



**RIDE** Rhode Island  
Department  
of Education



# **Rhode Island Pre-Kindergarten Grant Application Guidance**

**2024-2025**

## BACKGROUND & OVERVIEW

Rhode Island's Pre-Kindergarten Program (RI Pre-K) serves as a national model for delivering high-quality early learning experiences to children four years of age in Rhode Island. Despite our state's high ranking for delivering high-quality instruction, Rhode Island still only ranks #27 in the nation for access to Pre-K.

RI Pre-K has expanded each year to serve more communities and its children. As of 2023, RI Pre-K serves 2,364 children in 18 communities across Rhode Island using a mixed-delivery model comprised of Head Start programs, local schools and community based childcare providers.

**Rhode Island's Goal:** Rhode Island aims to offer RI Pre-K to 5,000 four-year children by 2030. To achieve this goal, the RI Department of Education in partnership with the Department of Human Services and the Governor's Office created the RI Pre-K Expansion Plan in December of 2022. This plan included stakeholder feedback of early childhood leaders and advocates. RI's vision is to strengthen the birth through age five early learning system by offering high-quality learning experiences to four-year-old children across the state.

## RI PRE-K DEFINITION

RI Pre-K is a tuition free, inclusive high-quality standards-based classroom, built on the existing early childhood education infrastructure. RI Pre-K programs serve all children who are 4 years of age by September 1st of the current year, before entering Kindergarten, who live in the community where the Pre-K is located.

RI Pre-K uses a mixed delivery system that includes public schools, Head Start, and community-based childcare programs with coordinated recruitment efforts.

RI is recognized as a national Pre-K leader because RIDE requires and supports all RI Pre-K classrooms to achieve the same high-quality standards and achieve RI Pre-K approval regardless of setting.

## RI PRE-K HALLMARKS

RI Department of Education currently holds the following requirements for a classroom to be considered part of the RI Pre-K program. As RI works to design and pilot new models for delivering RI Pre-K, our shared definitions and indicators of quality may be adjusted to better reflect the needs and outcomes of our youngest learners.

- Delivers a 6 hour, 180-days of high-quality early childhood instruction in a general education setting.
- Maintain RI Pre-K approval for each Pre-K class.
- Receives a minimum overall rating of 5.0 on an ECERS-3 observation.
- Taught by a Bachelor level or Pre-K-2nd Grade certified early childhood teacher, and assistant.
- Have a RI Pre-K approved Education Coordinator, who supports the program, teachers and classroom practices with ongoing instructional leadership and supervision.
- RI Pre-K staff participate in annual and ongoing Professional Development and Technical Assistance.
- Curriculum aligns with the RIELDS and is endorsed by RIDE.
- Uses a valid and reliable assessment tool, chosen by the state.
- Enroll a minimum of 18 children, not to exceed 20.
- All children receive an annual and timely child outreach screening through the school department.
- Collaborate with the local school district to provide special education services embedded into everyday classroom routines and activities
- Support the coordination of comprehensive family services, including before and after school care.
- Receive regular monitoring of RI Pre-K quality by a state agency.
- Verify eligibility information (residency, income, DOB) prior to the start of the school year.
- Collect and share required attendance information, utilize the RIDE Attendance Portal, as applicable

## BUILDING ON RI'S MIXED DELIVERY SYSTEM WITH INNOVATIVE FUNDING MODELS

To date, RI Pre-K has been awarded to programs on a fully-funded classroom basis through a competitive grant application process. This document introduces ways for Head Start, Community-Based, and LEA early learning providers to open RI Pre-K classrooms by building on existing programming. The goal of the new RI Pre-K funding models is to include all partners that are already offering high-quality Pre-K, even when it is funded through another state or federal agency, to ensure a wide variety of options for families, and to be mindful of market saturation.

To be considered high-quality and part of the universal Pre-K goal, programs must meet the current definition of RI Pre-K and can expand through the models detailed in the following pages. All models will still be awarded through a competitive grant award process.

