



Request for Proposal July 7, 2025

TITLE: Early Educator Wage Sustainability Grants

This application packet includes:

- Introduction
- Grant Purpose
- Application Process
- General Information
- Application Forms

NATURE OF ACTION REQUESTED: Voluntary

SECTION I: INTRODUCTION

Nationally, the compensation levels of early childhood educators are out of alignment with those of professionals in other settings holding similar credentials and experience. In Michigan, as in other states and territories, low compensation leads to recruitment and retention challenges in a field that needs caregivers to form lasting and stable bonds with the children in their care. High-quality child care is also a necessity for businesses to recruit and retain a stable workforce, making it a key issue for the state's economy.

Under Section 32v of P.A. 103 of 2023, the Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP) received \$30,000,000.00 in state school aid fund money to implement an early childhood workforce project. MiLEAP awarded funding under this section to Gogebic-Ontonagon Intermediate School District (GOISD) to serve as the fiscal agent. GOISD has partnered with MiLEAP to institute regional early educator wage sustainability pilots pursuant to Section 32v, 2e, of P.A. 103 of 2023.

The grant will be awarded through a matching grant application process. The grant is open to the current leads and/or co-leads of the 10 Regional Child Care Coalitions (limited to one grant per Coalition). Funding is available for monthly stipends to participating professionals at the rate of \$200 for part-time and \$300 for full-time teachers and assistant teachers¹. Grantees will be responsible for

¹ Utilizing the MiLEAP Division for Child Development and Care (CDC) definitions of part-time (up to 60 hours biweekly) and full-time (61+ hours biweekly).

securing matching funds, recruiting child care businesses and professionals in their region, distributing and monitoring funding, collecting data for evaluation, implementing continuous quality improvement (CQI) in local processes, and reporting. Additionally, they will create a sustainability plan.

As a matching grant, the state will provide a base award of \$500,000 to all successful applicants, along with an additional financial match for cash and in-kind commitments offered by the Regional Child Care Coalitions. RFP applicants are responsible for securing match dollars and identifying the in-kind match funds as part of the application process. Cash contributions will be matched 2:1 by the state (two state dollars to every one regional dollar secured), and in-kind matches will be matched 1:1 by the state (one state dollar to every one in-kind dollar currently existing or newly secured).

Regional Child Care Coalitions must show a minimum match of \$50,000—either in cash or in-kind—at the time of application to receive the \$500,000 base funding. Applicants will have six months from the date of application to secure additional in-kind or cash contributions and to request an increase to their match amount. The maximum state match for each Regional Child Care Coalition is \$1.2 million. Applicants may request additional match funding only once during this six-month period.

If a coalition cannot meet the \$50,000 match at the time of application, it may still receive conditional approval, **as long as all other application requirements are met. The application must include a plan explaining how the applicant will secure the full \$50,000 match within the first six months of the conditional grant award.** Once the full match is secured, the \$500,000 base amount, along with any additional matching funds, will be awarded.

If unclaimed funds remain after the first six months of the grant, grantees will have the opportunity to apply for additional match funding.

In-kind contributions are a key part of the matching strategy. Examples of qualifying in-kind contributions include:

- Contributions from local businesses to Tri-Share;
- Local scholarship funds;
- Other wage initiatives;
- Other employer/business contributions, including administrative support for this project.

All in-kind contributions must be from private or corporate sources. They can also include local or philanthropic funds; however, state and federal funds cannot be counted as an in-kind match.

Regional Child Care Coalitions are encouraged to propose a mix of cash and in-kind contributions in their responses to maximize state matching funds.

Grant funds will be distributed on a reimbursement basis; grantees must submit a Statement of Expenditures (SOE) to GOISD monthly to be reimbursed for allowable grant costs. A limited amount of start-up funds will be available to support the distribution of the first month's stipends.

