



# 21<sup>st</sup> CCLC Grant Application FAQs

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## I. Basic 21<sup>st</sup> CCLC Application Information

- **Where can the 21<sup>st</sup> CCLC grant application be found?**  
The grant application for NEW applicants and RE-Applicants can be found at the Kansas Department of Education’s website or by clicking [here](#).
- **When are the 21<sup>st</sup> CCLC grant applications due?**  
Grant applications MUST be received by 3:00 P.M. Thursday, March 7, 2019.  
Applicant must send one signed original, four paper copies AND an electronic copy to:  
  
**Christine Macy**  
**Kansas State Department of Education**  
**900 SW Jackson Street, Suite 620**  
**Topeka, KS 66612-1182**  
**ATTN: 2019 21<sup>st</sup> CCLC GRANT**  
**cmacy@ksde.org**
- **When will 21<sup>st</sup> CCLC applicants be notified?**  
Applicants will be notified mid-June.
- **What format is required for the grant application?**  
The grant application MUST be in Word format. The Program narrative limit for NEW Applications is **20 pages** – RE-Applications **21 pages**.
- **Will the state award a specific number of new applicants and re-applicants, or to a specific geographical location in the state?**  
No, the awards will focus on quality programs.

## II. 21<sup>st</sup> CCLC Applicant Program Information

- **When would a program need to begin?**  
At the beginning of the school year. Summer programs would be expected to begin in the summer of 2020.
- **What are the recommendations for staff to student ratios?**  
One staff person for every 10 students during academic time, and one staff for every 15 students during enrichment time.
- **Should applications include summer?**  
Applications MAY include summer days if the organization wishes to provide students in its community with summer programming. Applicants that incorporate a summer component in addition to other out-of-school programming could potentially receive three (3) priority points. See Competitive Priority III for Summer Programming in the application for all the details.  
  
Kansas 21<sup>st</sup> CCLC Grants will not fund summer only programs.
- **Do all parents/families have to attend/participate in family engagement activities offered by the programs?**  
Ideally, yes, but realistically no.
- **Do the family events offered as a component of the grant have to be limited to only participants' families?**  
No, family engagement events can be opened up or offered to larger audience. However, grant funds should not pay for the entire event in that case.
- **Is there a dosage requirement for programs (number of hours, days operating)?**  
Yes. A program must run a minimum of 300 hours per grant year. Summer programs must run a minimum of two weeks, four days per week and four hours per day.
- **Are all students eligible to participate in the program or just those students who qualify for free or reduced lunches?**  
All students are eligible to participate in the program who attend a qualifying school.
- **Is an applicant required to offer counseling?**  
Grant funds are not to be used on therapy, rather curriculum and/or enrichment activities that teach social/emotional learning or character development. Again, it is not a requirement – just a possibility, like STEM (science, technology, engineering, math), art, drug and alcohol education, etc.
- **Are snacks are requirement? Can grant funds pay for snacks?**  
Yes, programs need to offer snacks to participants. However, grant funds cannot pay for the snacks.
- **Can the grant pay for transportation?**  
Yes, the grant can pay for student transportation to and from the program as well as transportation to and from field trips.

### III. Transportation Allowance

- **What does REAP stand for?**  
Rural Education Achievement Program.
- **If an applicant is not REAP eligible, can it allocate funding in the grant application for transportation?**  
Yes, an applicant can use regular grant funds to pay for transportation.  
An applicant total grant request cannot exceed \$100,000 (if new) and \$75,000 (if RE-App) per year.
- **If an applicant is not awarded a 21<sup>st</sup> CCLC grant, are they still eligible to receive the transportation allowance funding?**  
No. If an applicant is not awarded a 21<sup>st</sup> CCLC grant, they will not be eligible to receive the transportation allowance funding.
- **Will the \$25,000 transportation allowance be available for each year of the grant?**  
Yes.
- **May the transportation allowance be used to support family engagement activities?**  
No, the transportation allowance may only be used for transportation for students to and from the program.
- **Where does the needed information for the transportation allowance go in the application?**  
The additional transportation allowance should be included in the “Transportation Allowance” line item on the Budget Summary page. Additionally, an explanation of the transportation allowance should be included in the budget narrative. All other transportation costs should be included in the direct costs.
- **Should the transportation allowance be included in the annual cost per student?**  
No.