**On the pages to follow, you will find a thorough description of each funding model.**

## MODEL 1: FULLY-FUNDED RI PRE-K

Program Types	Award Amount	Application Instructions
<ul style="list-style-type: none"><li>Community-based programs</li><li>Head Start programs</li><li>Local Education Agencies (LEAs)</li></ul>	\$200,000	To apply, providers can apply to open a fully-funded RI Pre-K classroom by responding to the grant application and submitting appropriate documentation.

### How it works

The current RI Pre-K model provides money and support to selected classrooms, chosen through a competitive grant application process, to provide an opportunity for twenty 4-year-olds to access high-quality early learning. The RI Pre-K awards cover the entire cost of the classroom including salaries, materials, building expenses and various monitoring activities. All children enrolled in this model are selected through the RI Pre-K lottery.

### Program eligibility:

In addition to the requirements listed for all Pre-K sites, it is required that all programs applying for a full classroom have an identified space for the RI Pre-K classrooms to open without displacing children currently enrolled in the program. This typically means identifying a classroom that is licensed, but unused, or a new space that can be utilized.

## MODEL 2: EXPAND AND/OR EXTEND CURRENT HEAD START CLASSROOMS

Program Types	Award Amount	Application Instructions
<ul style="list-style-type: none"><li>Head Start programs</li></ul>	\$50,000 (maximum)*	To apply, providers will complete the application, submitting the appropriate documentation, along with verification of the current operation of the classroom.

### How it works

Head Start classrooms that meet the RI Pre-K definition, except for length of day and/or length of year, are eligible to apply for RI Pre-K grant awards to support their program in moving to a 6 hour a day, 180 days a year model or for quality improvements to attain RI Pre-K approval. This would allow Head Start programs to extend the length of day, the number of days in operation and be included in RI Pre-K seats.

### \*Award Amount

The maximum award for this grant is \$50,000 per classroom and is based on the amount of lengthening (hours per day or days per year) each classroom needs.

For example, a classroom operating at 4 hours a day and 170 days could apply for \$165/hour to lengthen the day and an additional \$1,000/day to lengthen the school year. In contrast, a classroom that is already operating at 6 hours a day but only 170 days a year could apply for \$1,000/day to offset the cost of lengthening the school year by 10 days.

These awards will also be supported with the quality support contracts involved in RI Pre-K such as SUCCESS, LISC, and PD/TA. TSG can be negotiated if needed.

### Program Eligibility

To be eligible for this grant the classroom needs to employ a lead teacher with an ECE-related bachelor's degree, have an Education Coordinator who will provide staff support and supervision, be willing to attend RI Pre-K trainings and Communities of Practice, and achieve RI Pre-K approval for each class applied for in the application.

These classrooms would not be part of the current RI Pre-K lottery system and Head Start would continue to enroll children per their usual protocol. Head Starts will be expected to share TSG, enrollment and attendance data with RIDE.

## **MODEL 3: BRAID FUNDS WITH HEAD START**

<b>Program Types</b>	<b>Award Amount</b>	<b>Application Instructions</b>
<ul style="list-style-type: none"><li>• Head Start programs</li></ul>	\$130,000 (maximum)*	To apply, providers will complete the application, submitting the appropriate documentation, along with the number of projected Head Start children enrolled in the classroom and a request for the number of children needed to be seated through the lottery.

### How it works

In the Braid Funds Head Start funding model, Federal Head Start funds are used to pay for all children under the federal poverty line of 135% who qualify for Head Start. These children can be directly enrolled and do not need to enter through the lottery. The state RI Pre-K funds are used to provide Head Start Comprehensive Services and a seat in a Head Start classroom to those children who qualify for free and reduced lunch poverty guidelines (between 135% and 185%) as "below-income" families and over 185% as "above income" families based on the socio-economic population of their city or town. Braiding funding allows for children of varying social-economic backgrounds to participate in the same classroom.