Information about this grant opportunity, including the necessary forms and instructions for completing the application, is available online at <https://www.goisd.org/about/request-for-proposals.cfm>. Applications must be received at GOISD by **August 15, 2025 at 5:00 p.m. EST** in PDF format with all pages attached in a single email to jstenson@goisd.org. The final liquidation of state funds for this grant will be no later than August 15, 2027. Questions regarding this grant announcement must be directed via email to jstenson@goisd.org.

SECTION II: GRANT PURPOSE

MiLEAP is leading a comprehensive, statewide effort to address current workforce challenges by supporting regional entities in creating a local, sustainable wage funding approach for early childhood educators. As part of this initiative, GOISD is granting funds to the 10 Regional Child Care Coalitions to pilot funding strategies that help raise the wages of early childhood care and education providers.

These grants will provide funds to supplement the wages of early childhood educators on a monthly basis. Grant funds will represent a match to funds supplied by the Regional Child Care Coalitions according to the following formula:

1. a two-to-one (2:1) match for cash contributions
2. a one-to-one (1:1) match for in-kind contributions.

In implementing this grant, grantees will:

1. Develop and implement an application and selection process for potential participants in early learning and care programs.
2. Conduct outreach to licensed child care businesses, Head Start, and Great Start Readiness Programs in their region to recruit pilot participants.
 - a. Pilot participants must be registered in the state's professional development platform, MiRegistry, to participate in the pilot group.
3. Conduct outreach to businesses, nonprofits, and other local organizations to secure matching funds for the duration of the proposal and beyond.
4. Distribute funds every month to either the early learning and care program or directly to the early educator.
5. Gather baseline and ongoing data to inform evaluation, continuous quality improvement, and reporting.
6. Actively work on a sustainability plan.
7. Monitor that funds are used as intended and that budgets are spent down.
8. Participate in technical assistance opportunities.

MILEAP STRATEGIC GOALS

This grant supports the strategic goals of the Michigan Department of Lifelong Education, Advancement, and Potential by prioritizing education from birth to post-secondary with a focus on preparing children for kindergarten.

TARGET POPULATION TO BE SERVED

The target population served is the early childhood workforce.

ELIGIBLE APPLICANTS TO ADMINISTER THE FUND

Eligible applicants are leads and/or co-leads of the 10 Regional Child Care Coalitions (limited to one grant per Coalition).

STATUTE

State school aid funding is appropriated under Section 32v of [P.A. 103 of 2023](#).

SECTION III: APPLICATION PROCESS

PRE-PROPOSAL WEBINAR

A pre-proposal webinar will be held **July 15, 2025, at 9:00 a.m. EST**. The link for the webinar will be available at: <https://www.goisd.org/about/request-for-proposals.cfm>.

The purpose of this webinar is to discuss general grant information, as well as details about the **Early Educator Wage Sustainability Grant** requirements. It will also provide an opportunity to allow potential applicants to ask questions related to the application and implementation process. In addition, GOISD staff will be available to provide technical assistance as needed before the submission date. This technical assistance is provided at no charge.

This pre-proposal webinar is for information only. GOISD reserves the right to make modifications to this announcement, if necessary, to comply with laws or ensure a clearer understanding of its content.

Questions submitted during the webinar presentation on July 15, as well as questions submitted following the webinar via email will be compiled with answers and available to participants at <https://www.goisd.org/about/request-for-proposals.cfm>. Questions submitted after **July 22, 2025, at 5:00 p.m. EST** will not be answered. The responses to submitted questions will be published by **July 29, 2025**, to assist with proposal completion.

APPLICATION SUBMISSION

Completed applications must be submitted via email to jstenson@goisd.org on or before **Friday, August 15, 2025, at 5:00 p.m. EST**. Failure to complete submission by this time will result in a NULL (voided) application.

Only those applicants meeting all conditions outlined will be eligible for consideration.

