AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

Agenda Item: Approval to Submit Grant Application; CFGV; ECC

Action Requested: Other Approval to submit grant to Community Foundation, letter signed by Matthew

Parties to the Agreement:

Term Begins: **Term Ends:** **Grant Contract #:**

Summary:

The Early Childhood Council is seeking funding from the Community Foundation of the Gunnison Valley for the fall Nurturing the Young Child Conference, professional development for early childhood teachers.

Fiscal Impact:

Submitted by: Margaret Wacker **Submitter's Email Address:** mwacker@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:
No concerns, ln.

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 5/2/2019

County Attorney Review: (●) Required ( ) Not Required

Comments:
ok db 5/3/19

Reveiwed by: GUNCOUNTY1\dBaumgarten Discharge Date: 5/3/2019 Certificate of Insurance Required Yes ( ) No (●)

County Manager Review:

Comments:

Reveiwed by: GUNCOUNTY1\mbirnie Discharge Date: 5/3/2019

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted: 0

Agenda Date: 5/7/2019

Revised April 2015

Community Foundation of the Gunnison Valley

Created: 04/25/2019 • Last updated: 04/30/2019

Cover Sheet

General Information

IMPORTANT:

The word "Applicant" refers to the organization submitting the proposal for itself or one of its departments, or as a fiscal sponsor for a smaller group. The "Applicant" is responsible for any funds received, and an authorizing official from this organization must sign the proposal.

The word "Group" refers to the entity that is actually undertaking the program(s) described in this proposal. If a 501(c)(3) is applying for funds for its own program(s), the "Group" will also be the "Applicant", but a department or program applying through a public school, governmental or state agency, or a smaller nonprofit applying through a fiscal sponsor is the "Group".

Legal Name of the Applicant	Gunnison County
Applicant DBA (Doing Business As), if different than legal name	Gunnison Hinsdale Early Childhood Council
Name of Group, if applicable	(No response)
EIN (Federal Tax Identification Number)	84-6000770
Year Founded	2007
Mailing Address of Group	220 N Spruce St
City	Gunnison
State	Colorado
Zip Code	81230
Physical Address	220 N Spruce St
City	Gunnison
State	Colorado
Zip Code	81230
Phone Number (XXX-XXX-XXXX)	970-641-3244
Fax Number (XXX-XXX-XXXX)	970-641-3738
Website	www.gunnisoncounty.org

Applicant Organization's Contact Information

Organization's Primary Contact Person	Executive Director
Name	Matthew Birnie
Phone	970-641-7602
Email	mbirnie@gunnisoncounty.org

Group's Contact Person For This Application

Name	Margaret Wacker
Position or Title	GHECC Coordinator
Email	mwacker@gunnisoncounty.org
Phone	970-641-7913

Contact Person For this Application

Name	Lana Athey
Position or Title	GHECC Assistant Coordinator
Email	LAthey@gunnisoncounty.org
Phone	970-641-4667

Grant Request Information - Once you choose *Project* or *Operating* and save, that choice will be locked because it triggers specific questions. (Don't worry...other cover sheet and narrative information will NOT lock until you submit the entire application).

PLEASE NOTE: UP TO 50% of a project's total cash cost is eligible for funding.

Name of Project	Nurturing the Young Child Conference
Amount Requested (positive number without commas, decimals or dollar signs)	2200
Total Project Budgeted Cost:	10000
% Requested (Amount Requested / Total Project Budgeted Cost = % Requested)	22%
This award will primarily let us:	Provide direct service

Please give a brief synopsis of what the grant will be used for.

This grant will be used to help cover costs for the Nurturing the Young Child Conference.

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

Please use your computer mouse to "draw" your signature electronically.

Signature of Group's Primary Contact Person

(**Nonprofit or Fiscal Sponsor:** Executive Director or Board President; etc.) (**Government Entities:** Program Director can sign).

Date	2019/04/25
Did you apply last year?	No
Please pick the grant category below that you believe is the best fit for this application. If you are applying for program or project support, this refers to your program or project.	Health and Human Services

Narrative

Organizational History

Include the reason for founding (original issue), how that may have changed over time and list what you consider your three most important achievements. (Max: 125 words)

The Gunnison-Hinsdale Early Childhood Council (GHECC) was brought to our community in 2007 to improve local early childhood services and educational opportunities for children in these counties. The GHECC works in conjunction with Early Childhood Councils across Colorado to address the goals of HB 07-1062 which include increasing and sustaining the quality, accessibility, capacity, and affordability of services for families.
In 2008, our council began working to create a comprehensive early childhood system that includes collaboration across the four domains referenced in the former Early Childhood Colorado Framework. The domains of Early Learning (EL), Social Emotional & Mental Health (SEMH), Family Support & Parent Education (FSPE), and Health were formed. Since 2009 our council has been meeting, planning and working in the domains.

