

## Early Childhood Education RFP 2010

### Welcome

Helios Education Foundation's Request for Proposals is focused on increasing the knowledge and education of early childhood education teachers and practitioners (children birth - five) in literacy and language acquisition.

Research demonstrates a direct correlation between teacher professional development levels and the effectiveness of Early Childhood Education (ECE) programs. Our experience and expertise continues to point to a lack of quality professional development opportunities for ECE teachers and/or practitioners, specifically in the areas of language acquisition and literacy. The lack of teacher knowledge and skills contributes to a pervasive problem of students beginning kindergarten with limited knowledge and competencies to be successful in reading and writing. It is our belief that providing children with the opportunity to learn about reading and writing through experiences with oral and written language is critical so they enter kindergarten with the foundational skills essential for reading and writing success.

This Request for Proposals is targeting programs specifically focused on and measuring improved knowledge and education in the area of language acquisition and literacy through professional development of ECE teachers and/or practitioners. Applicants are encouraged to review the Foundation's proposal selection criteria which can be found at [www.helios.org](http://www.helios.org).

Please be advised that the online software does not allow detailed formatting or the ability to run a word count. Composing narrative answers in word processing software with minimal formatting and then transferring into the system will allow for word counts. Please save data frequently throughout the online application process. A blank application form can be printed by clicking on the Printer Friendly Version link at the top of the screen.

Technical support with the online application is available by calling Linda Thompson at (602) 381-2264 or by email at [lthompson@helios.org](mailto:lthompson@helios.org). You may also find helpful information on Helios' website at [www.helios.org](http://www.helios.org).

Thank you for your interest in partnering with Helios Education Foundation.

### Organization Description

Please provide information about the organization that is applying. If the application is on behalf of a group working together, identify the organization that will act as the fiscal agent.

#### Tax ID

Enter the tax identification number of the organization applying for funds.

#### Organization Name

Provide the name by which the organization is commonly known.

### Legal Name

Enter the name by which the organization is legally recognized, if different than the name entered above. For public charities, this should be the name shown on your IRS 501(c)(3) tax determination letter.

### Address

Enter the Address, City, State and Postal Code at which the organization receives postal mail in this and the following three fields, respectively.

### City

### State

### Postal Code

### Main Phone Number

Enter the main phone number of the organization including area code. Use only numerals and dashes in this data field. Do not use periods, parenthesis or spaces.

### Website

If the organization has a Website, enter the complete URL. For example, [www.helios.org](http://www.helios.org).

### Leadership - First Name

Enter the First Name, Last Name, Title and Email address of the applicant organization's chief professional officer in this and the following two fields, respectively. This is the information for the organization identified above that would serve as the fiscal agent for this project, if awarded.

### Leadership - Last Name

### Leadership - Professional Title

### Leadership - Email Address

### Mission Statement

Provide a brief statement of purpose that is used publicly to describe the organization that will serve as the fiscal agent for this project, if awarded. (100 word limit.)

### Organization Description

Provide an overview of your organization, including a brief history, operating principles, and a list of recent accomplishments. If the applying organization is a lead organization and fiscal agent for a consortium or collaboration, provide an overview of all the key players in this project. (500 word limit)

## Project Overview

Use this section of the proposal form to provide a general overview of the project for which a Community Investment is being requested.

## Project Overview Primary Contact

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If the Project Overview Primary Contact is the same as above, please check the box.

### Primary Contact First Name

Enter the First Name, Last Name, Professional Title, Phone Number, and Email Address of the person who can best answer questions about the proposed project and this application here and in the following four fields, respectively.

### Primary Contact - Last Name

### Primary Contact - Title

### Primary Contact - Phone Number

(Use only numerals and dashes in this data field. Do not use periods, parentheses, or spaces.)

### Primary Contact - Email

### Project Title

Provide the name by which the project, program, or initiative is, or will be, known.

### Project Summary

Provide a general description of the proposed project. Specify how literacy and language acquisition knowledge and education of early childhood (birth to age 5) teachers, professionals and other providers is strengthened. (200 word limit)

### Grant Term

In months, specify the time span of the proposed project. For example, a two-year project would have a 24-month Grant Term. (Given the proposal process timeline, awards will not be announced, finalized or disbursed prior to July 2010.)