Questions regarding electronic application submission should be directed to GOISD at jstenson@goisd.org. Technical assistance regarding application submission will be addressed through **12:00 p.m. on August 11, 2025**. No additional assistance will be provided after the 12:00 p.m. deadline.

REVIEW PROCESS

GOISD will verify the administrative completeness and eligibility of applications. Proposals will then be reviewed and awarded based on the completeness of the application and the ability to meet all requirements. Award selection will be based on merit and quality, as determined by points awarded for the review criteria section and all relevant information (see "Review Criteria").

All awards will be subject to GOISD Board approval. All applicants will be notified in writing of the GOISD's decisions.

NARRATIVE PROPOSAL CONTENT AND SUBMISSION

Applicants should provide a clear and concise response to each of the following:

Part 1: Background Information on Region and Coalition Activities.

1. Please provide a brief overview of the following:
 - a. Geographical and demographic landscape of your region, including data about the regional early childhood care and education landscape, such as the number of family, group, and center-based child care businesses, as well as areas of high need.
 - b. Data on early care provider wages and strategies developed to address early care provider wages during your strategic planning process.
 - c. Other strategies you are implementing to support the workforce and access to child care.

Part 2: Strategy for Implementing Stipends.

1. Describe your approach for implementing this grant:
 - a. Recruitment and Selection of Early Education Professionals. Please describe your approach to the following:
 - i. Your recruitment strategy for implementing this grant, including how you will solicit providers to apply to participate in the program, and the areas of your region you will be targeting and why.
 - ii. Your selection process. Your criteria for the selection of providers and how this plan aligns with your regional strategic priorities or areas of focus. **Note: You should ensure that you can demonstrate a mix of provider types (licensed child care, Head Start and Great Start Readiness Programs) and a rationale for your decisions based on data. Include considerations of supporting family choice of care setting in your rationale and decision-making.**

- b. Grant Administration and Oversight. Please describe:
 - i. How you will track employment and credentials to ensure that participating professionals are either already in or join the state's professional development platform, MiRegistry before the first payment in January 2026.
 - ii. How you will gather baseline information about the professionals' current wages.
 - iii. How you will support professionals once they receive these stipends to ensure they are aware of any potential tax or benefit consequences of receiving the additional funds.
- c. Compensation Approach – Please describe your anticipated approach to structuring and distributing grant stipends between January 2026 and August 2027. Please detail:
 - i. If you plan to pay child care businesses or pay individuals directly.
 - ii. The total number of grants you expect to make.
 - iii. Your goal for the number of full and/or part-time providers, and types of providers receiving each grant (licensed child care, Head Start and Great Start Readiness Programs).

Part 3: Partnerships, Financial Commitments, and Monitoring:

- 1. Recruitment of Funding Partners. Please describe your approach to the following:
 - a. Your approach to recruiting and engaging cash-match partners.
 - i. Your selection process including why you selected them, and their ability to commit to wage sustainment support beyond the term of the grant.
 - ii. Any assurances you provided partners as a condition of participation (for example, supporting wages at their location) if applicable.
- 2. Matching Funds.
 - a. The names of individuals and organizations who have committed to providing the cash match(es) and the amount pledged by each individual or organization. (Attach Letters of Commitment or Memoranda of Understanding that detail the amount and type of match being provided to this grant opportunity.) Please note any restrictions on the use of funds.
 - b. The amount and source of in-kind match(es) that you have identified for this application.
 - c. If you are **not** able to meet the \$50,000 match at the time of application, please describe your plan for securing the full \$50,000 match within the first six months of the grant award.
- 3. Describe the following aspects of completing the requirements for this grant:
 - a. Grant Management.
 - i. Describe the roles, personnel, experience, and background of individuals associated with the management and administration of funds, as well as any additional partners funded under this grant.

