



Thank you for applying to Family & Children’s Services of Lebanon County Fund, a fund of The Foundation for Enhancing Communities. Please tell your story clearly and concisely. Attachments are required; follow all directions. Failure to answer questions, utilize this template, or attach required documents will disqualify your application. **Answer all questions using information that applies to the project seeking support of grant funds.** Contact Jennifer Strechay, Program Offer for Community Investment, at 717-236-5040 or jstrechay@tfec.org with questions.

APPLICANT SNAPSHOT

Applicant Name

Lancaster-Lebanon Education Foundation

Provide your organization’s name as recognized by the IRS. This name will be used for all grant contracts, communications and publicity unless a Doing Business As name is provided and confirmed below.

Applicant’s DOING BUSINESS AS Name

Click or tap here to enter text.

Complete ONLY if your organization uses a Doing Business As name and attach one copy of any documentation that officially notes this change. This name will be used for all grant contracts, communications and publicity.

Fiscal Sponsor’s Name

NA

If utilized, provide your fiscal sponsor’s name. If a fiscal sponsor is not needed, write NA

Project Title

Kindergarten Readiness Card Project

Project Title must match title listed throughout application and online

Name and Title of Executive Leader

Janice Estabrook, Executive Director

All contracts and notifications of grant status will be addressed to the individual provided here

Name, Title, Email, Phone of Contact Completing Application

Andrea Lown, Early Childhood Coach, andrea_lown@iu13.org, 717-269-6872

If application questions arise, this individual will be contacted by TFEC staff

Grant funds available through this grant opportunity may only be utilized for work taking place in and serving Lebanon County, but if your project also serves other counties within the TFEC service area, listed below, check all that apply.

- Cumberland Dauphin Franklin Lebanon Perry Northern York (Dillsburg Area)

Projected Number of Individuals to be served by project

- 1,500 Total number of ADULTS served
3,000 Total number of CHILDREN (ages 17 and under) served
4,500 Total number of ALL INDIVIDUALS served by the project

If above data is not appropriate to project, be sure to fully state the audience type and numbers to be served in Question 2 of the Impact Narrative

Organization's Mission Statement: Do not exceed this page

The Lancaster-Lebanon Education Foundation (LLEF) is a tax-exempt 501(c)(3) education foundation that supports the work of IU13. LLEF's overall purpose is to provide financial or other support for learning opportunities, innovative programs, and existing programs that benefit children, students, and adult learners within IU13 and/or its member school districts. LLEF will serve as the fiscal agent for any support received from The Foundation for Enhancing Communities.

Lancaster-Lebanon Intermediate Unit 13 (IU13) is a regional education service agency located in south-central Pennsylvania, dedicated to delivering high-quality services to school districts and communities across the state. With approximately 1,600 employees, IU13 is a leader in recognizing the needs of schools and implementing programs to meet those needs, with a core compelling purpose of improving student learning. One of 29 intermediate units across Pennsylvania, IU13 provides a variety of educational classes, services, and supports for preschool and school-age children and their families, adult learners, educators, employers, and administrators.

This project is being facilitated by the Lebanon County P-3 (Prenatal through Third Grade) Collaboration Team. This team is coordinated by Lancaster-Lebanon Intermediate Unit 13, and its mission is to create community partnerships to expand P-3 efforts in Lebanon County and to actively and systematically involve families with P-3rd grade teachers and administrators as full partners in helping their children learn, develop, and achieve.

Organization History: Do not exceed this page

Pennsylvania's 29 intermediate units were established in 1971 by the Pennsylvania General Assembly to operate as regional educational service agencies, providing cost-effective, management-efficient programs to Pennsylvania school districts. Intermediate units are geographically based, and each provides services in response to the needs of its local member districts. In its 46-year of history, IU13 has grown to include approximately 1,600 employees, including over 800 classroom teachers and support staff deployed in 79 district classrooms and three IU13-owned buildings, annually serving thousands of learners including preschool and school-age children (in both general education and special education classes) and their families, adult learners, general- and special-education teachers, employers, and administrators. IU13's clients are primarily from Lancaster and Lebanon Counties, although as we expand into online training and classes, our reach is extending across the region and state. Within our Early Childhood & Special Education Services (ECSES) department, we serve learners ages birth-21 who have special needs, as well as the adults who care for them. Those special needs may include autism spectrum disorders, mobility or physical impairments, emotional/behavioral disorders, sensory impairments such as vision and/or hearing loss, cognitive disabilities, and combinations of disabilities. IU13 also provides Early Intervention services to preschool-age children who are suspected of having one or more special learning needs, but who have not yet received a diagnosis.

