expense will be covered. We feel that the benefits to the parents and children is worth being on the program.
June-Aug: 60 meals x 20 kids x 2.50 a meal. **(3000.00)**
Sept.-May: 185 meals x 6 kids x 2.50 a meal. **(2775.00)**
53 weeks of snacks = 265 snacks x 20 kids x 1.00 a snack. (5300.00) In-kind
- (3) The table the children use in the craft area is an old wooden table that the legs have been re-glued together. A lightweight plastic table that can be folded down for easy storage would be safer for the children to do their craft projects on.
- (4) We always look for ways to re-use and recycle old materials in our craft and activity projects. There still is a need for purchasing some supplies such as construction paper, glue, paint, glitter, and various craft materials. We also ask the parents for donations whenever possible. We look for activities to keep the children's minds active and learning at all times.
- (5-6) Our Program is planting a garden this year with our students, to educate them on healthy eating habits, and the process that plants go through from seed to table. We are also talking about recycling and composting, to help save our planet of unnecessary waste. We are purchasing a composter, and have brought in the local Conservationist to talk to the kids about getting the composter started, and what benefits it has for the nutrients in the soil. Because our Program is now 7 years old, and we have children every day, equipment and toys go through alot of abuse. Some of the toys and games need to be replaced and updated for the age of children that we serve. The gardening tools will help the children in our garden this summer, and can be purchased by a local farm implement dealer, who has invited us into his store for a field trip.
- (7) The storage shelves, mini-blinds, CD player and storage cabinet will provide more options for safety and easy access for the kids.
- (8) Placing 4 children in the program:
9am-3pm=6 hr x 2.25 an hr.=13.50 a day x 5 days=67.50 a wk x 4 wks=270.00 a mo. x 3 mo. (June,July,Aug)=810.00 x 4 children=**3240.00**
3pm-5:30pm=2.5 hr x 2.25 an hr.=5.63 a day x 5 days=28.15 a wk x 4 wks=112.60 a mo. x 9 mo. (Sept.-May) = 1013.40 x 4 children = **4053.60**

Attachment B
BOOST4FAMILIES
CASS/MILLS/MONTGOMERY
Prevention, Early Intervention, and Family Well-Being Project
FY10 Request for Application

Proposal Check List

<i>Proposal Components</i>	<i>Proposal Page #</i>
Cover Page (Attachment A)	X
Proposal Checklist (Attachment B)	X
Action Plan/Project Narrative	X
Budget	
Budget Detail (Attachment C)	X
Budget Narrative	X

Applicant Name:

Dianna Williams
 Director

“Kids Come First” Before/ After School Program
 811 Oak St.
 Atlantic, Iowa 50022

DETAILED BUDGET SAMPLE (Attachment C)

Please follow the budget format below. Each category must include detail line items such as the examples in italics. Must show 10% match, either from other funds or in-kind.

DESCRIPTION OF EXPENSES	PROPOSAL REQUEST	OTHER FUNDING (IDENTIFY SOURCE)	OTHER FUNDING (IDENTIFY SOURCE)	IN-KIND MATCH
Salaries: <i>List # FTE & titles</i> SUBTOTAL				
Benefits: <i>FICA</i> <i>Health</i> <i>Dental</i> SUBTOTAL				
Training/Travel: <i>Registration fees</i> <i>Out of area travel</i> <i>In area travel</i> SUBTOTAL				
Office Supplies: <i>Postage</i> <i>Supplies</i> SUBTOTAL				
Program Materials: <i>Curriculum</i> <i>Participant materials</i> SUBTOTAL	Snacks Lunches 5775.00 Recycling 200.00 Garden Tools 100.00			5300.00
Equipment: <i>Purchase</i> <i>Rental</i> <i>Maintenance</i> SUBTOTAL	Folding table 200.00 Storage shelves 200.00 CD player 50.00 Mini-Blinds 40.00 Games,toys 550.00 Art supplies 450.00			
Purchased Services: <i>Participant Transportation</i> <i>Facility rental</i> SUBTOTAL	Place 4 kids in Program 7293.60			
Subcontract Services: SUBTOTAL	Busing to/from school 1000.00	Fundraising 500.00 Misc. Grants to apply for this yr. 1000.00	Church donation 150.00	
Other: SUBTOTAL				
Indirect Cost (not to exceed 8%)	15,758.60	1500.00	150.00	5300.00
TOTALS	15,758.60	1500.00	150.00	5300.00