

Kindergarten Transition Summit Application

March 2020
NYSB5 funding

The NYS Council on Children and Families was recently awarded federal funding under the Preschool Development Grant Birth through Five (NYSB5) Renewal project from the U.S. Department of Health and Human Services. The grant highlights the importance of strengthening partnerships, coordinating services and expanding parent choice to ensure all children receive equitable and comprehensive services. One of the activities of this grant that serves to build local systems and increase parent choice relates to successful transition practices. Specifically, in 2020, this grant will support up to 10 regional Kindergarten Transition (KT) Summits across the state to increase local coordination of services that support the early childhood community as well as support best transition practices.

Awardees agree to:

- 1) Build a local KT Summit planning team of cross-sector partners including representatives of the local community and parent representatives.
- 2) Convene a regional KT Summit (for a minimum of 150-200 people) inviting local cross-sector transition teams that include (but are not limited to): school district administrators, PreK and kindergarten teachers, CRRs, special education providers, Head Start programs, CBOs, family child care providers, child care centers, parent organizations, health care providers, libraries, and local early childhood coalitions.
- 3) Provide seed money to local organizations to support the development and support of KT teams in high-need areas of their region. The KT Summit needs to take place in 2020, and there needs to be time after the Summit to award local transition teams seed money to help them with their transition practices/events and innovative ideas or events.
- 4) Use the NYSB5 grant's registration link for their summit and evaluation for participants, links will be provided, and follow the KT Summit agenda and expectations outlined at the 3/5/20 Orientation.
- 5) Summit planning teams must invite Nancy Hampton to their planning meetings in the months leading up to their KT Summit and provide the summit agenda and save the date flyer ahead of its release.
- 6) Complete online surveys about progress made, number of attendees at summit, number of local KT Teams created, etc.
- 7) All invoices must be sent to Nancy Hampton within 30 days after the expense is incurred. Final invoices are due before December 1, 2020.
- 8) All KT Summit invitations must include the federal grant language and all spending must follow the federal OMB regulations.

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- 9) All press releases, publications, distribution of materials related to the project must include the federal grant attribution, the NYS Council on Children and NYSB5 logo as well as approval by the NYS Council on Children and Families before distribution.
- 10) Send by email, Drop Box or mail the full set of handouts, agenda and participants attendance sheet within 1 month after the summit.
- 11) Final report on all activities due by December 15, 2020.

Applicant Requirements:

The application must be completed online.

https://albany.az1.qualtrics.com/jfe/form/SV_6gMOgbKW5kLhbDv

Applicants must demonstrate a successful history of large event planning (up to 200 people), have established cross-sector partnerships and identified a core team of individuals able to work quickly and cooperatively to convene a local summit. Successful summits will include presentations on “how-to build a local transition team”, and other transition practices, guidance documents, pre- and post-evaluations and dynamic discussion. It is expected that summits will be promoted widely (e.g., via email, through existing early childhood groups, flyers, social media). A kit will be provided at the March 5th orientation, and electronically, that includes PowerPoints, handouts, resources, table discussions, sample agenda, and other resources.

A webinar will be held for the winners to help answer questions about planning their KT Summit. The date of the webinar is **April 29, 2020 from 10:30 am – 12:00 pm.**

<https://meetny.webex.com/meetny/j.php?MTID=mbf04262a3257476889f89d71165f3c24>

Meeting password: KTSummit2020

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Application Questions:

Please provide responses to the following questions:

(Limit your response to a total of 1,000 words per question)

1. Describe your agency's history of successful implementation of large-scale events (at least 200 people).
2. What makes your agency the qualified agency to host the KT Summit in your area?
3. Who are members of your KT team? What agency or group do they represent? What are their roles on your KT Summit Planning Team?
4. How will you involve parents on your KT Summit Planning team?
5. What area of the state will you invite to your KT Summit? What school districts are in that area?
6. Provide a project timeline from 5/1/20 – 12/1/20 for all award-related activities (planning, hosting summit, follow up with local KT Teams, awarding of seed money, invoicing the NYS Council on Children and Families for work completed).
7. Provide a detailed budget (up to \$10,000) along with a budget narrative that justifies expenses. Budget must include: the planning and conducting of the KT Summit for at least 200 people (exceptions for the number of people can be made for very rural areas), registration for the event, event space, presenters, speakers, printing of program and handouts, any media posts, books, materials, follow-up time for your staff to read Seed Money applications and award (and pay) the Seed Money to local KT Teams, and to collect their outcomes after using the money.
8. Is your organization able to operate as a fiscal agent for this award?
9. What is your State Vendor ID number?
10. Include BOTH the point of contact for the project AND the email of the fiscal person they'll be working with.

Applications due: 3/23/2020 **by noon**

Award notifications: 4/1/2020

Webinar for Winners: 4/29/2020 10:30 – 12:00 that should be attended by your planning team

Questions: nysb5@ccf.ny.gov and Nancy.hampton@ccf.ny.gov