LLEF was founded in 2005 as a tax-exempt charitable educational foundation to provide financial and other support for IU13's programs.

The Lebanon County P-3 Collaboration Team formed in 2017, transitioning from a Community Innovation Zone Grant held by IU13 in partnership with Lebanon School District.

Recent Grant History: Do not exceed this page

Did you apply for and receive a grant from the Family & Children's Services of Lebanon County Fund in 2020?

Yes No

If so, state the project's name, amount awarded, and describe the current status of the project that was awarded funds in 3 sentences or less. If "no" type NA.

NA

PROJECT SNAPSHOT

1. **Capture your project and the community need it seeks to address in 200 words or less.**

The Kindergarten Readiness Card Project is a strategy that equips parents, family members, and primary caregivers to prepare children for success in kindergarten. Through numerous meetings, a variety of stakeholders in Lebanon County reviewed and determined essential school readiness skills. These skills will be printed onto easily accessible cards that will be distributed to families with preschool-aged children in the Lebanon community. Research confirms the importance of families being their children's first teachers. The Kindergarten Readiness Cards will provide families with a tool they can use to support early learning.

PROJECT NARRATIVE

Answer questions 2-10 clearly and concisely; no limit.

2. **Describe the proposed project, the geographic area it will serve, and the audience to be served; state why this audience was selected. You MUST use and complete the following statement within your answer, "Grant funds will be used to _____".**

Grant funds will be used to print the Kindergarten Readiness Cards. This is the first time this type of resource has been available in Lebanon County. Printing costs include collating the cards and attaching them to a ring to make the cards easily accessible. The project will serve families with preschool children throughout Lebanon County. This audience was selected because of the importance of kindergarten readiness for success both in school and in life. According to the United States Department of Education, disparities in developmental outcomes emerge in infancy and widen in toddlerhood. A child from a low-income household is typically already 12-14 months below national norms in language and pre-reading skills by the time they enter kindergarten. Quality early learning experiences and parent involvement during a child's first five years is a key factor affecting their literacy success and puts them on the path to reading on level in third grade. By the time they enter kindergarten, children of low-income households have heard 30 million fewer words than those in high-income households. According to The Ounce of Prevention Fund, "If we invest in programs that promote learning beginning at birth, the statistics will change, our stories will change, our future will change. . . Change the first five years and you change everything." The Kindergarten Readiness Cards will foster interactions that promote early learning and equip parents, family members, and primary caregivers in their role of their child's first teacher.

The geographic area served by this project includes all of Lebanon County. Facilities and organizations throughout the county will distribute the kindergarten readiness cards. For example, at the Lancaster-Lebanon IU13 office, One Cumberland Street, Lebanon, cards will be available to adults in citizenship classes, ESL classes, and family literacy classes. In addition, families come to the IU building for Head Start classes, Early Intervention classes, and a variety of screenings and assessments. Cards will also be available at all six Lebanon County libraries and distributed during preschool story times. Lebanon Family Health and Fresh Start Emergency Shelter and Resources, a Ministry of Lebanon County Christian Ministries, will also have sets of cards available for families. Examples of community events where cards may be distributed include Lebanon County's annual Spring Into Reading Fest, the Lebanon Latino Festival, and events for pregnant and parenting teenagers enrolled in ELECT (Education Leading to Employment and Career Training Program).

