



Nevada Early Childhood
Advisory Council



Local ECAC Mini Grants

Preschool Development Grant Birth through Five (PDG B-5) Request for Proposal (RFP)

Local Early Childhood Advisory Council (ECAC) Mini Grant Guidelines

The Local ECAC Mini Grant Guidelines, within this Request for Proposals (RFP), provides a detailed outline of the specific requirements, explaining each item needed for a complete application. The Application and required documentation are available online, click [HERE](#). All forms and supporting documentation have designated space for upload at the end of the Application, just before submission.

The Local ECAC Mini Grant is accepting Applications from the Local ECACs of Nevada starting on:

MONDAY, FEBRUARY 10, 2025

Completed Applications must be submitted online NO LATER THAN

FRIDAY, FEBRUARY 28, 2025

Quick Start Steps:

___ Read through the Guidelines, below

___ Go online to access the [Local ECAC Mini Grant Application](#) ,

website: <https://nvecac.com/local-councils/local-ecac-mini-grant/>

___ Initial acknowledgements

___ Answer questions / Complete Information Requested on Application

___ Upload: Budget Projection Sheet, Goals and Objectives Worksheet, List or Calendar of Activities, any other applicable documentation

___ Submit completed Application

Local ECAC Mini Grant Contacts:

For Application and general questions, contact Nevada ECAC:

Sabrina Jones

Email: Sabrina.Jones@doe.nv.gov

Brandi Hearst

Email: Brandi.Hearst@doe.nv.gov

For Financial Questions, contact The Children's Cabinet:

Tiffany Olivas

Email: Tolivas@childrencabinet.org

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I. Purpose of Funding

The purpose of this funding opportunity is to support Nevada’s Local Early Childhood Advisory Council’s (Local ECACs) to improve outcomes for children and families, support the early childhood workforce, and strengthen the early childhood system within regional contexts and communities in alignment with the Nevada ECAC and the Preschool Development Grant Birth through Five (PDG B-5) initiatives.

The Nevada Early Childhood Advisory Council (Nevada ECAC), through The Children’s Cabinet, has received \$160,000 in PDG B-5 federal funds from the Nevada Department of Education, Office of Early Learning and Development. This award is intended to provide grants to Nevada’s eight established Local ECACs through December 30, 2025. Funding is available to both active and inactive Local ECACs in Nevada.

II. Funding Opportunity

Each Nevada Local ECAC, active or inactive, is eligible to apply for and receive up to \$20,000. Applications require a Budget Projection Sheet (form available [HERE](#)) and a brief Budget Narrative (see [Section V, Item #7](#)).

The funding period and all billable expenditures must be spent during the programmatic period from the date noted in your Financial contract with the Children’s Cabinet, through December 30, 2025, or earlier. Recipients will be notified in writing if there is a "no cost" extension opportunity available beyond this time period.

Funding Timeline

The funding period and all billable expenditures must be spent during the programmatic period from the date noted in your financial contract with The Children's Cabinet. Recipients have until December 30, 2025 (or earlier) to spend awarded funds.

Recipients will be notified by email if there is a “no cost” extension opportunity that becomes available beyond this time period.

Eligible Expenses

Local ECACs may use the PDG funds for expenses related to advancing their early childhood efforts as described in their Scope of Work. Applicants are encouraged to demonstrate innovative use of funds to achieve their project purpose and goals.

Eligible Expenses-Funds may be used for the following:

- Personnel/Staff – This may include stipends or incentives related to staff or personnel coordinating and leading Local ECAC efforts, whether administrative or programmatic.
- Program/Operation Expenses –This may include any program or operation costs directly related to the Local ECAC, including but not limited to venue fees and expenses, keynote or guest speakers, materials kits, printing outreach materials, technology licenses, family engagement activities, etc.
- Family Engagement and Early Childhood Workforce Incentives – This may include stipends, gift cards, or cash incentives to engage families of young children and the early childhood workforce in Local ECAC initiatives.
- Administrative/Indirect Expenses – Administrative or indirect expenses for organizations serving as the fiscal agent for the Local ECAC may not exceed 5% of the total project budget.

