PROGRAM FOCUS

Child-Centric is a resident-driven grant program focused on mobilizing grassroots groups and leaders to help Detroit children get a good start in life from before birth through age four. Groups comprised of parents, families or neighbors, and formal or informal early childhood care providers are invited to apply for grants of $200-$7,500 for projects intended to support expectant mothers, families, and young children in their first 1000 days.

Child-Centric is rooted in the insight that children grow up in families and communities, not just in programs. In Detroit, there are many youth and adults, small organizations, and grassroots groups with ideas and energy for helping young children and their families thrive.

We believe in and support resident leaders to help change conditions for pregnant women and young children in Detroit.

Did you know?
1) Detroit has one of the highest infant mortality rates in the country.
2) 9% of Detroit moms get late or no prenatal care (compared to the national rate of 3%)
3) Detroit ranks near the bottom in child well-being.

The Child-Centric Grant Program provides resources to grassroots leaders, groups, and childcare programs to put their ideas into action and to support them to learn and grow as champions for Detroit’s children. Child-Centric is a program of Community Connections, which has been investing in Detroit’s grassroots leaders and groups since 2006. “Hope Starts Here” is Detroit’s Early Childhood Partnership that has engaged families, businesses, child education and health experts, and the larger community in creating a vision to ensure that children are born healthy, prepared for kindergarten, and on track for success by third grade and beyond.

GUIDELINES

Applicants may choose from three grant options:

1) Grants of up to $2,000 are available to community groups for projects that support mothers and fathers both during pregnancy and during the first four years after their baby’s birth.

2) Grants of up to $7,500 are available to traditional and non-traditional early childhood caregivers (i.e. persons who regularly care for young children, whether in a center or in a home) to expand their capacity to give young children a great start. The grant supports projects and/or activities that stimulate the physical, mental, and/or emotional development of children through age four years old. These may include enhancing the learning environment to stimulate creativity and early literacy, educational field trips, parent bonding and communication activities, networking events with caregiver peers, or professional development opportunities for staff to increase their capacity. Grants may support projects similar to those listed in project types and may also support learning and professional development for caregivers to improve their skills in early child development.
3) Grants of up to $7,500 are also available to grassroots groups, leaders, and stakeholders to design and implement activities aligned with a specific Child-Centric theme promoted by Community Connections. Themes include early literacy, mother and child health, fatherhood education, and creating stimulating environments for young children. Groups will receive assistance with designing projects that reflect the identified needs and values in their communities. Projects are expected to include multiple opportunities for participation. Times and dates should correspond with the availability of the target audience in your community.

Examples of Themes for Themed Projects:

<table>
<thead>
<tr>
<th>Early literacy:</th>
<th>Early literacy projects may include activities to encourage exposure and love of reading in young children. Projects may include music and/or reading clubs, elder reading circles, eat and meet readings, public art to promote early literacy, etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maternal and infant health &amp; wellness:</td>
<td>Projects may include activities related to physical and mental health for expectant mothers, infants, and young children, such as mommy yoga, healthy cooking and eating, baby calisthenics, walking clubs, substance abuse prevention and intervention workshop series, baby care education workshop series, etc.</td>
</tr>
<tr>
<td>“Month of the Young Child:”</td>
<td>Any variety of activities that include and celebrate young children as our most important assets. Projects must include and feature children and families.</td>
</tr>
<tr>
<td>Transforming public spaces to stimulate early learning:</td>
<td>Working with community partners to create positive environments in spaces frequented by young children and families such as vacant lots, neighborhood grocery stores, laundromats, etc.</td>
</tr>
<tr>
<td>Parenting education:</td>
<td>A series of activities and workshops providing education to new parents and parents and families with young children in their care.</td>
</tr>
<tr>
<td>Fatherhood education:</td>
<td>Activities that provide education and support for fathers, such as supporting expectant wives or partners, caring for your newborn, bonding with baby, communication, navigating barriers to fatherhood, etc. <strong>Men are strongly encouraged to apply.</strong></td>
</tr>
<tr>
<td>Literacy Exposure Experiences:</td>
<td>Activities that involve visiting sites around the city to expose young children to new places and experiences. Journeys should be designed to identify and promote children learning new words.</td>
</tr>
</tbody>
</table>

Idea about other possible project themes are welcome!
EXPLANATION OF PROJECT TYPES

The Child-Centric Grant Program supports a range of projects. Below is a list of categories of possible project activities with examples. Your project may combine several categories.

