

## ROUND 4 EHS-CCP APPLICATION TIPS

Use to the tips below, which were gathered from individuals who review Head Start grants as members of official review panels, as you design your proposed program and write your grant application.

- If you've never written a Head Start grant, seek out grant writers and/or coaches who have experience developing, writing, and reviewing Head Start grants. (See [EHS-CCP Grant Writer contact list](#))
- Reach out to your local Head Start grantee(s) to explore opportunities to partner on an EHS-CCP application.
- Identify and secure agreements from specific family child care providers, organizations supporting FCC networks if applicable, and community partners for inclusion in your application. The brief summary of the EHS services to be provided to the children and families through the grant on pp. 6-7 may be helpful in this process.
- Familiarize yourself with the roles, functions, and requirements of a Policy Council and the Board in administering a Head Start grant.
- Describe how you've engaged parents and community partners in your application development processes. This information is requested in various sections of the application.
- Address every element in the exact order addressed in each of the six sections of Application Review Criteria (pp.55-59).
- Put as much data and information as possible into charts and tables (e.g. Implementation Timeline) to save page space.
- Explicitly connect each section's data and narrative to other sections. For example, your description in the Program Design and Approach section of your plan to meet the needs of the applicant's targeted population in the child welfare system, dual language learners, homeless children, and pregnant women should tie back to the numbers in your Community Needs Assessment section.
- Your *Community Needs and Objectives* narrative must capture the reviewer's attention and convey that you understand Early Head Start concepts, how they apply to your grant and community context, and the needs of EHS-eligible children and families and the communities you propose to serve.
- Describe and include evidence of your organization's deep engagement and trusted relationships in the communities you propose to serve. In File 2, include MOUs, 3<sup>rd</sup> party agreements, & letter of support, including connections to community organizations serving children with disabilities, homeless children, pregnant women, children in the child welfare system, and dual language learners.
- In your *Planning and Implementation* section, provide a detailed and realistic implementation plan narrative *and timeline*, including start-up period planning. (p.58). Be realistic about the time it takes to recruit and train staff, train providers, recruit families, etc. Note that full enrollment is required by the end of 12 months.
- Apply for and submit a separate budget, budget justification, *and timeline* for *Start-Up/Pre-Award Costs* (pp.13, 17-18, 41, 58-59).
- Include a budget that includes both base and training & technical assistance (T/TA) funding.
- Include a plan for contributing the required non-federal match of the total project cost (p.19)