Ineligible Expenses

Local ECACs may not use the funds for the categories below. If you are unsure if your expense is eligible or ineligible, contact us and we will review your request.

Ineligible Expenses -Funds may NOT be used for the following:

- Any expenses already covered through another funding source (no double-dipping or supplanting).
- Capital expenditures or major renovations to buildings or facilities.
- Single equipment purchases over \$5,000.
- Food expenses

Fiscal Information

Recipients are required to identify a Fiscal Agency or Organization who is authorized to administer awarded funds. A Fiscal Agent will provide funding directly to merchants and vendors. The Fiscal Agent is required to **submit monthly invoices** with a clear explanation and documentation of awarded funds the Local ECAC has spent.

Invoices and documentation are emailed to The Children’s Cabinet at: tolivas@childrenscabinet.org

III. [Application Steps, Contact Information, Change of Information and Communication](#)

The [Local ECAC Mini Grant Application](#) is on the Nevada ECAC website, Click on the [Local Mini Grant](#) page to access required documentation and for more grant information. The Mini Grant webpage page allows Applicants to go to one space when they have questions and are looking for answers, or need to download a form or document related to the Local ECAC Mini Grant. Our contact information is also available online as we are available to help and answer questions.

Steps:

1. Go [online](#) to access the [Local ECAC Mini Grant Application](#)
2. Review and complete Application
3. Complete and upload Required Forms and applicable documents
4. Submit Application

[Applicant and Fiscal Agent Contact Information](#)

Have the following REQUIRED information available when completing the Application:

- REQUIRED: Local ECAC Chair Name, Phone Number and Email Address
- OPTIONAL: Co-Chair Name, Phone Number and Email Address
- REQUIRED: Local ECAC Name/Region
- REQUIRED: Fiscal Agency/Organization Business Name and Physical Address
- REQUIRED: Fiscal Agent’s Name, Phone Number, Email Address

[Change of Information Procedures](#)

Grant Recipients are responsible to report changes in contact information including changes in their own contact information, their secondary contact's information (if you have a second person listed), a change in Fiscal Agent, changes in their Fiscal Agent's contact information or any change of information that was required within this Application. Changes are to be emailed within 48 hours to Local ECAC Mini Grant Contacts (The Nevada ECAC and The Children's Cabinet).

Required Communications, Reporting and Documentation

Communication Requirements:

- Responsive to communication efforts such as emails or phone calls within a timely manner when related to Local ECAC Mini Grant and Nevada ECAC.
- Local ECACs have at least one representative attend bi-monthly Nevada ECAC meetings (via ZOOM), to share updates, celebrations or challenges, and to make connections with the statewide work of the Council. .
- Completion of surveys related to Nevada ECAC and Local ECAC Mini Grants.

Reporting:

- **Nevada ECAC Partner Summary Report**, summarizing progress of your activities and goals due to receiving funding, link emailed to you before it is due. This report is emailed to ALL Local Ecacs, those who apply for and receive grant funding will include their progress of the Mini Grant within your report.
- **PDG B-5 Progress Report**, to be completed online during the alternating months of the Nevada ECAC Partner Summary Report, this report link is also emailed to you before the report is due.
- **Financial Reporting:**
 - **Budget Projection Sheet** Available online [HERE](#)
 - uploaded online within the Application itself,
 - Projection of expenses and how these expenses align with the goals and objectives within your proposal.
 - **Budget Expense Report**- Available online [HERE](#)
 - **Monthly due date is the LAST BUSINESS DAY OF THE CURRENT MONTH.**
 - **Begins in March** submitted by March 31, 2025 through -December 30, 2025.
 - Report is due **even if funding is not spent during that month.**
 - If you have spent all of your awarded funds, your last report should reflect a ZERO balance.
 - If you have not yet been reimbursed you **MUST** continue sending in your reports until all columns are at a zero balance on the Budget Expense Report.

