

Head Start First Class Application

AL Department of Children's Affairs

Report Fields

Facility/Site Name*

Character Limit: 100

Feeder Patterns

What is the number of school systems into which your pre-k students enroll for Kindergarten? And for subsequent questions, please provide information about the 3 school systems in which the largest majority of your students enroll.

Character Limit: 5

School System 1 / Number of Kindergarten Classrooms

Character Limit: 200

School System 2 / Number of Kindergarten Classrooms

Character Limit: 200

School System 3 / Number of Kindergarten Classrooms

Character Limit: 200

Amount of Request*

Excellence Grant - up to \$45,000

Character Limit: 20

Community Pre-K Initiative*

Is this application part of a community pre-k initiative?

Choices

Yes

No

Name of Initiative

If yes, enter the name of the initiative.

Character Limit: 150

Location

County of Classroom*

Provide the name of the county in which the classroom will physically be located.

Character Limit: 25

Street Address*

Provide street address, city and zip code of classroom.

Character Limit: 100

Organization County

If different than county where classroom will be located, please provide the county where the applying organization is based.

Character Limit: 25

Quality Commitment

Quality Assurance*

All Pre-Kindergarten Providers must follow the program guidelines established by the Office of School Readiness. To qualify, a potential provider must initial all of the items and sign the [Quality Assurance Document](#).

File Size Limit: 2 MB

Overview (10 Points)

Please explain, in detail, your efforts in the areas below.

Program Description*

Describe your program (history, mission, and vision of program) and your target population.

Character Limit: 2000

Classroom Setup*

Provide an overview of how you will set up your classroom(s) and how the 6½ hours of instruction will be carried out.

Character Limit: 2000

Child Selection*

Describe how your organization will ensure socio-economic diversity of students in each classroom.

Character Limit: 2000

Classroom*

Include evidence that the program will be housed in an appropriate sized room (35 sq. ft. per child for 18 children) and located near an age appropriate sink, water fountain, and toilet. If classroom is not currently set up for Pre-K, please provide photos of space to be used. (Upload photos)

Character Limit: 2000 | File Size Limit: 2 MB

Classroom photo

File Size Limit: 2 MB

Playground*

Include evidence that the existing playground area is at least 60 sq. ft. per child and is age appropriate. Playground must be on-site and fenced if grant is awarded. If playground does not currently exist, provide specific plan for playground development.

Character Limit: 2000 | File Size Limit: 2 MB

Additional photo

File Size Limit: 2 MB

Additional photo

File Size Limit: 2 MB

Evidence of Need (45 Points)

Evidence of Need*

Provide and describe evidence of need for establishing a First Class Pre-K in your local community. Include the number of four-year-olds in your community, number of Pre-K programs operating in your area, economic conditions in the community, and other risk factors you deem appropriate to demonstrate need (e.g. academic factors), waiting lists.

Character Limit: 4000

Qualifications/Prior Experience (5 Points)

Qualifications/Prior Experience*

Provide the qualifications of the person(s) who will be responsible for the operation/administration of the program. Describe prior experience in administering grants and in providing services for Pre-K children. Include level of education, certification/credentials, curriculum training, and other related workshops/classes attended.

Character Limit: 1000

Contact information for Program Director/Administrator who will have primary responsibility for administering grant funds.

First Name*

Character Limit: 50

Last Name*

Character Limit: 50

Business Title*

Character Limit: 50

Email Address*

Character Limit: 254

Telephone Number*

Character Limit: 50

Address*

Character Limit: 150

City*

Character Limit: 50

State*

Character Limit: 50

Postal Code*

Character Limit: 25

County*

Character Limit: 75

Classroom Practice (25 Points)

Describe how your curriculum will address each of the eight domains described in the Alabama Developmental Standards for Preschool Children.

Emergent Literacy*

Character Limit: 1000

Emergent Numeracy*

Character Limit: 1000

Creative Arts*

Character Limit: 1000

Science and Environmental Education*

Character Limit: 1000

Technology*

Character Limit: 1000

Social and Emotional Development*

Character Limit: 1000

Approaches to Learning*

Character Limit: 1000

Physical Health and Development*

Character Limit: 1000

Collaboration (5 Points)

Collaboration*

Provide three letters of support. One letter **must** be from your local Children's Policy Council, and the other two from any partnering agencies or community organizations.

Support Letter #1

File Size Limit: 2 MB

Support Letter #2*

File Size Limit: 2 MB

Support Letter #3*

File Size Limit: 2 MB

Budget (10 Points)

Instructions: Please include a proposed classroom budget, using the First Class Pre-K Budget Form provided. Complete each column of the budget using the instructions provided on the webpage for each budget type.

W-9*

Upload the applying organization's W-9.

File Size Limit: 2 MB

Upload Budget*

Please use the budget template for the amount of the grant for which you are applying. Excellence grants are up to \$45,000 and are designed to provide additional funds to ensure credentialed teachers are paid according to First Class requirements. Funds are also intended to provide high quality learning environments.

[Excellence Template](#)

File Size Limit: 2 MB

Narrative*

Please complete budget narrative below describing how funding is needed to help your program meet the "Alabama High Quality Pre-K Standards." Please provide amounts and explanation of all other funds you will invest in the program. In the narrative, describe the source and amounts of all additional funds.

Character Limit: 4000

Please note that if application is approved, all budgets are subject to revision in accordance with Pre-K guidelines.