- b. Distribution of funds.
 - i. Describe your process for monitoring the distribution of funds and ensuring that money is used for its intended purpose each month. Please describe how you will track participants to ensure they are still employed in early childhood care and education each month before receiving their stipend.
- c. Data Collection.
 - i. Describe how you will gather data to help inform the pilot and evaluation, including specific questions your regional partners expect to have answered by this pilot project.
 - ii. Describe how the data collected regarding pilot participants will be stored to ensure that it maintains confidentiality and is safe and secure from data breaches.
- d. Reporting.
 - i. Describe your plan for providing monthly updates and quarterly reporting on grant implementation to all of the following: The Regional Child Care Coalition, Partners, funders, GOISD, MiLEAP, etc.

Part 4: Evaluation, CQI, and Sustainability Planning:

1. Describe your approach to the following required grant activities:
 - a. CQI, Evaluation.
 - i. Describe how you will review your own processes to ensure the quality of grant implementation and identify areas for improvement where needed.
 - b. Sustainability.
 - i. Describe your approach for developing a sustainability plan, including who will be involved and your process for working on a sustainable regional early educator funding approach.

Part 5: Operational Budget, Start-Up Budget, and Financial Controls

1. Using the budget form provided and attaching a narrative where needed, submit the following:

- a. A Budget showing costs to start and administer monthly stipends between January 2026 and August 2027, including:
 - i. Operational Budget. Please detail costs associated with personnel, pass-through, anticipated stipends etc. Describe your process for ensuring time and effort documentation is on file for employees/grantees charged to the grant. **NOTE: Indirect costs are not allowed and must be accounted for in the administrative line.** Administrative funds must not exceed 10% of the state match amount. Please use Form C to complete the proposed budget.
 - ii. Start-Up Budget. If a start-up payment is needed to provide the first month of stipend payments, describe the amount needed. Each start-up request will be reviewed individually to determine feasibility. If start-up funds are not requested, describe how you plan to cover the first month's payments.

- iii. Applicants that are unable to meet the required match amount at the time of application may wait to submit a proposed budget until the match has been secured.
- b. Describe your internal control protocols. Please include any narrative necessary to answer the following in your response:
 1. Has your agency been subject to a single audit? **Yes/No**. If so, are there any current single audit findings that the agency is addressing? **Yes/No**
 2. Is your organization regularly reviewing actual expenditures against budgeted amounts? **(Y/N)**
 3. Do you maintain separate accounting records for all program funds? **(Y/N)**
 4. How are cash intake/expenditures and/or credit expenditures tracked?
 5. How will you ensure match funds are tracked and reported not only to GOISD but also to the regional partners in the coalition?
 6. To ensure adequate separation of duties, please supply a list of names and roles of those that will: oversee the request and receipt of funds from GOISD, who will distribute and track delivery of the stipends, and who will have overall fiscal oversight and final approval/sign off of the grant funds.

SCORING AND REVIEW CRITERIA

The following criteria will serve as the rating instrument in the review process. The application's maximum score is 100 points. Proposals scoring less than 80 points will be returned for resubmission.

CRITERIA AND POINTS PER SECTION	SCORING CRITERIA
Part 1: Background Information on Region and Coalition Activities 15 POINTS	The application provides rich detail so the reviewer fully understands the region by: <ul style="list-style-type: none"> • Providing data and information to fully describe the region and child care landscape. • Providing data and information on child care wages and strategic planning data. • Laying out in detail other current strategies that are supporting early care and education and its professionals.
Pt. 2: Strategy for Implementing Stipends 25 POINTS	The application: <ul style="list-style-type: none"> • Lays out a recruitment strategy and workable plan that includes full descriptions of: <ul style="list-style-type: none"> ○ The ECE professionals who will be targeted, and a rationale for that decision ○ The locations in the region included in the strategy ○ Data to support this rationale