IV. Timeline

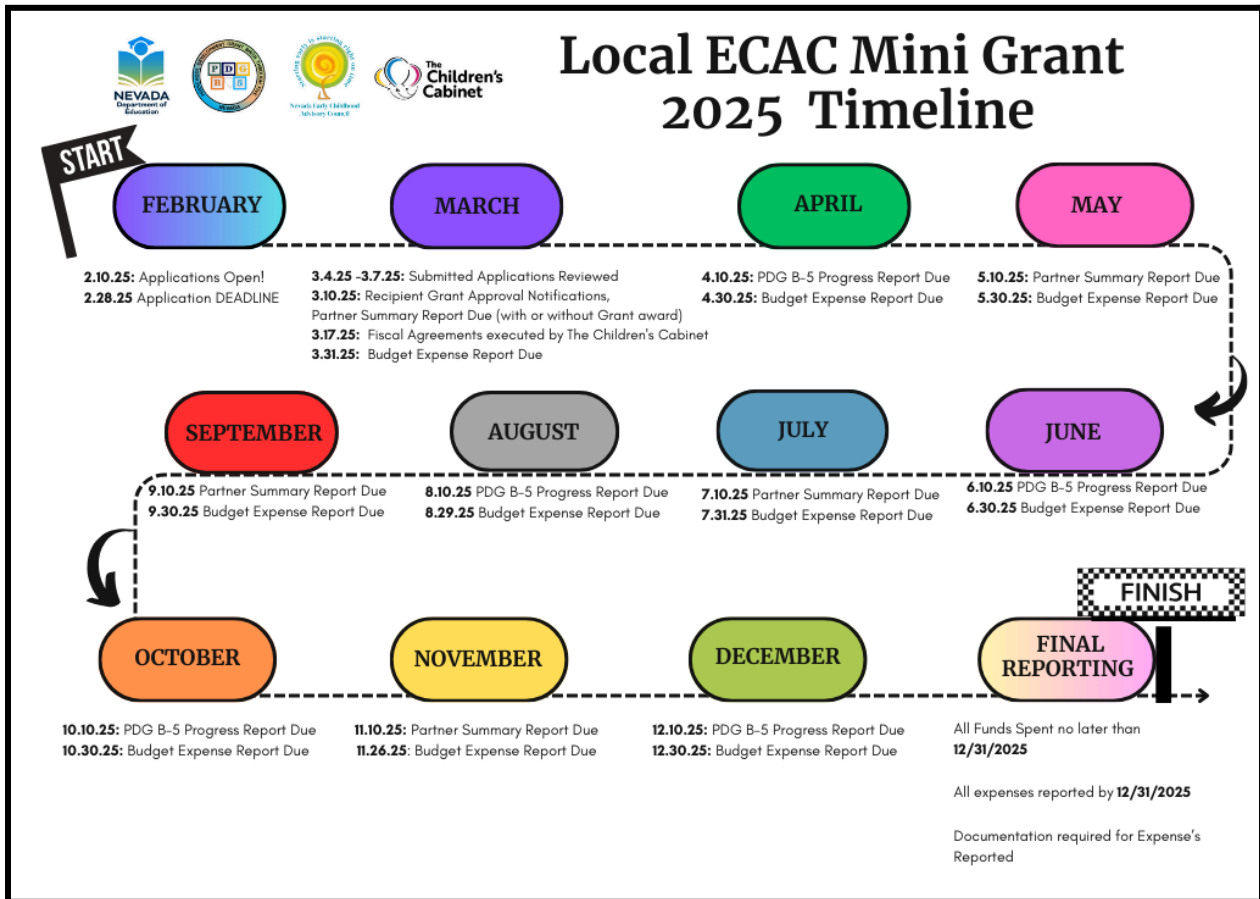
The 2025 Local ECAC Mini Grant Timeline (top of next page), has all of the Mini Grant reporting due dates, Application acceptance and deadline dates, Contract dates and any other applicable dates that you will need to know for a successful grant opportunity.



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To download the 2025 Timeline, go to:

<https://nvecac.com/wp-content/uploads/2025/02/2025-mini-grant-timeline-1.png>



V. Scope of Work

Submit a Scope of Work, detailing the objectives and expected outcomes to be completed during your project and/or activities.

1. OVERVIEW

Provide a 2 sentence summary of the grant purpose to give a general idea of the vision for use of funding, if awarded.

