**FOUR-YEAR-OLD KINDERGARTEN START-UP**

**GRANT PROGRAM**

**Cycle 10**

2017-2019

**Application Information**

**Procedures and Instructions**

(Electronically Fill-able Application Form can be found at

Data Collection Plan: <http://dpi.wi.gov/sites/default/files/imce/forms/doc/f7801.doc>)

These instructions are provided to help prepare a grant application for four-year-old kindergarten (4k) state start-up funds.

After the deadline for submission, the department will review the grant applications and determine eligibility. To assist districts with planning, the department will provide preliminary estimates of funding to all applicants deemed eligible. This preliminary estimate should not be construed as a promise of any certain amount**. Final amounts of the grant will not be known until the September count data has been submitted and audited. Funding will occur in June.**

Due to the number of children served by the Cycle 8 and Cycle 9 applications, as well as the total grant reduction in the past legislative budget processes, Cycle 10 grants will be prorated. Priority will be given first to Cycle 9 second year applicants. If the existing funding cycle continues, it is anticipated that Cycle 10 grants may receive limited funding the first year and up to $1,500 in their second year.

# APPLICATION SUBMISSION AND DEADLINES

The electronically fillable application form is available at <http://dpi.wi.gov/sites/default/files/imce/forms/doc/f7801.doc> to assist in completion of the grant application. While the application can be completed electronically, paper applications must still be submitted in order to have the official signatures on file. **Be certain all forms are properly completed and signed.**

**Note:** Questions in **Section V “Preferences** under **Community Approaches”** require *descriptions* or *explanations* for each question with a **“yes” response**. Applications seeking **priority as a community approach** must be certain to include *contract(s)* with or *letter(s) of intent* from the community provider(s). Incomplete applications may be invalidated.

### Timetable

**February, 2017** Applications available

**March, 2017** Grant overview session in the morning at the Preserving Early Childhood Conference (information can be found at http://www.collaboratingpartners.com/docs/PEC-Registration.pdf)

**April 21, 2017** Applications due

**May, 2017** Applicants receive eligibility notices:

* Eligible for funding under community approach priority: notice will indicate eligibility for funding and provide a preliminary estimate of the potential grant amount based on projected enrollments submitted with applications.
* Eligible for funding but not for community approach priority: notice will indicate if any funds are provided in this category and if so a preliminary estimate of the grant amount based on projected enrollments submitted with applications.
* Not eligible for funding: notice that applicant is not eligible under either category and the reason why they are not eligible.

**July, 2017** Web update on preliminary estimate of grant.

**September 21, 2017** Submission of 3rd Friday pupil count on PI 1563

**November, 2017** Notice of preliminary estimate of award based on unaudited student count

**June, 2018** Final 1st year award and payment (if funds available)

Submit original plus one (1) copy. Applications should be submitted to:

**Wisconsin Department of Public Instruction**

**Content and Learning Team**

**Attention: Steve Kretzmann**

**P.O. Box 7841**

**Madison, WI 53707-7841**

# ENABLING LEGISLATION

**Statute interpreted**: Section 115.445, Stats.

**Statutory authority:** Sections 115.445 (2) (b) and (3) and 227.11 (2) (a), Stats.

2007 Wisconsin Act 20, the biennial budget bill, created s. 115.445, Stats. relating to 4-year-old kindergarten grants. Beginning in the 2008-09 school year, the Act appropriated $3,000,000 and allows school boards to apply to the department for a 2-year grant to implement a 4-year-old kindergarten program.

**PURPOSE**

This chapter sets forth criteria and procedures for awarding grants to eligible school districts to implement a 4-year-old kindergarten program under s. 115.445, Stats. Funds are awarded from the appropriation under s. 20.255 (2) (dp), Stats.

**RELATED DEFINITIONS**

(1) “Age eligible” means a child who turns 4 years old on or before September 1 in the year that he or she proposes to enter school.

(2) “Community based provider” means Head Start and licensed group based child care and preschool centers.

(3) “Community interest groups” means individuals or representatives with interest and relevance to early learning, such as family child care, community home visiting programs, parent education, resource and referral agencies, family resource centers, health or mental health organizations, social service agencies, elected officials, business, or philanthropic organizations.

(4) “Contract or agreement” means a written document that defines the roles and responsibilities related to the program operation.