\*Award Amount

The maximum award amount for this grant is \$130,000 per classroom. “Below and above-income” children that are chosen through the RI Pre-K lottery process at a rate of \$13,000 per child. The RI Pre-K funds are also used to extend the Head Start academic calendar from 170 days to 180 days in compliance with RI Pre-K guidelines. All of these classrooms must maintain RI Pre-K Approval and all children count towards the total seat count of RI Pre-K and are reported to NIEER.

Program Eligibility

To be eligible for this grant the classroom needs to have a **minimum of nine (9)** children enrolled in Head Start seats, employ a lead teacher with an ECE-related bachelor’s degree, have an Education Coordinator that will provide staff support and supervision, be willing to attend RI Pre-K trainings and Communities of Practice and maintain RI Pre-K approval for each class applied for in the application. These classrooms will share Cognitive Toybox summative child-level data with RIDE.

**MODEL 4: STRENGTHEN & AUGMENT CURRENT CCAP (4-YEAR-OLD) CLASSROOMS**

Program Types	Award Amount	Application Instructions
<ul style="list-style-type: none"><li>Community-based programs serving CCAP children</li></ul>	\$145,000 (maximum)*	To apply, providers will complete the application, submit the required documentation, along with the number of projected CCAP children enrolled in the classroom and a request for the number of children needed to be seated through the lottery.

RI Pre-K recognizes the need to leverage federal funding to integrate our state’s most vulnerable families more thoughtfully into a high-quality learning experience. Families who participate in the Childcare Assistance Program (CCAP) often struggle with identifying high-quality care options for their children due to low reimbursement rates and limited care options. This model would enable families who participate in CCAP to preserve their current slot without fear of displacement, or disruption—creating a unique opportunity for their inclusion into a high-quality RI Pre-K classroom. This model would not require families participating to enter the RI Pre-K lottery to preserve their seat. Additionally, childcare providers serving children who participate in CCAP would not need to displace or reassign current students who participate in CCAP to accommodate RI Pre-K funding.

How it Works

For children who are turning 4-years old by September 1, 2024, with an active CCAP certificate, and attending an RI Pre-K provider, will now be able to remain in their program and matriculate directly into the RI Pre-K classroom without entering the Pre-K lottery. Programs can offer their matriculating 4-year-olds, with CCAP subsidy, the chance to stay enrolled in their current program and the remaining seats will be filled through the RI Pre-K lottery process. Programs will submit for CCAP reimbursement as they typically do through the CCAP portal, and then charge the differential of the per student cost to RIDE. RIDE will also cover all parent CCAP co-pays to ensure the program is entirely free to all families

### \*Award Amount

The maximum award amount does not exceed \$145,000. The base award factors in full reimbursement from CCAP with a \$0 co-pay. The award can increase for families that have a co-pay as RI Pre-K funds will cover that cost to ensure the program is free to families.

For example, the program has nine (9) CCAP funded children who are eligible for RI Pre-K and it is assumed that the program will bill CCAP over the 44-week RI Pre-K school year, they may apply for an additional funding with RI Pre-K funds to cover each child up to \$11,000. Programs may then apply for 9 children to be enrolled through the lottery and receive an additional \$funding for each child in those seats. Programs can budget for any co-pay on the budget form to cover that expense for families. If the family uses any before and after care, the family is responsible for paying the co-pay and it should not be charged back to RI Pre-K funds.

Classrooms will be required to participate in all quality support such as PDTA from the Center for Early Learning Professionals, SUCCESS, LISC, and quality monitoring such as ECERS and CLASS.

### Program Eligibility

To be eligible for this grant, the applying classroom needs to have a minimum of five (5) and a maximum of twenty (20) CCAP children enrolled in the upcoming year's RI Pre-K classroom, employ a Bachelor's degree lead teacher, have an Education Coordinator that will provide staff support and supervision, be willing to attend RI Pre-K trainings and Communities of Practice, and maintain RI Pre-K approval for each class applied for in the grant application. These classrooms will share summative child level data with RIDE. .

