

Head Start Innovation Fund 2017 Grantmaking Guidelines

Overview

The Head Start Innovation Fund supports the local Head Start provider network by providing competitive grants to fund programming activities of grantees and delegates who have been awarded Early Head Start (EHS) and/or Head Start (HS) funding.

The Innovation Fund promotes the development and implementation of innovative program models and collaborative partnerships that increase the quality of Head Start programs and improve overall outcomes for vulnerable children and their families.

The Head Start Innovation Fund aims to reach these goals in the tri-county region of Wayne, Oakland and Macomb counties:

- Promote increased quality of Early Head Start and Head Start programs.
- Promote development of a collaborative system of delivering Early Head Start and Head Start.
- Increase availability of private, non-federal matching funds to incentivize quality improvements in Head Start programs.
- Support activities that expand authentic collaboration and partnership between Head Start delegates, social service providers and community-based programs that make a measurable difference in program quality and improve outcomes for our region's children.

The Head Start Innovation Fund supports Head Start grantees and delegates through three linked approaches:

1. A grantmaking program that supports innovative, evidence-based programs that improve the overall quality and outcomes for young children enrolled in Early Head Start and Head Start programs.
2. A facilitated shared learning network among Head Start grantees and delegates.
3. Exploration of shared services, including evaluation and learning, and talent and enrollment campaigns, to improve overall program quality.

2017 Grant Eligibility and Priorities

In Wayne, Oakland and Macomb Counties, only selected grantees and delegates are invited to apply for grant funds from the Innovation Fund. Grants are intended, in part, to help organizations meet a portion of their non-federal matching funds requirement. Applicants to the Innovation Fund must demonstrate how grant funds will help them deliver well-implemented, high-quality, innovative services.

Proposed programs to the Innovation Fund must be incorporated or aligned with the overall program proposed to and negotiated with the Office of Head Start Services.

Since its inception in 2014, the Innovation Fund awarded yearly grants directly to the Head Start agencies. Guidelines for the grant program have changed slightly each year, based on input by grantees and supporters of this effort.

In 2017, the Innovation Fund grantmaking will prioritize the following activities aimed at teacher recruitment and retention:

- The implementation of **strategies to better attract and hire qualified teachers and staff** for Head Start and Early Head Start programs. The Innovation Fund is particularly interested in looking at innovative and/or collaborative models of recruitment that seek to build new career pathways into this meaningful and important work.
- The implementation of **retention strategies to better secure existing, high-quality Head Start and Early Head Start staff.** Again, the Innovation Fund is interested in looking at innovative and/or collaborative models of retention that address the need for retention across the Head Start system.
- The implementation of ongoing **teacher professional development programs** that use evidence-based materials and expert trainers offered to staff (and community partners if appropriate).

In addition, the Innovation Fund will consider projects within the Head Start system that address parent and family engagement, specifically:

- The implementation of unique programs that seek to **engage parents in their children's learning.**
- The implementation of activities that **engage families in supporting the social and emotional needs of their child.**
- The implementation of activities that **equip families to value early education and engage as advocates for themselves.**

Across the grantmaking, priority will be given to partnerships that lead to integrated services. Applicants are encouraged to think creatively about proposed program or systems enhancement. The Innovation Fund will consider applications from single Head Start grantees or Head Start delegates, or from collaborations that include more than one Head Start delegate and/or grantee.

The Innovation Fund will only consider one application per entity annually. Grants will be awarded for a one-year term.

In total, \$1 million is available for grants among Detroit locations, and \$500,000 is available for grants in western Wayne, Oakland and Macomb Counties. It is anticipated that grants will be made in the \$75,000 to \$500,000 range. The size of the grant will depend upon both the scope/innovation within the project as well as the percentage of Head Start slots provided. A suggested request amount to include in the application will be discussed during the pre-application meetings with staff.

All grantees will be required to participate in programming activity, including shared learning opportunities and data collection/evaluation processes.

Innovation Fund grants are competitive and there is no guarantee of funding.

The Application Process

A full checklist of information to include in a proposal is attached.

Before submission, potential applicants are encouraged to meet with Kamilah Henderson, Senior Program Officer, to discuss their proposed application. Kamilah can be reached at khenderson@cfsem.org or (313) 961-6675.

Completed proposals must be submitted by November 20, 2017. Project staff may, if necessary, contact the applicant to request additional information during this phase.

You will receive a response by December 22, 2017. Upon submission, Foundation staff will let you know if notification of a decision is likely to take longer.

If a grant is approved, the award letter will be sent before year-end. The first payment will be made in January 2017, conditional upon receiving signed terms of grant agreement and continued data sharing agreements, *and* final report on any existing grant from the Head Start Innovation Fund.

Grant Decisions

All applications will be reviewed by key members of the Southeast Michigan Early Childhood Funders Collaborative. As The Innovation Fund is managed by the Community Foundation for Southeastern Michigan, the Grant Committee's recommendations will then be presented to the Community Foundation trustees for final ratification and approval. All applicants will be notified as soon as a decision is made.

Reporting Requirements

If a grant is awarded, the grantee organization will be required to participate in programming activities, including shared learning opportunities and data/evaluation processes. Additionally, all grantee organizations will be required to submit an interim and final report, including

financials, to share the results of the project and to demonstrate that all funds were spent as intended.

Grant Application Checklist

- Cover letter
 - Legal name of organization
 - Dollar amount requested
 - Brief description of request
 - Signed by CEO/executive director

- Organizational information
 - Name, address, email address & telephone number of the applicant organization and main contact person for the proposal.
 - Mission and brief background of the applicant organization

- Head Start information
 - Describe applicant's overall Head Start program, including:
 - Target population
 - Geographic scope
 - Description of services
 - Capacity & experience to deliver quality Head Start
 - Description of child development assessment & screening and program quality tools
 - Description of data collection and reporting systems
 - Description of evaluation process (What do you measure? How do you measure it?)

- Project request
 - Select one or more from the list of eligible activities (mentioned above) for which you are requesting funding
 - Describe your rationale for selecting the particular activity/activities and how it fits into your program's broader goals for supporting children and families in your service area
 - Describe how you plan to carry out your activities, including the capacity of your program to implement the activities
 - Describe the outcomes and plans to measure your outcomes
 - Description of how the funds will be spent

- Required financial information
 - Dollar amount of grant support requested
 - One year budget for overall Head Start programming
 - Detailed explanation of the proposed use of Innovation Fund dollars, and any additional support anticipated or secured from other sources

- Supporting materials
 - Copy of current contract with Office of Head Start
 - Most recent audited financial statement
 - Organization's operating budget for the current fiscal year

Please email the application and all supporting documents to:

Marty Calvert
Administrative Assistant, Program
Community Foundation for Southeast Michigan
mcalvert@cfsem.org

You will receive a confirmation email that your application has been received.

The Head Start Innovation Fund is supported by members of the Southeast Michigan Early Childhood Funders Collaborative, a forum for funders that support early childhood education. Members of the Early Childhood Funders Collaborative include the W.K. Kellogg Foundation, the Kresge Foundation, the Skillman Foundation, the Max M. and Marjorie S. Fisher Foundation, the McGregor Fund, the Community Foundation for Southeast Michigan, the Colina Foundation, the Jewish Fund, the Bosch Foundation and the PNC Bank Foundation. Grantmaking and program activities of the Fund are managed by the Community Foundation for Southeast Michigan.