Mission Statement

The Mission of the Gunnison Hinsdale Early Childhood Council is to expand and improve early childhood services and educational opportunities for families in Gunnison and Hinsdale counties

Issue

Whether a General Operating or a Project request, please describe the key issue(s) that your organization or program/project addresses. "Issue" refers to the problem that needs to be solved, or an unmet need. Use numbers, statistics and research to illustrate this issue and why it matters. (Max: 125 words) CLICK HERE to learn more about what we expect in this response.

The goal of the EL domain is to increase resources for early childhood care and education by increasing the availability of low-cost, high-quality educational opportunities for early childhood (EC) teachers. Local opportunities for professional development for early childhood teachers are difficult to access from the Gunnison Valley requiring teachers to take online classes or travel over 60 miles to attend a class. Offering a conference locally provides EC professionals with an opportunity to earn the required 15 hours of continuing education assisting centers in meeting licensing requirements and keeping their doors open. The GHECC strives to provide local training opportunities for EC teachers through an annual fall conference, face to face
Professional Development Information System (PDIS) courses, EQIT, Pyramid model, and other local training opportunities.

Project Request:

Describe the project very specifically, and please be sure to answer each question. If a question is not applicable to your organization, please briefly explain why.

a. What is your overall project goal, and what does success look like to you?	The overall goal of the project is to meet the professional development needs of early childcare providers in our area

(Max: 75 words)	and surrounding areas as well as engage other community members to heighten awareness around toxic stress, developmental milestones, positive behavior management, and other topics related to early childhood and community. It would be a success to have about 100 attendees, with a small number of attendees earning a CEU from Western Colorado University.
b. Describe your project in terms of its activities and objectives. (Max: 150 words)	The GHECC and the EL domain coordinate the conference in partnership with Western Colorado University (WCU), with CEU credits offered. this year the GHECC will also partner with Communities that Care (CTC) to recruit presenters with expertise in early childhood, prevention, and other areas applicable to early childhood. The GHECC will engage in an aggressive marketing campaign to attract individuals from surrounding communities and increase overall conference attendees. The conference has traditionally provided 6 training hours to early childcare providers in an attempt meet the 15 hours of continuing education required on an annual basis. In 2019 we hope to provide a greater number of training hours which will be determined in the coming months as we begin to plan for the event.
c. What's your project timeline? (Max: 30 words)	The conference will be held the weekend of November 8th-10th, 2019.
d. Who will be in charge of this project? (Max: 25 words)	The GHECC Coordinator, Margaret Wacker, as well as the GHECC Assistant Coordinator, Lana Athey, will be in charge of this project.
e. What experts will you be using, if relevant? (Max: 25 words)	The GHECC will rely upon the expertise of a variety of professionals that will present on various topics ranging relevant to early childhood.
f. Please provide any additional information you think the reviewers need to best understand what you plan to do and why it matters. (Max: 75 words)	We view early childhood as the greatest opportunity for upstream prevention of substance abuse and adverse health and social outcomes later in life, as well as an avenue to lessen the achievement gap. Having a local early childhood conference allows for greater collaboration among EC professionals and provides an opportunity for community engagement and heightened awareness around the importance of early childhood.
g. What are your additional sources of funding for this project? i.e. individuals, government, additional grants, membership, etc. (Max: 75 words)	Systems Building CDHS, Temple Hoyne Buell, and Communities that Care provide additional funding for this conference.
h. Of your project's total cash budget, what percent of the money that you need is currently in hand or committed? (Max: 25 words)	22%

Evaluation

Impact Data:

CFGV values *both* depth and breadth of impact. It's perfectly appropriate to estimate small numbers if "depth of impact" is your intent. Please estimate, for the grant period:

# of LOCAL people you expect to directly affect	100
TOTAL # of people you expect to directly affect	100

Evaluation

Refer to the issue, problem or unmet need you have described above. In this section, you will show how you intend to improve that situation, usually for a particular group of people. You'll use quantitative measures where possible. You'll also describe your methods, such as surveys, interviews, systematically collected comments or anecdotes, pre-post tests, journals, pre-post photos, etc.