## **MODEL 5: TRANSFORM SPECIAL EDUCATION PROGRAMS TO GENERAL EDUCATION**

<b>Program Types</b>	<b>Award Amount</b>	<b>Application Instructions</b>
<ul style="list-style-type: none"><li>• All Local Education Agencies (LEAs)</li></ul>	\$50,000 (maximum)*	To apply, providers will complete the application, submitting the appropriate documentation, along with the amount of state funding formula per child that is received. Children will be enrolled in these classrooms through the RI Pre-K lottery process.

Providing students who are differently abled access to RI Pre-K is an equity issue. This funding model will allow more 4-year-old students who are differently abled to have the same opportunities as their peers and reduce the readiness gap at kindergarten entry. Currently, many preschools in school districts are special education classrooms and do not meet all of the RI Pre-K criteria.

### How it Works

Additional funding would provide districts with the funds necessary to provide high quality RI Pre-K classrooms by supplementing the existing investment they receive through the funding formula, Title I, or other funding streams. In exchange for the funding, districts would sign an MOU to meet all RIDE RI Pre-K standards, share needed data with RIDE, and participate in all PDTA and monitoring activities.

### \*Award Amount

This model is based on the per child cost awarded to LEA's through the funding formula. The maximum award will vary due to student success and poverty level factors. For example, if the state's funding formula provides \$6,600 per child, LEA's will be eligible to apply for \$4,400 per child to equal a per RI Pre-K child cost of \$11,000. LEA's who already exceed the per child cost, who have limited local funds, may apply for up to \$3,000 per child. LEA's can work with RIDE to determine their per child state allocation. LEA's can work with RIDE to determine their per child state allocation. The maximum RI Pre-K award for this funding model is \$50,000.

Classrooms will be required to participate in all quality support such as PDTA from the Center for Early Learning Professionals, SUCCESS, LISC and quality monitoring such as ECERS and CLASS. Child level Summative assessments are provided at no cost to the program.

### Program Eligibility

To be eligible for this grant the classroom needs to operate 6 hours a day for 180 days, employ a Pre-K -2 certified teacher, have an Education Coordinator that will provide staff support and supervision, provide special education and related services embedded into the RI Pre-K classroom, be willing to attend RI Pre-K trainings and Communities of Practice, and maintain RI Pre-K approval for each class applied for in the application.

## **QUALITY EXPECTATIONS**

Regardless of the funding model chosen, each classroom will function as a traditional RI Pre-K classroom and all providers will be held to the following consistent set of quality expectations, which describe RI's vision for high-quality Early Care and Education programs.



### **High-quality programs respect and value differences.**

Program leadership and teaching teams build trust by creating a community in which all children, families, and staff feel welcome and included, embracing diversity in many forms – including, but not limited to race, ethnicity, socioeconomic status, home language, country of origin, immigration status, ability, special need, religion, gender, gender expression, sexual orientation, housing status, and cultural background and experience.



### **High-quality programs create safe and positive environments.**

Program leadership and teaching teams create healthy, nurturing, and predictable environments built on strong connections and relationships for all children, families, and staff.



### **High-quality programs advance play-based learning, responsive instruction, and reflective implementation.**

Program leadership and teaching teams engage children in a variety of play-based and developmentally appropriate learning experiences and ensure that instruction is based on children's individual strengths, interests, and needs.



**High-quality programs promote families' roles as primary caregivers, teachers, and advocates.**

Program leadership and teaching teams build relationships with families and communities to provide meaningful opportunities and resources that support children's development and the whole family's well-being.



**High-quality programs work collaboratively towards continuous quality improvement.**

Program leadership and teaching teams use data to improve program and classroom quality in partnership with families and communities.