2. SUMMARY

The Summary is a one paragraph explanation that clarifies how the Applicant plans to use the Local Mini Grant funding within their community, making positive changes through initiatives that align with the Nevada ECAC Commitments and Activity Goals. This should not be an outline of details, but rather a brief description that encompasses the full magnitude of the project objectives and/or activities planned.

3. PURPOSE STATEMENT

The Purpose Statement describes the goals and objectives of the project, events, and/or activities planned, including the expected outcomes and how the Local ECAC Mini Grant Funding is being

used to make a positive difference in your community. Typically, objectives state results of activities, identify target audiences or communities and are written with *realistic expectations* that are achievable within the timeframe of the Grant.

Requirements of the Purpose Statement

- Describe each Goal
- Aligns at least one [Nevada ECAC Commitment](#) to each objective
- Description of how to achieve the alignment between the objective and the Nevada ECAC Commitment
- Describe specific activities and objectives the Local ECAC plans to accomplish to:
 - improve outcomes for children and families, support the early childhood workforce
 - strengthen the early childhood system within regional contexts and communities
 - alignment with the Nevada ECAC and the Preschool Development Grant Birth through Five (PDG B-5) initiatives.
- Description of the action steps planned to align the Purpose Statement with the Nevada ECAC Strategic Plan
- Explanation of how your Local ECAC will participate in the development of the 2025-2029 Statewide Strategic Plan.
- Describe how you will measure outcomes and/or the impact of your grant objectives. Include the tools, such as metrics and key performance indicators, that are intended to be used to measure success.
- List projected deliverables (documents, events, surveys, feedback, etc.) expected to be produced through the Local ECAC Mini Grant award. Include which objective the deliverable will be derived from. This does not include receipts or invoices.

Nevada ECAC Commitments

1. Justice, Equity, Diversity, Inclusion
2. Cultural, Linguistic and Geographic Responsiveness
3. Family Engagement and Leadership
4. Community Partner Collaboration
5. Transparency & Responsive two-way communication. People First.
6. Continuity and Pathways (from prenatal into school entry and beyond)
7. Access to high quality early childhood programs and support for vulnerable populations.

4. Engage Families and Community

The focus of engaging families and local communities is to show an increase in meaningful participation in regional contexts and early childhood community initiatives.

Describe in two paragraphs how you plan to engage families of young children. This should include a description of an inclusive outreach strategy, connecting with and including families of young children. Family engagement efforts support the PDG B-5 goal: *Parents engage in a comprehensive B-5 system that is intuitive and useful in a way that works for them and empowers their role as their child's first and most important teacher.*

5. Engage Early Childhood Workforce

In 2-3 paragraphs, describe your plan to engage the Early Childhood Workforce, including how it aligns with your objectives and/or activities planned.



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This can be done in various ways, such as:

- Planned events involving the Early Childhood Workforce helping/volunteering within the event
- Events planned to celebrate Early Childhood Workforce
- Professional Development Sponsored by Local ECAC using Grant Funds such as:
 - Nevada Registry approved training, a Guest Speaker, a Trainer hired to go on-site to provide a training
 - Local ECAC can sponsor a certificate program / CDA program or the like for the Early Childhood Workforce

Early Childhood Workforce efforts support the PDG B-5 goal that: *The ECCE Workforce **feels valued in their profession, is supported by the system, and chooses to enter and stay in the field as a career.***

6. Support Seamless Transitions in Early Childhood

In 2-3 paragraphs, describe your plan to engage in action steps to provide seamless transitions from home to various Early Childhood environments such as: school, childcare, interventions, health offices, and other Early Childhood System environments.

Examples of Early Childhood System Agencies and Programs include, but are not limited to: School District classrooms and resources, Out-of-school-time care, Safe-Key, Before and Afterschool Care, Child Care providers, Head Start and Early Head Start programs, Early Childhood Community Supports, Family Child Care (FCC), Home-Based caregivers, Early Intervention programs.