DATES & LOCATIONS

3. **When and where will the project take place? List dates and locations as appropriate in chronological order. State if provided dates/locations are confirmed, estimated, or to be determined.**

The project began in 2019 by reviewing kindergarten readiness skills. The cards are currently in the design phase, and the first set of 500 cards will be printed in the Spring of 2020. They will begin to be distributed at the Spring Into Reading Fest on April 18, 2020, and remaining sets will be distributed to

family child care providers in June 2020. If additional funding through the Family and Children's Services of Lebanon County Fund is received, 1,000 additional sets of cards will be printed in July 2020 and they will be distributed throughout the 2020-2021 school year.

ROLES & RESPONSIBILITIES

4. **Does the project involve partnerships, collaborations, service, or affiliations with other organizations that will strengthen the project? If so, LIST their name(s) and corresponding role(s) within the categories below OR if this does not apply to you, state why your project would be best positioned for success as a single organization.**

SINGLE ORGANIZATION STATEMENT:

Click or tap here to enter text.

PARTNERSHIPS: We are equally invested in providing this project and success is dependent upon all organizations and shared roles although one entity serves as the applicant for this grant. Our application includes a letter from each partner that states their role in this relationship.

The United Way of Lebanon County is serving as an important partner in this project. The Director of Marketing and Communications of the United Way is working on the design of the cards and communicating with the printer about design requirements.

COLLABORATIONS: We are working with other organizations to make this project happen, but we serve as the lead organization for this grant opportunity and our project success is enriched by, but not dependent upon, our collaborators. An additional letter is NOT required, but may help the application.

Several community organizations and school districts have been involved in the development of the Kindergarten Readiness Cards. At a meeting of Lebanon County kindergarten teachers, Tracie Clements, Director of Elementary Education at Cornwall-Lebanon School District, provided information about the project to the teachers and asked them to complete a survey about essential kindergarten readiness skills. Bea Prosseda, Community Services Specialist with Child Care Consultants, represents PA's Early Learning Resource Center (ELRC) 9. She has contributed to the development of the cards and will share the completed cards with families who contact the ELRC for support with finding and funding child care. Jennifer Houser, Education Coordinator with Lebanon County Head Start, reviewed the content of the cards and considered alignment with Head Start's school readiness goals. Head Start will be able to provide the cards to families who are on the waiting list to get into Head Start classrooms and those who are interested in participating but who aren't income eligible.

SERVICE: Our project will serve these organizations and cannot take place without their commitment to accept service. Our application includes a letter from each organization (this includes schools) that states their intent to participate.

Click or tap here to enter text.

AFFILIATIONS: Our project may be affiliated with these organizations in some way, but is not 100% dependent upon their participation. An additional letter is NOT needed.

Several organizations have agreed to participate in this project by distributing the cards. Melissa Salgado is employed by LutherCare and serves as a mentor for family childcare providers in Lebanon County. At a planning meeting for the kindergarten readiness cards, Melissa shared that although the cards are intended for families whose children aren't participating in preschool programs, some of the family providers have had little or no training in child development and would both benefit from and appreciate having the cards available to

use and share with the families of the children they care for. Lebanon Family Health and the Lebanon Community Library have also agreed to distribute the cards.

COMPARABLES

- 5. Are other organizations in your service area providing services that are similar to your proposed project? If yes, state their names or services and explain how your project differs. If no, state NA.**

No other organizations in Lebanon County provide kindergarten readiness cards that list simple skills that families can practice with children to help them prepare for their important transition into kindergarten.

ASSESSMENT & IMPACT

- 6a. What will project success look like? Provide a brief overview of the project's key outcomes, outputs, and/or other results of success.**

Success of this project will be evident by an increasing number of kindergarten students registered for kindergarten during the six Lebanon County school districts' registration periods and by improved proficiency in kindergarten readiness skills. According to assessments of incoming kindergarteners by Lebanon County school districts, less than 50% of the children who enter kindergarten are proficient in all indicators assessed. Wide implementation of the Kindergarten Readiness Cards will lead to improved school readiness and proficiency in essential skills.