- **Support Groups** - A social group for mothers and/or fathers of young children to come together and discuss the challenges and joys of parenting and build a sense of community.

- **Parenting Classes** - Groups provide classes on topics such as breast feeding, effective discipline, ages and stages- ‘What should my child know and when?’, how to access services for my child, financial planning, the importance of traditions in families, and other topics.

- **Fatherhood Education** - Classes and support for expectant fathers, effective co-parenting techniques, understanding the importance and value of fathers, navigating the friend of the court, how to tie a tie, lessons from father to son, benefits of reading to your children, etc.

- **Supporting Prenatal Mothers** - Groups to support prenatal moms may include home visits, mentoring, ensuring that moms are attending regular doctor visits, promoting healthy eating through cooking classes, providing transportation for doctor visits, training in breast feeding, and/or other topics.

- **Newborn Education** - Providing training and information on developmental stages, safe sleeping methods, diet and nutrition, nursing vs. bottle feeding, how to set a schedule for a newborn, how to handle a newborn, safe toys, essentials needed for a newborn, how to find the right daycare for your child, and/or other topics.

- **Healthy Food and Nutrition** - Cooking classes that demonstrate how to prepare food for expectant mothers, newborns, and/or children up to age 4. Projects might include how to plan a menu, shop economically, and access resources to make food more affordable.

- **Support for Well-Baby Visits** - Providing transportation or resources for parents to attend doctor visits, educating parents on the importance of well-baby visits, questions to ask the doctor, following up on recommendations.

- **Projects to Stimulate Health, Language Acquisition, and Positive Play** - Projects and/or activities that stimulate the physical, mental, and emotional development of children up to age 4 years old. Projects might include enhancing the learning environment to stimulate creativity, early literacy, educational field trips, parent bonding and communication activities, etc.

- **Creating Healthy/Educational Spaces** - Creating healthy spaces for expectant mothers, newborns, new mothers and/or young children. Redesigning local public spaces to create educationally stimulating environments for young children and their families. Examples include: yoga room or reading nook, parent room with resources, spaces where 2 to 3 children can break away from the group to avoid over-stimulation, etc.

- **Maternal or Infant Health Activities** - Activities to support maternal and/or infant health and prenatal health, such as educational classes, designing a healthy environment for baby, exercise activities, and/or other topics.

- **Learning & Professional Development for Early Childhood Caregivers** - Support attending a conference, a training, and/or other topics.

- **Organizing to Address One or More of the Hope Starts Here Partnership Imperatives**
ELIGIBILITY REQUIREMENTS AND GRANT REVIEW PROCESS

- Projects must be designed for expectant and new mothers and fathers and their children up to age 4.
- Applicants must be organizations. Grants will not be awarded to individuals.
- Applicant organizations must be not-for-profit organizations, except for daycare centers. *Organizations do not need to have federal tax-exempt status (501C3) or incorporation papers, financial reports, or any particular level of income or annual budget.*
- A not-for-profit organization that has a bank account for depositing funds in its own name may apply directly. Organizations without their own bank account may use a fiduciary (a non-profit organization willing to handle awarded funds).
- Examples of organizations that can apply: Community groups, child care groups, small daycare centers, faith-based organizations, neighborhood organizations, social and civic organizations, schools, etc.
- Organizations may apply for only one grant at a time. If funded, they must complete their project and submit the Final Report with receipts before being eligible to apply again.
- Within a one-year time period, a group is eligible for a maximum of two grants and a maximum total of $15,000.
- **Grants will not support the following:** Capital campaigns, endowment funds, government agencies or departments, lobbying efforts, political groups, projects or activities carried out for religious purposes, fundraising, purchase of property (land and buildings), or supplanting funds for existing programs.