CLICK HERE for a template that we urge you to complete before you begin to write to ensure that you are presenting everything we are looking for. By April 30, 2020, you'll report your findings to CFGV in your Grant Report.

1. Who is your primary local target group that your organization (for operating support requests) or project (for project requests) serves? (Max: 30 words)	Local Early Childcare Professionals as well as regional EC professionals.
2. Describe the long-term difference or change you plan to make for the target group identified above, even if that's well in the future.. (Max: 50 words)	In providing 6 or more training hours, we hope to help local early childcare providers meet their professional development needs, and thus increase their knowledge and ability to provide quality child care and education. This in turn will support early childhood centers in meeting licensing requirements.
3. How will this target group be affected/changed by the *end of the grant period*? Be specific by including numbers, percentages, etc. (Max: 75 words)	By the end of the grant period there will be an increase in training hours offered that are approved by the Colorado Department of Education for Early Childhood Educators and an increased number of Early Childhood teachers receiving a EC credential of 2 or more.
4. What will you do to find out if this change has occurred (your methods)? (Max: 50 words)	In the short term we plan to track training hours and number of participants using an online data system. The council will use a survey to track progress made towards increasing teacher's early childhood credential. In the long-term the

	council will track childcare slots and quality level of programs.
5. If you have more than one target population, please explain. (Max: 50 words)	N/A
6. PROJECT GRANT REQUEST ONLY: If this is not the first year for this project, what have you learned from past evaluations, and what difference have you made? Use numbers and percentages if possible. (Max: 50 words)	In the past we have found it difficult to engage presenters from outside of our area. We have placed a greater emphasis on recruiting presenters from across the state in the last two years and we plan to continue to do so moving forward.
7. OPERATING REQUEST ONLY: What have you learned from past evaluations that demonstrates the difference you are making in the Valley? Use numbers and percentages if possible. (Max: 50 words)	(No response)

Budget, Finance and Sustainability

What are you doing to ensure that your organization is sustained over time? (Max: 75 words)

The GHECC continues to maintain a good relationship with Gunnison County, our fiscal sponsor. The Council continues to research and apply for funding through diverse funding sources including local government, state government, and foundations.

If the project will continue over time, how do you plan to sustain it? (Max: 75 words)

A percentage of the registration fee is used to help offset the cost of the conference. In the future, if we are unable to secure grant funding for the conference then we would have to increase our registration fees in order to offer the conference. The GHECC plans to continue to offer the conference at a low price and will apply for grant funding each year in order to keep costs low to participants.

Does your budget clearly identify all in-kind contributions to the organization or project? Yes

If your budget does not clearly identify in-kind contributions, please describe (and quantify the value(s) to the best of your ability) in the space provided.

Examples may include office space, utilities, phones, Internet, and payroll, volunteer staff, pro bono consulting, etc.

(No response)

FINANCIAL SUMMARY

Please recall that 'group' refers to: a standalone 501(c)(3); the sponsoree under fiscal sponsorship; the department/program of the County, Library District, Western or RE1-J. Don't hesitate to call CFGV and clarify.

It's tough to find terminology that 'fits' for each of our different applicant types. Thank you for bearing with us!

# of group's full-time, year-round employees	0
# of group's part-time employees, if applicable	5
# of group's seasonal employees, if applicable	0
In what year was your group founded?	2007

For your current fiscal year:

What is your group's total projected cash expense?	137551
What is your group's total projected cash income?	137551

For your most recently completed fiscal year:

What was your group's operating budget net profit or loss?	0

For 501(c)(3) nonprofit applicants:

How many months of operating reserve does your group have?

N/A

For County, Library District, School District, and WCU applicants:

Do you have a mechanism by which you can carry forward unexpended, non-designated funds into the next fiscal year, or build the equivalent of a reserve fund? Example: a program at Western may be able to build a companion fund at the University Foundation; or an agency may be given "roll forward" authority. Please describe. (Max: 50 words)

Grant funds that are allowed to be rolled over are rolled forward into our G7102 Account, also known as our Temple Hoyne Buell account to be used by our council at a later date.

In the last three (3) years, has your group had an audit or an outside financial review? Yes

If yes, which one - an audit or an outside financial review? audit

Did your group file an IRS Form 990 for the year 2017? No

If you filed an IRS Form 990 for 2017, please refer to page ten (10), “Functional Expenses”, to fill in the following information. If your group doesn’t file IRS Form 990s, please calculate the following numbers from your 2017 financials.