	<ul style="list-style-type: none"> ○ The ratio of different ECE program types and the rationale for that decision • Describes a complete and thoughtful application and selection process for participants in the stipend pilot, including: <ul style="list-style-type: none"> ○ An application process ○ A selection criterion ○ Oversight of the project and funds • Fully describes the applicant's compensation approach and how it will distribute the stipends to the early education professionals who are selected to participate.
<p>Pt. 3: Partnerships and Financial Commitment (cash and in-kind) and Grant Monitoring</p> <p>25 POINTS</p>	<p>The application:</p> <ul style="list-style-type: none"> • Provides a comprehensive list and description of partners and their matching pledges, as detailed in Letters of Commitment (LoCs) or Memoranda of Understanding (MOUs) and any assurances that were provided as a condition of participation. - OR- Provides a clear plan for securing the matching funds within six months. • Fully describes a strong team of personnel with experience and subject matter expertise to ensure the grant is managed appropriately. • Lays out a plan that will successfully distribute and monitor stipends, including: <ul style="list-style-type: none"> ○ Monitoring funds ○ Tracking participants ○ Delivering stipends on time and accurately each month • Provides a robust data collection plan, including: <ul style="list-style-type: none"> ○ How the needed data will be collected ○ How the data will be stored ○ How you will determine any internal data you need ○ Who will lead the data collection efforts • The process by which reports will be created and who will take part in monitoring that occurs as part of reporting.
<p>Pt. 4: Evaluation, CQI, and Sustainability Planning</p> <p>20 POINTS</p>	<p>The application:</p> <ul style="list-style-type: none"> • Describes a thoughtful and insightful process for reviewing the overall approach and administration of the grant and a process for making continuous improvements. • Provides a process and vehicle to analyze insights to inform the state about successes, areas for improvement, and new ideas or innovations. • Details a plan for building and sustaining this project and effort, including resources to guide the work, the approach, and a timeline.
<p>Pt. 5: Operational Budget, Start-Up Request, and Financial Controls</p> <p>15 POINTS</p>	<p>The application:</p> <ul style="list-style-type: none"> • Provides a proposed operational budget that takes into account: <ul style="list-style-type: none"> ○ A detailed description of anticipated expenses across allowable budget categories ○ All administrative expenses (no more than 10% of state match) for operating the dissemination of stipends including staff and/or partners charged to the grant.

	<ul style="list-style-type: none"> • A proposal demonstrating the rationale and amount needed for start-up stipend payments or description of how the first month's payments will be covered. No administrative costs can be included in this request for start-up funds. • A thorough description of: <ul style="list-style-type: none"> ○ The internal controls that will govern the use of the funds ○ Personnel who will be responsible and the checks and balances that are in place to ensure that the funds are used for their intended purposes ○ The grantee supplying required financial reporting.
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GRANT APPLICATION REVIEWERS

GOISD will coordinate with MiLEAP to review the Early Educator Wage Sustainability Grant applications to ensure all criteria identified in the rubrics for funding are met. Persons involved in the development of a proposal or associated with an applicant or co-applicant submitting a proposal are ineligible to assist with the review.

GRANT AWARDS AND REJECTION OF PROPOSALS

Applications may be funded in part or in whole based on the recommendation of the grant reviewers and final determination from GOISD and MiLEAP. GOISD reserves the right to reject any and all proposals received as a result of this announcement and will do so if the application does not adhere to eligibility in whole or in part or to negotiate separately with any sources whatsoever to serve the best interests of the State. Additionally, past performance on other grants, demonstrated knowledge of state school aid funding, or other relevant factors will be considered when recommendations for the grant award are made to the GOISD School Board.

APPEAL PROCESS

The GOISD appeal process is available upon request to GOISD by contacting jstenson@goisd.org.

SECTION IV: GENERAL INFORMATION

GRANT RANGE AND FUNDING LIMIT

The grant award will be in effect through August 15, 2027.

An estimated award is not an actual award and does not constitute any binding agreement on behalf of GOISD. GOISD is not responsible for any costs incurred before the start of an actual or final grant award period. The Early Educator Wage Sustainability Grant grantees will submit a monthly statement of expenditures utilizing the required template. GOISD will make payments on a reimbursement basis for actual expenditures incurred under the agreement during the award period.