REQUIREMENTS FOR FUNDED PROJECTS

- Grants will be awarded in amounts up to $7,500.
- Only one grant (maximum $7,500) will be awarded for any one project.
- Grants will fund only projects that support the goals for the Hope Starts Here program. Projects must be designed to achieve at least one of the purposes listed in the guidelines.
- Projects must be designed by and for residents of the City of Detroit and take place within the city (except for field trips).
- Projects must take place within a year (12 months) from the date a grant is awarded.
- Grant funds will not be awarded for project activity which begins (takes place) before the date a grant is awarded for that project.
- Grant applicants should provide support letters (if applicable) from one or more of the following: (1) A representative from a church, community center, etc. where a project will be carried out. (2) A representative from any “partner organization” whose involvement is essential for carrying out a project.
- Grant awardees **must** submit a Final Report with acceptable receipts within 30 days of the completion of the project. *A report form is provided during the award process.*
- **Community Connections provides free assistance with the grant writing and project development process. Call 313-782-4042 to make an appointment.*
GRANT AWARD PROCESS

- Applications are due on the last day of the month. Applications must reach the Community Connections office on or before the final day of any month for consideration the following month. [Example: received August 31 and reviewed September 13.] An address and fax number for submitting applications is on the last page of the application form. You may also apply through our online application.

- Applications are reviewed by a panel composed of Detroit residents. Their funding recommendations are approved by Prevention Network’s board of directors.

- Funding decisions are made on a monthly basis. Applicants will be notified in writing about funding decisions (whether funded or not) within three weeks of the review meeting. Review meetings take place on the second Monday of the month.

- Grant checks will be available for pick-up at the Community Connections grant office. Signature required.

- Personal contact information included in this application is considered confidential and will not be shared outside of the Changemakers Panel and the Prevention Network Board of Directors, staff, and contractors without your consent. Specific information about the grant decisions will not be shared with anyone except the contact person named in the application. Names of organizations receiving grants and a brief description of their project will, however, become public information.

- Data within the application will be used for evaluation purposes. Information used for evaluation will remain anonymous and data used will not be connected to any individual or organization without permission.

- Community Connections staff may visit the project location prior to award distribution.

APPLICATIONS ARE ACCEPTED BY THE LAST DAY OF THE MONTH FOR REVIEW THE FOLLOWING MONTH. FOR ASSISTANCE TO PLAN A PROJECT AND/OR APPLY FOR A GRANT, PLEASE CALL 313-782-4042

PLEASE SEPARATE THE GUIDELINES FROM THE APPLICATION FORM.
PLEASE KEEP GUIDELINE PORTION FOR FUTURE REFERENCE.
Child-Centric Application

Date of application: ___________ Organization applying: ______________________________________________________

Address: ___________________________________________ Zip: ________________________________________________

Contact Person (who can answer questions about the proposed project):

Name: ______________________________________ □ Ms. □ Mrs. □ Mr. □ Other: ________________________________

Phone: ____________________ Cell phone: ______________ Email address: ________________________________

Address if different from above: ___________________________ Zip: ________________________________

To which grant program are you applying? (Check one)

□ Projects designed by parent, community, and/or stakeholder groups ($200-$2,000)
□ Projects by and for home or community childhood care providers, including informal providers like grandmothers, aunties, or seniors who take care of groups of young children in their homes ($200-$7,500)
□ Projects aligned with a Child-Centric theme ($200-$7,500) (name theme): ____________________________

Name of proposed project: ______________________________ Grant amount requested: $___________

Proposed project start date: ________________ Proposed project end date: ____________________________

Proposed project days and times: ________________________________________________________________

Project address: ___________________________________________ Zip: ________________________________

Have you received a Community Connections grant before?  Yes   No

If yes, date of last Community Connections grant received: __________________________________________

Please check the one or two categories that best describes your project:

□ Support Groups
□ Parenting Classes
□ Fatherhood Education
□ Supporting Prenatal Mothers
□ Newborn Education
□ Healthy Food & Nutrition
□ Support for Well-Baby Visits
□ Projects to Stimulate Health, Language Acquisition, and Positive Play
□ Creating Educationally Stimulating Spaces for Young Children and their Families
□ Maternal or Infant Health Activities
□ Learning and Professional Development for Early Childhood Caregivers
□ Organizing to Address One or More of the Hope Starts Here Partnership Imperatives
□ Early Literacy
□ Other: ________________________________
PROJECT ROLES

People playing leadership roles:

<table>
<thead>
<tr>
<th>Name/Home Zip Code:</th>
<th>Name/Home Zip Code:</th>
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Total number of adults (ages 18 and up) expected to help with the project: ______________________

Total number of parents or expectant parents expected to participate: ______________________

Age range of parents or expectant parent participants: ______________________

Total number of children ages 0-4 expected to participate: ______________________

Age range of child participants: ______________________

NARRATIVE QUESTIONS

A. **Proposed project**: Describe the project including its key steps and activities, showing what will happen where, how, and when. (You may add a separate sheet with a more complete description if you wish.)
B. What results or outcomes do you hope to achieve? What do you hope will be different as a result of your project? What evidence of results do you hope will be visible?

<table>
<thead>
<tr>
<th>Goals</th>
<th>Description</th>
<th>Evidence of Achievement</th>
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<tbody>
<tr>
<td>Goal 1</td>
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<td>Goal 2</td>
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<tr>
<td>Goal 3</td>
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</table>

C. Who will get involved? Describe as specifically as possible. For example, if participants attend the same church or school, or if they are mostly expectant mothers or fathers, or parents of young children, state this.

D. What have you done to recruit participants or partners to your project? For example, who have you approached to explore their interest and invite their involvement?
E. **Describe your capacity to do this work.** Describe the skills, knowledge, and experience of project leaders that equip you to be effective in leading this project. Also, list other capacities such as suitable location and space for the project, materials availability, and support of other organizations.

F. **In planning and preparing to submit this application,**
   Did you receive any assistance or advice from a Community Connections staff person?
   Yes  No
   Did you attend a Child-Centric workshop prior to filling out the application?
   Yes  No

   If there were other resources or advisers that helped you plan your project or build your capacity, please list them here.

G. **Describe how any stipend/administrative expense requests will be used** *(If applicable).*
Childcare Provider Questions (For Childcare Providers ONLY)

1. How many children do you regularly care for?

2. What are the ages of the children?

3. Do you provide latchkey services?

4. Have you received support to enhance the learning environment for young learners in the past?
   - Yes
   - No

5. Please describe how your project will specifically enhance the learning environment for young children up to age 4:

6. Does your project include a parenting education or support component?
   - Yes
   - No

7. Are you a licensed or unlicensed child care provider? (Both unlicensed and licensed care providers are equally eligible to apply.)
   - Licensed
   - Unlicensed

APPLICATIONS ARE ACCEPTED BY THE LAST DAY OF THE MONTH FOR REVIEW THE FOLLOWING MONTH. FOR ASSISTANCE TO PLAN A PROJECT AND/OR APPLY FOR A GRANT, PLEASE CALL 313-782-4042
BUDGET GUIDELINES

- Funds may be used for:
  Materials, supplies, and/or training necessary to achieve goals related to positive early childhood outcomes. Travel costs associated with presentations, demonstrations, field trips, etc., food and refreshment costs when projects occur over mealtimes or include culminating events.
- No more than $250 in grant money may be awarded for T-shirts, uniforms, etc.
- Stipends/administrative expenses cannot exceed 20% of requested amount. **Wages are not an allowable expense for the grant program.** Stipends up to 20% are considered to honor the time and effort of project leaders and volunteers who contribute to the project execution beyond basic planning. Discussion of who might receive stipends for what contribution is not required. However, an explanation of how the requested funds will be allocated may strengthen your application and support justification of the request.
- Grant requests can range anywhere up to $7,500.
- Durable equipment, equipment that lives on beyond the life of the project, is considered on a case-by-case basis. Projects such as transforming spaces would most likely apply. Please call if you have specific questions regarding how these costs might apply to your project.
- Any money available for the project (grants, donations, participant fees, etc.) should be listed as income.
- Attach an additional sheet to explain budget items that include details not obvious from the costs listed below.
- Budget changes are not allowed without prior approval from Community Connections.
- Grant money left over after a funded project is completed must be returned to Community Connections.