A: Total Expenses	(No response)
B: Program service expenses	(No response)
C: Management and general expenses	(No response)
D: Fundraising expenses	(No response)

Does your group own a building or any other real estate? No

How much debt does your group have? Please explain. (Max: 50 word)

The GHECC has no debt.

If there is something that might distort your financials to an outside reviewer (such as a significant apparent loss last year, significant accounts receivable, a one-time gift or expense, a significant jump in anticipated income for the next year, uneven cash flow for seasonal reasons, etc.), please explain. In particular, if your income was significantly lower than expected last year, or is expected to be significantly higher than last year, identify your fundraising strategies. (Max: 75 words)

N/A

Please describe how your financial policies and procedures address your internal separation of duties in general, and, if applicable, how cash is handled. (Max: 50 words)

Cash and checks are receipted at the time of collection from clients. Then submitted to HHS administrative staff who make sure that a receipted has been completed. The cash and checks are then submitted to finance who enter them into the general ledger. Lastly, they go to the treasurer.

Provide a brief description of how your board is financially literate and accountable. (Max: 50 words)

Examples include: a regular training session about reading financial statements for the full board; the finance committee meeting regularly with the Executive Director and reporting back to the full board.

The Board participates in the annual budget development to include adoption of the final document, requiring understanding of appropriation of revenues and available fund balance to cover anticipated expenditures, and reviews and accepts annual audit report. The County Manager reviews monthly financial reports and keeps the Board apprised as necessary.

Governance

Describe in two sentences how your organization is governed. (If government applicants use an advisory committee to guide their planning and programming, use this section to describe their role).

The Gunnison-Hinsdale Early Childhood Council is located within the Department of Health and Human Services Public Health Division which is governed by the Gunnison County Board of County Commissioners.

In addition:

How often does your board or advisory committee meet?	twice monthly
Do you have a formal process for identifying and choosing new board/advisory committee members?	Yes
Do you have a strategic plan? (Government and quasi-government applicants should respond in terms of their specific program, not that of the entire entity).	Yes
What is the time period covered by your strategic plan?	May 2017- July 2020
When was the last time your board or advisors updated the plan?	April 2017
Who is responsible for implementation and monitoring of the plan?	Margaret Wacker, GHECC Coordinator
Please give an example of how your plan has been important or effective. (Max: 50 words)	The strategic plan has helped the council to prioritize early childhood related issues with stakeholders, such as the need for affordable childcare, early childhood mental health services, and services for Spanish speaking families. The plan influenced the strategies developed by the One Valley Prosperity Project as well as DHHS.
Do you have whistleblower and document retention policies adopted by the board (per Sarbanes-Oxley Law)?	N/A - our program is part of a government entity
Do you have a Conflict of Interest policy adopted by the board or advisory committee?	Yes

Volunteers

How do you intend to collaborate with other community entities in the year ahead? Please explain. In the event that collaboration is not relevant to your project idea, write "Does not apply". If your mission appears to be very similar to that of other nonprofits in the Valley, describe how you acknowledge and/or work with them. (Max: 75 words)

Collaboration is a great strength of the GHECC and it is the nature of our council meetings to help and encourage early childhood professionals and programs network with each other. The GHECC is always striving to improved stakeholder representation and recruit new people. Our council plans to work closely with many of the early childhood professionals and programs in the valley as well as with WCU in the planning and implementation of our fall conference.

How do you identify, engage, train and reward volunteers? (Max: 75 words)

The GHECC benefits from an active volunteer base of 25-30 active members. Each year the council actively seeks council member volunteers to assist with the Fall Nurturing the Young Child Conference, developing a schedule and helping with registration on the day of the conference. The council has also used interns from WCU to help with events offered throughout the community and the annual fall conference.