**High-quality programs demonstrate strategic, responsive and reflective leadership.**

Program leadership and teaching teams build and use organizational culture, structure, and resources to promote and execute a shared vision for quality.

## APPLICATION GUIDANCE

### ELIGIBLE APPLICANTS

Pre-K funding will be offered to programs in a variety of settings in recognition of our diverse, high-quality early childhood delivery system. Eligible organizations include licensed childcare programs, Head Start organizations, public schools, and non-public schools that can operate a Pre-K classroom within the proposed guidelines and Pre-K policies. Applications will be accepted for Pre-K classrooms statewide, with a prioritization of classrooms in high-need communities serving children enrolled in the Childcare Assistance Program (CCAP).

Pre-K grantees are expected to be enrolled at 20 children per classroom. If a program is restricted to 18 children by their Childcare License, a copy of that license must be included in the application. Funding decisions will be made based on the completion of all application sections and the quality of applications received across all communities.

### TERMS OF THE GRANT

The Grant will begin on **July 1, 2024**. The scope of the work may be modified by RIDE before beginning work on a given task. Subsequent years' activities may be modified by mutual consent, depending on the availability of funding and the successful completion of the grant deliverables, while maintaining RIDE RI Pre-K approval.

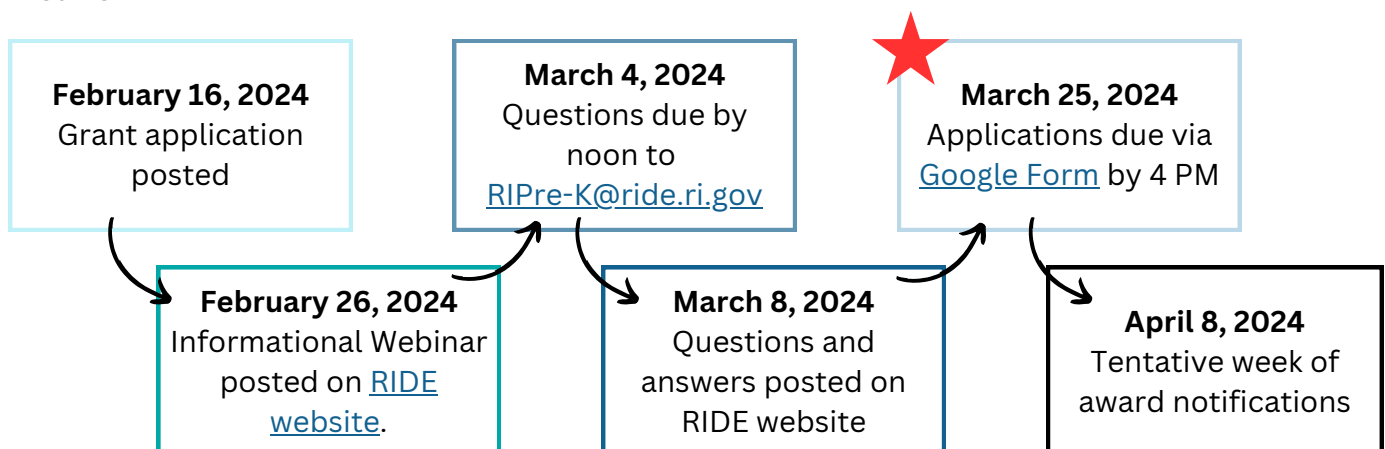
Applicants should be aware that they must comply with State Funded Grant Requirements which can be accessed here: [Grant Award Funding](#)

### APPLICATION TIMELINE

**Questions:** Questions concerning this solicitation may be emailed to [RIPre-K@ride.ri.gov](mailto:RIPre-K@ride.ri.gov) no later than noon on **March 4, 2024**.

- Send your questions in Microsoft Word format. Questions received will be posted and answered on the [RIDE website](#) as an addendum to this solicitation on **March 8, 2024**. It is the responsibility of all interested parties to download this information.