**Project Budget (Income & Expenses should be Equal)**

<table>
<thead>
<tr>
<th>Income Items</th>
<th>Expense Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>List here all the expected sources of money for your project.</td>
<td>List here all the expected costs of your project.</td>
</tr>
</tbody>
</table>

<table>
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<tr>
<th>Source</th>
<th>Contribution</th>
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CHECKLIST: WHAT YOU SHOULD INCLUDE WITH YOUR APPLICATION

☐ Cover sheet (on original page 1 of application or a photocopy only. NOT computer generated).

☐ Answers to questions A through G and Childcare Provider Questions (on pages 2-5) may be computer generated or presented in some other alternative to original.

☐ Budget (on original page 6 of application or a photocopy only), and budget detail, if needed.

☐ Check offs and signatures (on original pages 7 and 8 of application or a photocopy only).

☐ Names/addresses of Board of Directors for the applicant organization (or list of persons responsible for project activity and for handling grant funds).

☐ Names/addresses of Board of Directors for fiduciary (if you are using one).

☐ Letter of support [if relevant] from a spokesperson for a church or other location where you will conduct your project and any partner organization necessary to carrying out your project.

☐ Application submission does not exceed 12 pages. Submissions exceeding 12 pages may not be processed.

Applications MUST be received at Community Connections by the last day of any month for review in the following month. Please send applications to:

Community Connections, 2727 2nd Ave, Suite #144, Detroit, MI 48201

Phone: (313) 782-4044 Fax: (313) 782-4044 Website: communityconnectionsdetroit.org

E-Mail: communityconnections@preventionnetwork.org

Facebook: www.facebook.com/CCGrantsDetroit Twitter: @CCGrantsDetroit

Instagram: communityconnectionsdetroit

Child-Centric is a partnership between Community Connections, W.K. Kellogg Foundation, and The Kresge Foundation.
AGREEMENT FORM FOR CHILD-CENTRIC GRANT FUNDS

IF AWARDED FUNDING the funded group agrees to the following:

1. We will use the grant funds as outlined in our application budget, or revised budget. We will keep receipts or other documentation for everything we pay out with grant funds, and will submit these with our final report, no later than 30 days after our project ends.

2. We will get permission from Community Connections to make any changes in our budget and how we use grant funds.

3. We will get permission from Community Connections if we need to make changes in our project schedule, timeline, activity, or any other substantial part.

4. We will return any leftover funds from our grant to Community Connections. (Such money is put back in the grant pool for future awards to community groups.)

5. Our organization, officers, and board of director members are not on any federal terrorist watch list.

6. We will act in compliance with all applicable anti-terrorist financing and asset control laws and regulations.

7. Grant funds will not be used to fund any form of violent political activity, terrorism, or terrorist organizations.

8. Grant funds will not be used to influence the outcome of any specific public election, or to carry out any voter registration to influence any specific legislative issue, or to influence a legislative outcome.

9. Organizations using grant funds do not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, or military status, in any of its activities or operations.

10. Grant funds will not be used in any way to raise funds for our own or another organization.

11. Grant funds will not be used for religious practice, to carry out religious activity, or to promote any specific religion or place of worship.

12. We will hold Community Connections harmless for any liabilities that may occur in association with the grant funded project.

13. Since the Child-Centric Grant is administered by Community Connections and funded by W.K. Kellogg Foundation & The Kresge Foundation, this project in whole or in part, will enter the public domain. In this case, no part of the project may be patented or copyrighted.

14. Acknowledge in all publicity, exhibits, publications, social media and on your website the source of your grant. This project was funded by a grant from the Community Connections Grant Program.

____________________________________________________ __________________________
Signature of contact person named on page one  Date

____________________________________________________ __________________________
Signature of person responsible for project, if different from above   Date

____________________________________________________ __________________________
Fiduciary signature/title, if a fiduciary will be used Date