### IV. Multiple Sites

- **If an applicant is currently receiving 21<sup>st</sup> CCLC funds and wants to open a new site, what application must be used?**  
An applicant will file a NEW 21<sup>st</sup> CCLC application found [here](#).
- **Can a school district submit several grant applications for different sites?**  
Yes, school districts may submit several grant applications for sites located within the district.
- **If a school district wants to operate different sites, does an application need to be completed for each site?**

No, one application can include multiple sites; however funding in each application is limited to \$100,000 for new applicants and \$75,000 for re-applicants.

## V. Letter of Commitment

- **Does an applicant need a letter of commitment from a partner who is contributing to the program?**  
It would be beneficial to the applicant for a partner to provide a letter of commitment.
- **How many letters of support and commitment are required?**  
There is not a required number. Focus on quality and not quantity.

## VI. Private School

- **Does an applicant have to consult with home school groups/programs as well as private schools?**  
Home schools do not need to be consulted. However, an applicant is required to consult with private schools.
- **Does an applicant need to complete a Private School Consultation Form if the community does not have a private school?**  
Yes, an applicant will need to indicate the community has no private school.

## VII. Budget

- **Are there any budget limitations requiring paying a program director or other administrative salaries?**  
No, but an applicant needs to justify dollars spent on administration versus front line staff.
- **Are supplies and equipment limited to 10% of the total budget in the Re-Application?**  
Yes, supplies are limited to 10% of the total budget in the Re-Application.
- **Is funding for supplies and equipment limited in the New Application?**  
Yes, funding for supplies will be limited to the following: Year 1 – 25%, Year 2 – 15%, Years 3 through 5 – 10%.
- **What is the fiscal year for the grant?**  
July 1<sup>st</sup> to June 30<sup>th</sup>.
- **If other dollars besides 21<sup>st</sup> CCLC grant funds will be used to pay for travel expenses to attend conferences, do those dollars need to be accounted for in the budget?**  
Yes, use the “Other Cash Amounts” column to show these funds.

**Budget Summary Year One (July 1, 2016 – June 30, 2017).**  
**2016 Kansas 21st CCLC Program**

**Applicant Name:** \_\_\_\_\_

**\*One-page narrative must be written for each budget year.**

Budget Category	Explanation of calculation	KS 21st CCLC	Other Cash amounts	Fees Collected	In-Kind amounts
<i>(Example) Lead-teacher</i>	<i>\$15/hr x 10 hrs wk x 36 wks</i>	<i>\$5400</i>	\$	\$	\$
Personnel					
<b>Subtotal</b>	<b>Subtotal</b>				
<b>Fringe Benefits</b>	<b>Required Travel and Other Travel (\$4,000 minimum for staff training – national and state)</b>				
<b>Subtotal</b>	<b>Required Travel and Other Travel (\$4,000 minimum staff training – national and state)</b>				
<b>Subtotal</b>	<b>Supplies &amp; Equipment (Limited to 25% of Year 1 total budget)</b>				
<b>Subtotal</b>	<b>Contractual</b>				
<b>Subtotal</b>	<b>Other</b>				
<b>Subtotal</b>	<b>Total Direct Costs</b>				
	<b>Evaluator (not to exceed 5% of Total Direct Costs)</b>				
	<b>Indirect Costs</b>	Figured at _____ %			
<b>TOTAL</b>					

**VII. Funding**

- **Is there a funding maximum per student?**  
 No, there is not a funding maximum per student, but the amount should be reasonable.
- **Are there funding limits per site?**  
 No, there are no funding limits per site. However, there is a maximum grant amount per year.