At least one objective is required to align with Supporting Seamless Transitions in Early Childhood. This can be accomplished in a multitude of ways including, but not limited to:

- Training that is funded by your Local ECAC Mini Grant award covering a topic that aligns with “Seamless Transitions”
- Providing resources to Families / Local Community / Providers / Early Childhood System Agencies and programs
- Sponsoring an event with Early Childhood System agencies and programs involved actively promoting Seamless Transitions.

7. Budget Expense Report, Receiving and Spending Funds, Budget Projection Sheet, Budget Narrative
Budget Expense Report- Due on the last business day of each month, Applicants complete the Budget Expense Report and attach receipts and invoices for proof of purchase and reimbursement. Be sure to keep receipts of expenditures as proof of funds spent for reporting after funds are awarded.

Receiving and Spending Funds- In order to spend awards, Local ECACs must identify a Fiscal Agent to administer the funds. Fiscal Agents and their contact information **MUST** be identified in Section Five of the Application. Applications **CAN NOT** be submitted without a Fiscal Agent.

The Children's Cabinet will provide reimbursements to the identified Fiscal Agent on a monthly basis, provided there is an executed agreement and accurate expense documentation (Budget Expense Report and receipts/proof of purchase) provided and approved by the Local ECAC Chair/Co-Chair

Budget Projection Sheet- Allows Applicants to plan out Merchants, trainers, vendors, stores and other businesses where they are planning to spend Mini Grant funds awarded. The Budget Projection Sheet has a column for applicants to type a brief description about the need and purpose of materials being purchased, or services provided, and the estimated cost associated. This tool is for planning with



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estimates and approximates to get an idea of your budget. Applicants will estimate details of costs associated with the Local ECAC Mini Grant award when exact pricing, with tax and shipping as applicable, is not available.

Budget Narrative - Applicants create a "Budget Narrative" , linking expenses *projected* with the goals and objectives listed throughout the proposal in a paragraph format. Explain the merchants / trainers / vendors etc., you plan to use including a brief description of materials or services provided, and the estimated cost associated. This area is for planning your budget using estimates to get a better idea of what is achievable. The Budget Projection Sheet is a great tool to use for this item. Depending on how many expenses you are projecting, this can be a minimum of 1 paragraph, and up to 1 page long.

VI. Attachments and Documentation

Include all additional resources, files, and information relevant to your Scope of Work as applicable. This can include quotes, invoices, flyers, infographics, newsletters, family engagement publications and outreach resources showing your involvement and advertising of events and activities you are planning to use these funds to support.

REQUIRED:

- Upload [Budget Projection Sheet](#) with Application
- Upload the Goals and Objectives Worksheet
- Upload a list or calendar showing projected meeting dates and planned activities or events using the funds received, if awarded.
 - Planning on having a meeting and need help with the Agenda? Recipients can receive support for developing agendas, as needed, from the [Nevada ECAC Contacts](#) .

KEY POINTS TO REMEMBER:

- APPLICATION and REQUIRED FORMS ARE AVAILABLE ONLINE AT: <https://nvecac.com/local-councils/local-ecac-mini-grant/>:
- APPLICATION OPENS ON: MONDAY, FEBRUARY 10, 2025
- APPLICATION DEADLINE: FRIDAY, FEBRUARY 28, 2025
- ESTIMATED DATE OF AWARD NOTIFICATIONS: MARCH 10, 2025
- BE SURE ALL CONTACT INFORMATION IS ACCURATE

FUNDING REMINDERS:

- Funds are available AFTER:
 - Applicants have submitted their Application and Documentation on time, have been reviewed and approved AND an executed agreement is in place between both the Local ECAC Chair (and co-chair if applicable) and The Children's Cabinet.
- **Review Eligible and Ineligible Expenditures** before creating Goals and Objectives for a faster Application approval and faster reimbursement process.

CONTACTS: Finance Questions or Concerns? CONTACT The Children's Cabinet at:
Tiffany Olivas Email: Tolivas@childrenscabinet.org

Questions about the Application, General Questions, or Concerns? CONTACT Nevada ECAC
Brandi Hearst Email: Brandi.Hearst@doe.nv.gov
Sabrina Jones Email: sabrina.jones@doe.nv.gov