- 6b. How will project success be measured and documented (i.e.: how will you know the project is successful? Are you collecting value statements, numbers served, surveys, photos, before and after images, or using other methods)?**

The success of this project will be measured in several ways. First, we will look at the number of sets of kindergarten readiness cards distributed. We will look specifically at which locations distributed the greatest numbers of cards. Next, we will review the data that school districts provide to IU13 that shows children's skill levels at kindergarten registration. We will compare the number of children who have demonstrated proficiency in the skills before and after the distribution of the readiness cards. In addition, we will look at the rates of kindergarten registration during each school district's registration period. The readiness cards will have a link to kindergarten registration information, and families will be encouraged to register within the district's registration time rather than wait until the end of the summer or at the beginning of their child's kindergarten school year.

FUNDING & SUPPORT

- 7. If this proposal is not funded at the level requested, will you be able to implement the project as stated? Explain as needed.**

If this proposal is not funded at the level requested, we will still be able to implement the project, but in a limited capacity. Our current funding only supports the printing costs for 500 sets of cards. With the additional funding from the Family and Children's Services of Lebanon County, an additional 1,000 families will receive this important information.

- 8. TFEC is unable to fund 100% of any project. Restate the amount you are seeking from TFEC and describe other funding sources and amounts.**

We are requesting \$1,745. The Kindergarten Readiness Card Project Planning team, a committee of the Lebanon County P-3 Collaboration Team, has received grant funding of

\$1,000 from the Lebanon Kiwanis Club. The combined funding will provide for the printing and distribution of 1,500 sets of readiness cards. Additional funding will be obtained through future grant opportunities to expand this project

9. **Did the applicant organization end its most recent fiscal year with a budget surplus or deficit? If so, briefly state the amount of the surplus or deficit and how the surplus may be used (i.e. is it earmarked for another program) and/or how the deficit may be handled.**

The Change in Net Assets for the year ended 6/30/2019 was a negative. (\$45,060.48) The budget for that period was also a negative. (\$92,325.00). The total Net Assets at 6/30/2019 was \$130,748.77.

ACCESS & INCLUSION

10. **As a community foundation, TFEC fosters a climate of purposeful inclusion that values diversity of gender, age, race, ethnicity, national origin, range of abilities, sexual orientation, and socio-economic status. Please state how your project will be made accessible to all individuals who qualify for participation in the project and describe any accommodations, modifications, technologies, or services you will offer to ensure that all eligible participants experience the best possible services or outcomes.**

This project is designed to be accessible to all families. According to the Annie E. Casey Foundation, in Lebanon County 15% of children ages 0-17 are Hispanic or from a Latino population. Therefore, having the cards printed in both English and Spanish will make the content available to more families. In addition, 69% of children age 0-5 live below 300% poverty. Families living in poverty are focused on meeting daily needs and do not have resources to purchase educational materials. The Kindergarten Readiness Cards will help all families learn the importance of their simple interactions in helping their children prepare for formal schooling. Limited text and visual cues including images and graphics will make the cards accessible to families with limited literacy skills. Because many individuals have been surveyed to define the most important readiness skills for children in the Lebanon community, this project is designed to be responsive to the community in which it is implemented.

TOTALS	\$1,745 Total: Requested Grant Funds	\$1,000 Total: Other Funding Sources		\$2,745 PROJECT TOTAL
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Lancaster-Lebanon Education Foundation
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717-606-1873 • foundation@iu13.org
<http://llefoundation.org>

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March 28, 2019

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bethany_parmer@iu13.org

Lebanon County Library District

Michelle Hawk
District Administrator
125 North 7th Street
Lebanon, PA 17046

January 24, 2020

To Whom It May Concern:

I am writing in support of the Lancaster-Lebanon Education Foundation's application for the Kindergarten Readiness Card Project. The Lebanon County P-3 (Prenatal—3rd Grade) Collaboration Team, of which I am a member, is working to create sets of cards which highlight the skills needed to enter kindergarten ready to learn. Funding from The Family and Children's Services of Lebanon County Fund will enable these cards to be printed so they can be distributed to families in Lebanon County.

