

Instructions for COVID-19 Early Childhood Losses and Extraordinary Expenses Grant

This grant process is a relaunch of the 2020 Losses and Extraordinary Expenses Grant. You are eligible to apply for up to \$50,000 in funding based on documented losses and extraordinary expenses your program incurred due to COVID-19 in 2020. If you applied for and received this grant in 2020, you are only eligible to apply for a total of \$50,000. Please contact Wyoming Kids First if you are unsure if you received funding through this grant. It is essential that these directions are followed carefully, and that you submit a complete and thorough application. Grants will be awarded on a rolling basis; there is only \$629,065 to award in grants, and we anticipate these dollars will be awarded quickly. Applicants that do not follow directions and/or who submit incomplete information that requires follow-up will be put on hold and may lose their opportunity for funding if others have submitted complete and thorough applications.

You are also welcome to contact Wyoming Kids First with questions:

Betsy betsy@wyokidsfirst.org or 307-413-5810

Stephanie stephanie@wyokidsfirst.org or 307-277-0140

Becca director@wyokidsfirst.org or 307-575-2443

Grant Application Location and Timeframe

The grant application is located on the [Wyoming Kids First Online Portal](#). Programs that have applied for a grant from Wyoming Kids First in 2021 already have an organization profile on the portal; those who have not applied for a grant in 2021 will need to create an organizational profile (quick and easy!). Please contact Stephanie if you have any difficulties accessing the WKF Portal: stephanie@wyokidsfirst.org or 307-277-0140.

Grant Application Content

The grant application consists of two components – a budget worksheet and a narrative.

-The budget worksheet is attached to this email and can be accessed as a Google sheet or downloaded for Excel here. You will upload this worksheet into the grant portal as part of your application.

-The narrative must clearly articulate the losses and extraordinary expenses your program experienced in 2020. You can write your narrative directly in the grant portal or copy and paste it from a word document.

Start here to complete the budget worksheet:

1. **2020 Gross Revenue:** You will begin by calculating your gross revenue March – December 2020. Gross revenue is the total amount of dollars that you receive for the early care and education services that you provide. This value includes income from family paid tuition, CACFP payments, and state childcare subsidy/assistance payments. Gross revenue is the amount that you collect *before* paying or subtracting out any expenses. Your calculation for gross revenue should not

include any CARES Act or other relief money that was received in 2020 (those dollars will be added below).

2. 2019 Gross Revenue: You will then share the gross revenue from March – December 2019. This gross revenue should also reflect that total amount that you collected *before* paying or subtracting out any expenses for 2019. This value includes income from family paid tuition, CACFP payments, and state childcare subsidy/assistance payments. This number will automatically calculate the percentage of revenue that your program has lost in 2020. If your program started in 2020, or underwent a substantial change in 2019 or 2020 that was unrelated to COVID-19 (e.g. you started your program, you opened a new location, you added a or closed classrooms, etc.), you may need to estimate gross revenue. If you think this is true for your program, please reach out to Betsy, Stephanie, or Becca for assistance in calculating a comparison for gross revenue.
3. 2020 Operating Costs: Calculate your TOTAL operating expenses from **March 2020 – December 2020**. This number should represent all the expenses that you pay to provide early care and education – including those extra expenses that from COVID-19.
 - a. Operating expenses could include but are not limited to: Payrolls for staff and substitutes, rent or mortgage, utilities, program supplies (food, classroom supplies), marketing, communication or accounting fees, maintenance, insurance, office supplies, etc.
 - b. Operating expenses CANNOT include: depreciation, amortization, bank fees, lawsuits, restricting costs, etc.
4. 2020 Cost Savings: Input your 2020 cost savings that have taken place in 2020. These savings will be any business expenses that were avoided due to COVID-19. Cost savings could include but are not limited to: decreased staffing costs from layoffs, reduced staff hours or attrition, decreased food costs, decreased utilities during closures, or any other cost savings that was realized as a result of COVID-19 business closures, interruptions, etc.
5. COVID-19 Extraordinary Expenses March 2020 - December 2020: Because child care was required to close in March, you are able to be compensated for your past extraordinary COVID-19 expenses. In the next section, identify the expenses that you incurred because of closures related to COVID-19 (as mandated or required because of a positive COVID-19 case) or because of adjustments to meet current public health order guidelines and restrictions. These expenses will have been paid March – December 2020.
 - a. Payroll for Extra Staff and/or Staff Time
 - i. Payroll extraordinary expenses can only include payroll expenses specifically due to COVID-19. These expenses could include but are not limited to: expenses related to hiring/training/using new or current staff to comply with COVID-19 guidance and public health orders (cleaning, co-horting groups of children, greeting families, etc.), or hiring a substitute to be on-site while staff are isolated or quarantined.
 - ii. Past payroll cannot include: normal business operation payroll expenses.
 - b. Cleaning expenses