GRANT TIMELINE

The **Early Educator Wage Sustainability Grants** will be funded by state school aid funding. These funds must be fully liquidated by August 15, 2027; however, private funding may sustain the initiative beyond this period.

ACKNOWLEDGMENT

All publications, including reports, films, brochures, and any project materials developed with funding from this program, must contain the following statement: "These materials were developed under a grant awarded by the Michigan Department of Lifelong Education, Advancement, and Potential using State of Michigan school aid funding."

RELEASE OF INFORMATION

Grantee-initiated publication in or release to any media of any information pertaining to this grant, work performed under the grant, products of the work and materials based upon the products shall occur only with prior written permission of GOISD in coordination with its grant manager and MiLEAP, except that:

- Grantee-initiated publication of scholarly articles in Refereed, scholarly publications shall occur only after formal consultation with GOISD's grant manager; and
- The intent of this provision shall not be construed to prohibit the governing board of a public university, college, or other public agency from routinely announcing or allowing public announcement of the receipt of the grant.

SCOPE OF WORK

The selected grantee will be required to submit a scope of work within 30 days of the grant award, which includes the name and contact information of the project manager, a detailed description of activities, a list of deliverables, and a timeline for performance targets, SOEs, and reports.

PAYMENT SCHEDULE

Payments will be made on a mutually agreeable schedule negotiated by GOISD and the applicant after a scope of work and budget is agreed upon.

FINANCIAL REPORTING

Statements of Expenditures (SOE's) are submitted monthly, no later than the date agreed upon by the grantee and GOISD. The statement for the final month of this Agreement must be filed no later than 15 business days after the close of that month to meet closing deadlines.

SPECIFIC PROGRAM ASSURANCES

Should the grant be awarded, the following provisions are understood by the grant recipients:

- The grant, if approved, is not assignable to a third party without specific approval by GOISD.
- Funds shall be expended in conformity with the approved budget. Line-item changes and other deviations from the approved budget or scope of work must be approved by GOISD prior to implementation by the grantee.
- GOISD is not liable for any costs incurred by the grantee before the issuance of the grant award or after the grant award ends.
- Payments, records, and financial statements made to individual subrecipients under the provision of this grant will be made accessible and are subject to audit by the grantor in compliance with the six-year record retention policy.
- The recipient shall comply with all reporting requirements and due dates.
- The recipient acknowledges that the program will participate in national, regional, and/or state-wide data collection efforts.
- The recipient shall comply with financial management requirements in compliance with State funding, including:
 - Keeping records of source documents (e.g., receipts, invoices, etc.)
 - Implementing processes and procedures for identifying how funds are used
 - Implementing an accounting system that identifies revenue and expenses
 - Utilizing written policies regarding: conflicts of interest, time and effort, procurement, records retention, audits, and subrecipient monitoring.

PERFORMANCE REPORTING AND MONITORING RESPONSIBILITIES

A grant recipient under this section shall meet all performance reporting and monitoring responsibilities as agreed upon in this final grant agreement, which will include a statement of work and budget based on the available funding for the entire grant period. The entity receiving funds to implement the program shall, at a minimum, report to GOISD/MiLEAP on the status of implementation monthly.

- The grantee will carry out the terms of the grant in coordination with GOISD.
- The grantee's lead will meet with GOISD and MiLEAP via telephone, face-to-face, or on-site, to review progress and provide necessary guidance to the grantee in resolving any problems that may arise.

- With the initiation of the work under the grant, the grantee will provide written program progress reports as requested by GOISD.
- The grantee will submit a final narrative report to GOISD and MiLEAP by October 31, 2027 summarizing the outcomes, learnings and next steps for the wage sustainability initiative in their region.
- Within 30 business days following GOISD's payment of the final expenditure, or no later than 60 business days after the grant's ending date, whichever is earlier, the grantee must submit a final financial report in the format provided by GOISD.