How many volunteers does your agency have?	21-50
How many volunteers will be involved in your project? If you do not know the specific number, please estimate. If this does not apply to you, please write 'not applicable'.	8

Past Grant Feedback

In 2018, CFGV provided written feedback to each applicant. Grant review panelists have access to the written feedback you received. If there were concerns, please describe how you addressed them, or explain why that concern was not addressed. If there were no concerns, or if you did not apply in 2018, write "does not apply." (Max: 75 words)

Does Not Apply

GUNNISON-HINSDALE EARLY CHILDHOOD COUNCIL

Nurturing the Young Child

WESTERN STATE COLORADO UNIVERSITY EXTENDED STUDIES

Participant Evaluation of Nurturing the Young Child Conference

November 3rd 2018

A = Strongly Agree B = Agree C = Neither Disagree or Agree D = Disagree F = Strongly Disagree

THIS CONFERENCE…

Fulfilled my expectations/met my needs **47%** Strongly Agree, **47%** Agree, **3%** Neither Agree/Disagree
Was well organized **60%** Strongly Agree, **40%** Agree, **1%** Neither Agree/Disagree
Included enough opportunity for discussion **38%** Strongly Agree, **41%** Agree, **9%** Neither Agree/Disagree **6%** Disagree
Included relevant activities **53%** Strongly Agree, **28%** Agree, **9%** Neither Agree/Disagree
Was taught @ appropriate level of difficulty **53%** Strongly Agree, **47%** Agree, **0%** Neither Agree or Disagree

THE INSTRUCTORS WERE…

Friendly and personable **69%** Strongly Agree, **31%** Agree
Knowledgeable about the subject **66%** Strongly Agree, **28%** Agree
Responsive to questions **59%** Strongly Agree, **39%** Agree,

Would you attend this conference again? **100%** said Yes

CONFERENCE STAFF…..

Was friendly and helpful **81%** Strongly Agree, **16%** Agree **3%** Neither Agree/Disagree
Registration/payment processed accurately **53%** Strongly Agree, **33%** Agree, **10%** Neither Agree/Disagree **3%** Disagree

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COURSES

What was your favorite session(s)? Hello Math!, Development and Sensory Processing, Life is a roller coaster not a runaway train

What was your least favorite session? Developmental Milestones

What other sessions/trainings would you like to see offered?
Hands-on activities, classroom management, early literacy and math, more science and outdoor

Are your educational needs being met through the courses offered? **91% said yes 9% said no or didn't reply**

What time of year would be best for future trainings? **November, avoid parent/teacher conference week**

ADVERTISING

How did you hear about this conference?
Email, Program Staff/Faculty, Center Director

What is the best method to let you know about future programs? **Center Directors, E-mail, Posters**

Is there anything we can improve on? Provide notebook paper, offer sessions twice at different times, better lunch, better directions to building and signage, have speakers in ballroom use microphone, better web presence, more infant classes, age ranges that sessions apply to labeled in schedule,

2019 Nurturing the Young Child Conference Budget

November 9th

Conference Budget	**$10,000.00**	**Funding Source Current**	**100 participan**
			Rates:
Budgeted Expenses			
Advertising	$200.00		
University Center Space Rental	$450.00		
Speakers	$5,000.00		
Supplies/Raffle Items	$250.00		
Food	$1,500.00		
Materials- Folders, Note Pads, Pens, etc.	$572.00		
Staff Time (Assistant Coordinator) estimated 50	$1,528.00		
Registration Expenses	$500.00		
Total Operating Budget	$10,000.00		
In Kind			
Fiscal Management/Office/Phone (estimated at	$1,000.00		
Estimated Staff Time (ECC and WCU Extended S	$2,500.00		
Volunteer Time			
County Employee Speakers	$400.00		
Total In Kind	$3,900.00		
TOTAL EXPENSES	$13,900.00		
Incoming Funds			
Registration Fees	$3,600.00		
Communities that Care	$2,000.00		
Systems Building	$200.00		
Temple Hoyne Buell / CDHS	$2,000.00		
Community Foundation of the Gunnison Valley	$2,200.00		
TOTAL INCOMING FUNDS	$10,000.00		

ts

Full	$ 45.00

Free to community members not in need of continuing education hours

Estimated 80 registered and 20 free community members

GUNNISON COUNTY MANAGER'S OFFICE
Phone: (970) 641-0248 Fax: (970) 641-3061
200 E. Virginia, Gunnison, CO 81230
Website: www.GunnisonCounty.org

May 1, 2019

To Whom It May Concern:

I am writing in support of the Gunnison-Hinsdale Early Childhood Council's request for funding for the 2019 Nurturing the Young Child Conference. The conference plays an important role in supporting early childhood professionals in Gunnison and Hinsdale Counties. These types of programs are vital for our community's health. The Gunnison-Hinsdale Early Childhood Council is granted authority by the County to submit the attached proposal to the Community Foundation of the Gunnison Valley.

Thank you for considering this request,
Sincerely,

Matthew Birnie
County Manager
Gunnison County