- i. Cleaning expenses considered extraordinary expenses can only include cleaning supplies and extra expenses specifically due to COVID-19. These expenses could include but are not limited to: additional cleaners, sanitizers and disinfectants necessary to increase cleaning beyond that which was being carried out before COVID-19, additional paper towels, extra cleaning bins or sinks, additional laundry soap, additional payroll costs due to time spent cleaning, hiring a cleaning company, etc.
 - ii. Cleaning supplies cannot include: normal business operation cleaning, sanitizing and disinfecting expenses.
 - c. Learning materials and supplies
 - i. Learning materials and supplies considered extraordinary expenses can only include those materials and supplies expenses specifically due to COVID-19. These expenses could include but are not limited to: materials or supplies that were sent home for families during a closure, extra art supplies, extra bins or cubbies, adding materials more easily sanitized (e.g. plastic blocks instead of wooden ones), purchasing water bottles for each student to keep on-site, adding shade-creating elements to an outdoor space, purchasing tables and chairs to allow for social distancing, etc.
 - ii. Learning materials and supplies cannot include: normal classroom material and supplies that would have been purchased to support ongoing program activities and spaces.
 - d. General program expenses
 - i. General program expenses considered extraordinary expenses can only include those expenses specifically due to COVID-19. These expenses could include but are not limited to: purchasing computers, tablets or other equipment for telework during a closure or to have for individual cohorts of children and staff, purchased childcare management software to allow for touchless check-ins, installing protective barriers, adjusting food serving equipment, personal protective equipment (gloves, masks, sanitizer dispensers, etc.), thermometers, automated paper towel dispensers, adding an entrance and/or upgrading an entrance to support social distancing, installing a HEPA or other filtration system, upgrading dishwashers or washers/dryers due to an increase in cleaning, etc.
 - ii. General program expenses cannot include: normal program expenses that would have been purchased to support ongoing program activities and spaces.
 - e. Other expenses
 - i. Other expenses that are considered extraordinary expenses can only include those expenses that are a direct result and due to COVID-19.
 - ii. Other expenses cannot include: any expenses that the program may have incurred in the absence of COVID-19.
 - 6. Awarded COVID-19 Assistance
 - a. **All** CARES Act-related funding that your program has received that will not be required to be paid back must be included in the application for these grant dollars.

7. Your total will automatically calculate at the bottom of the worksheet (Total Request-Line 30) after you populate the other cells. This is the total grant funding your program is eligible for. You may also choose to request a lesser amount. Remember, these funds will be taxable income for the 2021 tax year.

After completing the budget worksheet, please add detail to the **narrative**.

1. Your narrative should be thorough but concise. We will need enough detail to make sense of your numbers (including your loss!), and ensure that your expenses align with COVID-19 public health order guidelines and restrictions.
2. You are able to save your narrative in the application on the grant portal to work on it at a later time. You may also work on your narrative in a separate document and copy the narrative into the application once you are ready to submit. Please note, this grant is time sensitive due to the amount of funding available.

*Applications will be reviewed as quickly as possible in the order in which they are submitted. Notifications of award will be made via email.