MONITORING PLAN AND PERFORMANCE REPORTING

GOISD has developed an outcomes-based monitoring plan that will ensure the successful execution of the scope of work and support the collective achievement of the identified performance metrics. This results-based accountability framework will also help to ensure that grant resources are maximized and targeted toward the attainment and completion of identified goals and activities. The monitoring plan will be provided to the selected grantee as part of a grant agreement.

- GOISD's Monitoring Plan includes two main components: monitoring and reporting, and data and performance.
- GOISD will monitor grantees by utilizing three key accountability elements—project plans, progress monitoring meetings, and reporting—as primary mechanisms for tracking progress and providing ongoing support.
- As GOISD is ultimately responsible for the success of each project, a data-driven, performance-based infrastructure will be utilized to create accountability across all projects. This component of the monitoring plan is based on the following four accountability framework elements: strategies for fostering accountability, performance metrics, reporting and tracking, and performance-based agreements.
- GOISD has an individualized monitoring plan and schedule that ensures regular opportunities to gauge progress, provide feedback, and engage in discussions about upcoming deliverables and performance targets. Key contact personnel will be identified within both GOISD and the grantee organization to facilitate coordination of the grant. Project budgets will also be evaluated consistently with the understanding that payments will be delivered based on demonstrated progress toward delivery of agreed-upon milestones and deliverables. Either GOISD or the grantee may propose amendments to the monitoring plan, but both parties must agree to the proposed changes.

Performance monitoring will result in one or more of several possible outcomes:

- The monitoring will not identify any concerns; and/or
- The monitoring will identify concerns of a minor nature resulting in requirements for the grantee to modify existing project plans or expenditure processes; and/or
- The monitoring will identify substantial concerns resulting in a monitoring report and possible GOISD response of financial penalties if satisfactory corrective action is not taken within 30 days.

SECTION V: APPLICATION FORMS

APPLICATION COVER PAGE (Form A)

On the cover page, the organization submitting the application must be fully identified, as well as the contact person for this grant. All boxes must be completed accurately, including signatures, addresses, telephone numbers, email addresses, and the federal identification number of the applicant organization.

NARRATIVE PROPOSAL (Form B)

The Narrative Proposal should be prepared by providing a straightforward and concise description of the applicant's ability to meet the grant requirements. Emphasis should be placed on the completeness and clarity of the content. Relevant examples should be derived from the last ten (10) years.

The Narrative Proposal is limited to no more than 20 pages. A proposal exceeding 20 pages will result in the removal of the extra pages, which will not be reviewed. Required forms (A and C), MOUs and other agreements from matching partners are excluded from the narrative total page count.

The Narrative Proposal must be formatted for 8½ x 11 paper, in Verdana font (no smaller than 12-point), single-spaced, and with margins of at least one-half inch. Reductions to a smaller size are not acceptable. Any footnotes may be produced in Verdana 10-point font. All pages in the Narrative Proposal must be numbered.

PROPOSED BUDGET AND BUDGET NARRATIVE (Form C)

Operational Budget: The information requested in this section is required to support the reasonableness of your proposal. A budget narrative is a justification for the costs, including the methodology used for the calculations and how the expense relates to the project or program. A budget narrative must accompany each budget category. If necessary, applicants may attach a document of no longer than two (2) pages as a budget narrative to further explain budget items provided in the budget spreadsheet.

- Include the full name of the grantee agency, organization, or institution on the budget narrative.
- The budget summary must address all parts of the proposal.
- The proposed budget should outline the anticipated expenses for the proposed project.
- The awarded applicant will complete a final grant budget in the format requested by GOISD after the award is made.
- Administrative costs may not exceed 10% of the state match award.