#### Timeline:



### **Anticipated activities after application:**

- **April -June 2024:** Recruitment for prospective families and students
- **April 2024:** Online Lottery opens
- **June 23, 2024:** Lottery applications due by 11:59 PM.

## **APPLICATION & SUBMISSION INSTRUCTIONS**

For the best results, download the application. Complete all sections thoroughly, and provide evidence and documentation to support the application as requested. Any section not fully completed or submitted as requested on the RI Pre-K Grant Application PDF will result in a loss of points or no points awarded. Closely adhere to the following instructions for submitting your completed applications:

*Note: Facility visits and interviews may be scheduled by RIDE as needed.*

1. **Complete the fillable RI Pre-K Grant Application PDF** and ensure that all questions are answered within the following sections of the application:
  - *Section 1: Experience and Capacity in High Quality ECE*
  - *Section 2: Classroom Space*
  - *Section 3: Staff Qualifications*
  - *Section 4: Continuous Quality Improvement*
  - *Section 5: Proposed Fu Model*
  - *Section 6: Budget application and narrative*
2. If submitting a multi-classroom application, **download and complete the Additional Budget/Signature Page Bundle PDF (1 file = +1 additional classroom requested)**
3. **Download, complete, and sign a W-9** (taxpayer identification number and certification for your program). The form is available at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
4. **Gather, save, and name all “Required Additional Documentation”** elements to your computer. The additional documentation required for submission is listed on page 5 of the RI Pre-K Grant Application.
5. **Submit your application.** To streamline the application submission process, all application materials and supporting documentation will be uploaded through a [Google Form](#) and submitted to RIDE as a single response. Complete the Google Form in its entirety, which will enable you to upload all program documents, site and classroom photo documentation, and staff credential documentation. Grant applications proposing multiple RI Pre-K classrooms or sites are only to fill out 1 Google Form.

**\*\*Applications are due and must be received by 4:00 PM on Monday, March 25, 2024.**

## EVALUATION REVIEW CRITERIA

A review team will review each complete application using the following criteria.

Application Section	Category	Possible Points	Section Breakdown
Section 1	Experience and capacity in High Quality ECE	30	<ul style="list-style-type: none"> <li>• Describes thoughtful reasons for application based on data</li> <li>• Describes impact on community</li> <li>• Provides evidence of HQ ECE programs</li> <li>• Demonstrates a reasonable plan &amp; capacity for RI Pre-K</li> <li>• Describes effective leadership structure and systems for instructional support</li> <li>• Demonstrates knowledge &amp; commitment to serve at-risk children</li> <li>• Socioeconomic integration, continuity of care, community partnerships and innovation are present</li> </ul>
Section 2	Classroom Space	8	<ul style="list-style-type: none"> <li>• Provide a detailed description of how space meets regulations or will by start date</li> <li>• Site photographs are included</li> </ul>
Section 3	Staffing Qualifications	12	<ul style="list-style-type: none"> <li>• Key staff are identified &amp; meet all necessary qualifications</li> <li>• Credentials, job descriptions, and resumes are provided</li> <li>• Staff capacity and quality is demonstrated</li> <li>• Hiring process is clearly described to attract high quality staff</li> </ul>
Section 4	Continuous Quality Improvement	15	<ul style="list-style-type: none"> <li>• Instructional leadership structure is clearly explained</li> <li>• Leadership system supports teacher and child development and the instructional cycle</li> <li>• Leadership and Educator Commitment forms are included.</li> </ul>