### Geographic Area to be Served

Describe the geographic area to be served by this project. Note the state (Arizona and/or Florida Tampa Bay area), county, city, and specific area, such as school district or neighborhood. (200 word limit)

## Narrative Questions

This section of the proposal requests an informational account of the proposed project. The order of questions is intended to trace cause and effect of the community problem through the proposed intervention and beyond. Establish grounds for a Helios Education Foundation Community Investment in this project.

### Need for this Project

Share how the need for this project was determined. If possible, use data to illustrate the need for teacher / practitioner education as well as how the project addresses underserved, under-resourced centers in low socio-economic areas. Include the sources of the data. (500 word limit)

### Population to be Served

Please provide information on both the direct population served and the indirect population served. Given that the RFP targets early childhood (birth to five) educators, professionals and other providers, these are considered to be

the direct target population while the children served by these teachers are considered to be the indirect target population. For both groups (direct and indirect), describe the characteristics of the population, calling out how the population aligns with the RFP target population of early childhood (birth to five) educators, professionals and other providers who care for children in underserved, under-resourced centers of high need in low socio-economic areas in Arizona and/or the Florida Tampa Bay area. For both direct and indirect populations, describe any relevant characteristics which might include age or age range, gender, race, disability, and any unique characteristics such as needs, risk factors, barriers, etc. The population section should tie closely with the sections on Need, What You Will Do and Outcomes. The activities should match the needs of the target population. (500 word limit)

### **Explain What You Will Do**

Describe how your program will work, what you will do, and what the program participants will do. Explain why you think your approach will work and how language acquisition and emergent literacy teaching skills are incorporated.

### **Collaborative Partners**

Provide a list of collaborators or partners, if any. Define their relationship to the applicant organization and detail the value added they will contribute to the successful implementation of the project. (500 word limit)

### **Outcomes**

Describe what changes will occur in the literacy and language acquisition knowledge and education of early childhood (birth to five) teachers, professionals and other providers. Describe how you will know that the change has occurred, and how the change will be measured. (800 word limit)

### **Implementation Plan**

Describe the project's implementation plan and timeline. Identify key staff and their roles. Include where and when the described activities will take place. (800 word limit)

### **Sustainability**

Explain how this work or the outcome of the work will be sustained once the grant is over. Describe the characteristics of sustainability relative to the program design. See Helios' program design continuum in relation to the sustainability continuum provided with the RFP materials and available at [www.helios.org](http://www.helios.org). (500 word limit)

## **Project Budget**

Provide a projected revenue and expense operating budget for this project for the requested grant term. Do not provide a budget for the entire organization. The proposed budget should be a balanced budget (revenue and expenses are equal). If your project is for more than one year, enter the total budget for the entire grant term in the proposal form. Additionally, please attach a budget worksheet provided by Helios Education Foundation to show revenue and expenses for each year.

Do not include capital (depreciable) expenditures, such as payments of mortgage and equipment loan principle or costs associated with facility improvement. Line items with a red asterisk (\*) are required for online submission, and those with a notation of (++) require explanation or itemization in the budget narrative. Also please note that the Helios Education Foundation limits administrative expenses to 10% of the grant amount.

Please DO NOT include a dollar sign (\$) in the fields below; commas are acceptable. Round all figures to the nearest dollar amount. Enter a zero (0) in fields with no associated dollar amount.

## REVENUE

### Investment Request to Helios

The total dollar amount being requested of Helios Education Foundation.

### Fundraising

General donations to the project or organization that are to be directed to the proposed activity. Report net revenues after deducting expenses incurred to raise the funds.

### Government Funding (++)

All government sources of funding specific to the proposed activities, including grants and fee-for-service contracts originating at the municipal, county, state or federal levels. List each grant or contract separately in the Budget Narrative.

### Private Grants (++)

Grants provided by corporate foundations, public charities (such as United Way), and private foundations specific to the proposed activities. Identify the source and amount of such grants in the Budget Narrative.

### Earned Income

Program service fees paid directly by the client or by third-party sources, such as insurance reimbursements. Also include proceeds from the sale of merchandise that is related to the project's implementation.

### Investment Income

Revenue paid from net assets, such as endowments, interest earned, and dividends, as well as rental income from property owned by the organization that will be applied in support of the proposed activities.