Research shows that 90% of a child's brain develops by age five. Even if families are aware of this fact, they may not know how to go about giving their child the best chance of succeeding in school. The Kindergarten Readiness Cards will help them with that by providing the ten most important readiness skills for children entering kindergarten in Lebanon County. The cards are designed to be easy to use and portable, so that families can work on a skill while driving, walking, or waiting in a doctor's office.

While our team, in collaboration with local kindergarten teachers and elementary school principals, can create the cards, we need financial support to print the cards so that we can distribute them to families in Lebanon County. We appreciate your consideration of our application.

Sincerely,



Michelle A. Hawk



**United Way of
Lebanon County**

801 Cumberland Street
P.O. Box 1164
Lebanon, PA 17042
717.273.8144 • unitedwaylebco.org



January 30, 2020

Attn: Andrea Lown, M.Ed.
Lancaster-Lebanon Intermediate Unit 13
One Cumberland Street
Lebanon, PA 17042

Re: Support of Kindergarten Readiness Card Project

Dear Andrea,

United Way of Lebanon County is proud to partner with the Lancaster Lebanon Education Foundation and the Lebanon County P-3 Collaboration on the Kindergarten Readiness cards project. Our key role in the project will be to provide the design of the card decks that will be distributed throughout Lebanon County to children who are not enrolled in, or may not have access to, traditional pre-K programs.

This project is in direct alignment with our mission to improve literacy for our communities' youngest students. As of our 2017 Community Needs Assessment, approximately 1/3 of our county's children are not reading on grade level by the end of third grade, which leads to higher high school dropout rates as well as greater risk of living in poverty and even incarceration. We know that 80% of a child's brain develops by age three and 90% by age five. By working in collaboration with our community on projects such as these Kindergarten Readiness Cards as well as numerous literacy and youth development programs, we seek to change this narrative for the future of Lebanon County.

Thank you for leading this project for Lebanon County's children. We are grateful to be a part of this important work being done to help prepare our children for their education journey and set them up for future success in school and life.

Sincerely,

A handwritten signature in black ink that reads "Brooke Smith". The signature is written in a cursive, flowing style.

Brooke Smith, CEO

SIGN & SUBMIT FORM

Provide signatures from the applicant organization, below. Both signatures are required; original signatures are required. Completion of this form is one component of your Complete Application.

- ✓ **President/CEO** Janice Estabrook Janice Estabrook, Executive Director
Original Signature Printed Name
- ✓ **Board President** Deb Bierly Deb Bierly, Board President
Original Signature Printed Name

REQUIRED ATTACHMENTS TO BE UPLOADED & SUBMITTED BY 4PM ON THE DEADLINE DATE

All grant materials must be submitted through the TFEC online application system by 4pm on the deadline date. Items requiring an original signature must be signed in ink, scanned, and uploaded. This grant opportunity does not utilize delivered or mailed materials.

- Complete Application:** Applicant Snapshot, Project Snapshot, Project Narrative, Budget Worksheet, and Sign & Submit Form with original signatures.
- Board of Directors List:** Professional affiliations (ie: work positions and/or titles as applicable) must be listed.
- No more than TWO letters of support with original signatures.** Letters of support from the applicant organization's Board of Directors will not be accepted. Identical form letters are discouraged. Letters of support are OPTIONAL for this grant opportunity.
- If you have indicated PARTNERSHIP with or SERVICE to other Agencies as stated in Question 4, you must upload letters with original signatures documenting the relationship.** A letter of partnership or service may also serve as a letter of support if support is expressly stated.
- Applicants who utilize a FISCAL SPONSOR must include a letter signed by the Executive Leader of the Fiscal Sponsor organization indicating agreement to serve as the Fiscal Sponsor. An original signature is required.**
- IRS 501(c)(3) determination letter**
- 1st Page of Applicant Organization's Most Recent 990.** If 990 is not available or you file a 990 postcard, upload applicant organization's most recent audit or financial statement.

QUESTIONS

If you should have any questions regarding this form or TFEC grant opportunities, contact Jennifer Strechay, Program Officer for Community Investment, at jstrechay@tfec.org or 717-236-5040.