**ELIGIBLE APPLICANTS**

An eligible school district shall meet all of the following requirements:

1. Did not count 4-year-old children as participating in a 4K program on the PI-1563 Pupil Count Report in 2016-2017 school year.
2. Make the program open and accessible to all age eligible residents of the district at no charge.
3. Provide a minimum of 437 hours of instruction by a teacher who holds a license issued by the department to teach prekindergarten or kindergarten.
4. Provide transportation to and from the 4K program at no charge as required by s. 121.54(1) and (2), Stats.
5. Pay the full cost of the 4K program, including the costs associated with programs located off-site. Such costs include staff compensation, special education, and support services for children, facilities, supplies, and staff development.
6. Meet the school district standards under s. 121.02 (2) (a), (b), (c), (e), (f), (g), (h), (i), (j), (k), (L), (o), (q), and (t), Stats.

**ELIGIBILTY FOR CONSIDERATION UNDER COMMUNITY APPROACH PRIORITY**

Priority shall be given to school districts that use community approaches to early education. A community approach means the school district shall do both of the following:

1. Establish and maintain a collaborative committee, council, or advisory group. This group shall be involved in the initial planning, public awareness, delivery models, staff development, program design, site selection, staffing patterns, policy development, program standards and curriculum, as well as the on-going implementation and administration of the program. This group shall include representatives from community based providers; the school district, which may include administration, school board members, or principals; and a representative of other relevant community interest groups.

2. Establish and maintain written contracts or agreements that define the partnerships between the school district and community based provider. The school district shall have at least one site of the school district’s 4K program at a non-school district site, not including a private home, or on a school district site administered by a community based provider. These sites shall be within the school district’s boundaries or may be offered off-site through an interdistrict agreement under s. 66.0301, Stats. The contract or agreement shall define all of the following roles and responsibilities related to the 4K program operation:

a. The school district process to oversee and supervise the program to assure compliance with state and federal education laws.

b. The community provider process to assure compliance with the state or federal laws regulating their program.

c. The program components and design to include hours, length of program, staffing design, staff development, curriculum, and class size.

d. The resources provided by each entity necessary for the delivery of the program.

e. The financial arrangements which assure the district covers the cost of program instruction.

f. The recruitment and enrollment practices that assure the school district program is open to all age eligible children and that the community provider assures that enrollment is not contingent upon enrollment in any program offered by the community based provider, unless this conflicts with the provider’s federal regulations.

**REVIEW OF APPLICATIONS, PRIORITY SELECTION, AND AWARDING OF GRANTS**

* After Cycle 9 second year funds are provided, preference will be given to eligible Cycle 10 school districts that demonstrate in the application that the 4K program is using a community approach to early education. Cycle 10 grants will be prorated. If the existing funding cycle continues, it is anticipated that Cycle 10 grants may receive limited funding the first year and up to $1,500 per student in their second year
* Grant recipients may receive a second year grant if the recipient submits to the department an assurance on a form provided by the department, affirming that the program did and continues to meet the requirements under this chapter.

# REVIEW AND PROCESSING OF APPLICATIONS

All applications will be reviewed by staff in the Department of Public Instruction’s Division for Academic Excellence. If an application is not prepared in accordance with the guidelines, it may be eliminated from consideration.

# MONITORING/EVALUATION PROCEDURES

The Wisconsin Department of Public Instruction’s PI-1563 Pupil Count Report, PI-1203 District Statistical Report, and PI 1280 Public School Update will be used in the monitoring process. The department shall have the right to monitor the grantee's activities to assure that the supplemental funds are being used to deliver services consistent with grant priorities and school funding.

# QUESTIONS

# Please address questions accordingly:

**Grant application** questions should be addressed to:   
Steve Kretzmann,   
608-267-9278, or   
[stephen.kretzmann@dpi.wi.gov](file:///C:\Documents%20and%20Settings\hagluja\Local%20Settings\Temporary%20Internet%20Files\garvosl\Local%20Settings\Temporary%20Internet%20Files\OLK1\stephen.kretzman@dpi.wi.gov)

**Program questions** should be addressed to   
Jill Haglund,   
608-267-9625, or   
[jill.haglund@dpi.wi.gov](mailto:jill.haglund@dpi.wi.gov)