Section 5	Funding Model Proposal	10	<ul style="list-style-type: none"> <li>• Demonstrates a clear, reasonable plan for implementing the proposed funding model(s)</li> <li>• Explanation of not displacing current children (For Model 1)</li> </ul>
Section 6	Budget Proposal and Narrative	15	<ul style="list-style-type: none"> <li>• Clear description of how grant funds will be used</li> <li>• Funds are reasonable to achieve the grant outcomes</li> <li>• Opportunities to leverage additional funds are identified and demonstrate cost effectiveness in narrative</li> <li>• Financial benefits and assumptions are articulated</li> <li>• Budget is submitted on RIDE forms</li> </ul>
Priority Points	Additional points available for consideration based on proposal	10	<ul style="list-style-type: none"> <li>• Serves a higher % of CCAP children served</li> <li>• Serves a higher % of economically disadvantaged children (FRPL)</li> <li>• Previous score of 5 on ECERS for proposed classroom team</li> <li>• Uses Models 2 - 5 for budget purposes</li> <li>• Adds a new community</li> <li>• Previous RI Pre-K approval and experience</li> </ul>
<b>Total</b>		100	

## BUDGET BREAKDOWN

When creating your budget proposal and services model narrative please refer to the following estimated percentages for Pre-K budgetary allocations.

Pre-K Budget Categories	% of total proposed Pre-K Budget
<b>Salaries</b> <ul style="list-style-type: none"> <li>Teacher and Teacher Assistant (100%)</li> <li>Education Coordinator (estimated 20%)</li> <li>Administrator (estimated 10%)</li> <li>Substitutes (350 hours)</li> </ul>	<b>56%</b>
<b>Fringe Benefits</b> <ul style="list-style-type: none"> <li>Mandatory state benefits</li> <li>Health insurance for Teacher and Teacher Assistant, Administrator, and Education Coordinator</li> </ul>	<b>21%</b>
<b>Supplies and Materials, Equipment, and Professional/Technical Services</b> <ul style="list-style-type: none"> <li>Educational materials</li> <li>Program supplies</li> <li>Equipment</li> <li>Furniture and fixtures</li> <li>Family engagement activities</li> <li>Food (supplemented by USDA CACFP revenue)</li> <li>Utilities (gas, oil, electricity)</li> </ul>	<b>23%</b> <ul style="list-style-type: none"> <li>9-11% for supplies, materials, equipment, and technical services</li> <li>10-12% for property services</li> <li>2% for indirect costs and other purchased services</li> </ul>
<b>Property Services</b> <ul style="list-style-type: none"> <li>Rent/lease/mortgage</li> <li>Telephone and internet</li> <li>Maintenance</li> </ul>	
<b>Indirect Costs/Other purchased Services</b> <ul style="list-style-type: none"> <li>Office expenses (e.g., payroll costs for Pre-K staff)</li> <li>Property insurance</li> <li>Printing and Copying</li> </ul>	

## **APPENDICES**

### **SAMPLE FUNDING MODEL BUDGETS**

## APPENDIX A

### Model 1 - Traditional RI Pre-K Funding Budget Rationale

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

Expense Category	FY25 Requested Pre-K Grant Funds	FY25 Local/Federal/State Contributed Funds
Salaries (51000)	\$136,500	\$0
Fringe Benefits (52000)	\$45,500	\$0
Professional & Technical Services (53000)	\$0	\$0
Property Services - Facility/Maintenance (54000)	\$0	\$0
Other Purchased Services (55000)	\$0	\$0
Supplies and Materials (56000)	\$9,000	\$0
Property and Equipment (57000)	\$8,000	\$10,000
<b>SUBTOTAL</b>	<b>\$189,000</b>	<b>\$10,000</b>
Indirect Cost (60000)	\$1,000	\$0
<b>TOTAL</b>	<b>\$200,000</b>	<b>\$10,000</b>

**EMPLOYEE COMPENSATION (51000) and EMPLOYEE BENEFITS (52000)**

POSITION	FTE	EMPLOYEE COMPENSATION (51000)	EMPLOYEE BENEFITS (52000)
Administrator	.1	\$3,000	\$2,000
Education Coordinator	.25	\$11,000	\$5,000
Teacher	1.0	\$95,000	\$20,000
Teacher Assistant	1.0	\$36,000	\$18,000
Substitutes		\$1,500	\$500
<b>TOTAL</b>		<b>\$126,500</b>	<b>\$45,500</b>