### In-Kind Support (++)

Non-financial support to the project originating outside the organization. Report the dollar value for non-cash donations and volunteer hours. To determine the value of such goods and services, consult the IRS or Independent Sector Websites.

### Other Revenue (++)

Show any other revenue that does not fit into the above categories. Notate the sources of such miscellaneous funds in the Budget Narrative.

## TOTAL REVENUE

Click on the calculator button to calculate your total revenue. Difficulty with this feature may be related to your browser's security setting. Should you encounter such difficulty, skip this item and continue with the proposal, remembering to save frequently.

## EXPENSES

### Salaries and Wages

Salaries and wages for persons directly employed by this project.

### Employee-Related Expenses

Record figures related to employee benefits, such as health insurance and FICA, only for the individuals represented in the Salaries and Wages line item above.

### Training

Costs related to training staff and volunteers for the proposed activities.

### Supplies and Equipment

Purchased office supplies and equipment rental.

### Occupancy

Rent, utilities, maintenance and property insurance directly related to the proposed activities.

### Communications

Postage, telephone, and internet service as related to the proposed activities.

### Printing

Costs related to printing materials and publications related to or for use by this project.

### Travel and Meetings

Conferences, seminars, retreats, mileage and airfare, lodging and meals.

### Professional Fees

Consultants and other payments made to individuals not employed by this project. Do not include professional fees associated with project evaluation.

### Project Evaluation

Costs related to assessment of the project's success against stated goals, including salaries, professional fees and materials that are not recorded on the above line items.

### Scholarships

Tuition assistance for educational or vocational instruction.

### In-Kind Expenses

This figure should be equivalent to the In-Kind Support line item.

### Other Expenses (++)

Record any other expenses that do not fit into the above categories. Explain these miscellaneous costs in the Budget Narrative.

### TOTAL EXPENSES

Click on the calculator button to calculate your total expenses. Difficulty with this feature may be related to your browser's security setting. Should you encounter such difficulty, skip this item and continue with the proposal, remembering to save frequently.

### FTEs

Provide the number of employee full-time equivalents (FTEs) that this project as a whole (not just a Helios investment) will employ, related to the Salaries and Wages line item. Show part-time employees as a fraction of a full-time equivalent. For example, a half-time worker would be .5 FTE. Do not include volunteers or consultants.

### Budget Narrative for the Proposed Project

Provide an explanation of the budget to assist a reviewer in better understanding the financial picture of the proposed project. Notate any leveraged funds, such as matching or challenge grants. Provide an explanation or itemization of line items marked (++) . Generally, a balanced budget is projected. If there is any project surplus or deficit, please explain. (500 word limit.)

### Budget for Requested Helios Investment

Provide a detailed explanation of how Helios Education Foundation funds would be utilized. Show dollar figures for each line item. Explain why each item is necessary. (500 word limit.)

## Project Demographics

For purposes of this RFP, direct beneficiaries are the early childhood (birth to five) teachers, professionals and other providers who will benefit from the project's proposed offerings. The children taught and cared for by these early childhood educators are indirect beneficiaries. While the number of indirect beneficiaries provides context for the scope of the proposed project, the majority of the demographic information will apply to the direct beneficiaries.

### Number of Direct Beneficiaries

Early childhood teachers, professionals and other providers.

**ETHNICITY:** Ethnicity is not a required section of the proposal, however, if the information is relevant to the need or project design, please provide the ethnicity of the direct project participants in the following fields.

African American

Asian

Caucasian

Hispanic

Native American

Other Ethnicity / Multiple Ethnicities

**POPULATION CONCENTRATION** "Urban/Suburban" is defined as residing in or within immediate access to a population center of at least 500,000 people. "Reservation" and "Rural" categories are mutually exclusive and should not represent the same individuals. Population concentration is not a required section of the proposal, however, if the information is relevant to the need or project design, please provide the population concentration of the direct project participants in the following fields.

Native American Reservation

Rural

Urban/Suburban

### Number of Indirect Beneficiaries

Children birth to age five. Enter the total number of children likely to be impacted by the proposed project. Enter relevant characteristics of this indirect target population in the narrative section "Population to be Served."