Start-Up Budget: If requesting start-up funding, include a detailed narrative proposal demonstrating the amount and rationale needed for start-up stipend payments (limit two pages). The start-up budget should be comprehensive and clear in the amount and rationale requested based on anticipated stipend payments for the first month of the grant. Start-up funding cannot include administrative costs.

OPERATIONAL BUDGET CATEGORIES:

Administration:	This category may include salaries and wages of employees of the applicant organization who will be working directly on the project or contracted services necessary to process payments. This line may not exceed 10% of the state match amount. Please use Form C to calculate this amount.
Travel:	Travel costs are expenses incurred by personnel in the performance of project activities. Itemize by person and task to make clear that the amount and nature of travel is directly linked to the accomplishment of the objectives of the project. Show travel costs and per diem separately. Provide rates and multipliers (e.g., miles, days, persons) such that reviewers can see how you arrived at the amounts proposed.
Supplies:	Supply costs may include expenses for office supplies and software necessary to collect and ensure the security of data related to this project and any materials and software needed to process payments.
Stipends:	This category requests that applicants estimate how many full-time (\$300/month) and part-time (\$200/month) stipends will be paid to participating early educators throughout the grant period (between January 2026 and August 2027) based on the current proposed budget.

APPENDIX 1: ADDITIONAL INFORMATION

The purpose of the state school aid funding appropriated under section 32v of P.A. 103 of 2023 is to “launch an early childhood workforce project to recruit, train, and retain professionals in all early learning settings, with a priority on child care and preschool settings.”

Task	Applicant Will	GOISD Will	MiLEAP Will
Create and expand community partnerships.	Leverage existing partnerships to create a pool of community funding to be matched by funds from GOISD/MiLEAP. Continue to develop broader partnerships to create a community-based funding pool for the ECE workforce.	Review the proposal to expand community partnerships, ensuring adequate in-kind and cash contributions for the funding pool.	Review the proposal and provide a recommendation to GOISD for funding.
Recruit providers to participate in the wages pilot	Create a recruitment plan. Conduct outreach to potential early learning and care sites and businesses. Develop and implement an application and selection process for participants in the early learning and care wages initiative.	Review the recruitment plan for approval. Monitor and support outreach methods. Monitor ongoing provider eligibility and data collection to ensure accuracy and completeness.	Review and make recommendations to GOISD for recruitment plans, applications, and selection processes to ensure compliance with Section 32v of P.A. 103 of 2023. Coordinate implementation monitoring with GOISD.
Transmit funds to participating providers.	Create and implement a funding distribution plan.	Review and approve the implementation funding distribution plan.	In coordination with GOISD review and approve the implementation funding distribution plan.
Gather data for tracking and evaluation purposes	Ensure the timely distribution of funds. Utilize internal controls to ensure funds are distributed and tracked appropriately. Gather data for monitoring, tracking, and evaluation purposes.	Monitor the distribution of funds. Review data and monitor funding distribution and project progress to ensure compliance.	Coordinate with GOISD to review data collection and funding distribution.

Craft and implement a sustainability plan	Create a regional approach that utilizes this grant to sustain support for early childhood educators in the region ongoing.	Review the sustainability plan recommendation with MiLEAP.	Review the sustainability plan in coordination with GOISD.
Participate in technical assistance offerings	Meet with the technical assistance provider to help support implementation and sustainability.	Through monitoring, ensure participation in technical assistance offerings.	Work with the technical assistance provider to address identified needs and resources for grantees.
Participate in monitoring activities	Meet with GOISD/MiLEAP as required to ensure grant requirements are being met.	Participate in regular monitoring meetings.	Partner with GOISD to lead regular monitoring meetings with each grantee.
Complete reporting requirements	Create written and in-person reports, presentations, etc. as necessary to meet the requirements of the grant.	Review project reports to ensure compliance and facilitate the collection of data.	<p>Coordinate with GOISD to provide reporting requirements to grantees.</p> <p>Review project reports and provide feedback to GOISD to ensure that all grant requirements are met.</p>