**PROFESSIONAL AND TECHNICAL SERVICES (53000)**

CATEGORY	ITEM DESCRIPTION	TOTAL
Catering/Purchased Food Services*		
<b>TOTAL</b>		

**PROPERTY SERVICES (54000)**

CATEGORY	ITEM DESCRIPTION	TOTAL
Building Rent/Lease/Mortgage	Prorated cost per 1 classroom	
Building Maintenance	Cleaning & maintenance	

Telephone/Internet Services		
<b>TOTAL</b>		

**OTHER PURCHASED SERVICES (55000)**

<b>CATEGORY</b>	<b>ITEM DESCRIPTION</b>	<b>TOTAL</b>
Printing/Copying		
Property Insurance		
CCAP Supplemental (Model 4 Only)		
<b>TOTAL</b>		

**SUPPLIES AND MATERIALS (56000)**

<b>CATEGORY</b>	<b>ITEM DESCRIPTION</b>	<b>TOTAL</b>
Food/Snacks **	Breakfast, lunch, & snacks not covered by CACFP	
Educational Materials	Classroom supplies and materials	\$4,000
Program Supplies	Curriculum	\$4,000
<b>Family Engagement Activities</b>		\$1,000
<b>Utilities (Gas, Oil, Electricity)</b>		
<b>TOTAL</b>		<b>\$9,000</b>

**PROPERTY AND EQUIPMENT (57000)**

CATEGORY	ITEM DESCRIPTION	TOTAL
Furniture and Fixtures	Replace broken/worn items	\$4,500
Equipment	Indoor/outdoor	\$3,500
<b>TOTAL</b>		<b>\$8,000</b>

**INDIRECT COSTS (60000)**

CATEGORY	ITEM DESCRIPTION	TOTAL
Office Expenses	Payroll, accounting	\$1,000
<b>TOTAL</b>		<b>\$1,000</b>

**Classroom Budget Request: \$200,000.00**

**Total Budget Request: \$200,000.00**

*\*\*Net reimbursement from USDA CACFP*

## APPENDIX B

### Model 2 - Head Start Expanded Day/Year Funding Budget Rationale

The following budget template is a sample of how to build your grant award for RI Pre-K dollars to supplement a current 4-year-old classroom. The model is predicated on extending the teacher and teacher assistant time by approximately 8 hours and adding 10 days to the Head Start calendar to have a full 180 days.

Programs are expected to enroll classrooms according to Head Start enrollment policies. Grant awards are used to cover the cost accrued for the additional 10 days or extended hours.

Two budget forms are required with your application: one to represent the award amount you are seeking along with the federal Head Start contribution and the second to represent how the grant award dollars will be allocated. On the summary form either break out your cost categories for your federal funds or document as one lump sum. The scenario presented in the sample forms assumes that there are 18 children enrolled in your program who will be moving to the Pre-K room. The children who have turned 4 by September 1st are then counted towards the universal RI Pre-K seats. **Teacher and Teacher Assistant salaries must show parity to those received by a first to third-step teacher in your school district.**

### Sample Budget - Head Start Extended Day and Year

The Contractor estimates that the budget for work to be performed under the agreement is as follows:

Expense Category	FY25 Requested Pre-K Grant Funds	FY25 Head Start Funds
Salaries (51000)	\$22,500	\$0
Fringe Benefits (52000)	\$6,500	\$0
Professional & Technical Services (53000)	\$0	\$0
Property Services - Facility/Maintenance (54000)	\$1,100	\$0

Other Purchased Services (55000) <i>*Head Start Funds</i>	\$2,000	\$160,000
Supplies and Materials (56000)	\$4,000	\$0
Property and Equipment (57000)	\$0	\$0
<b>SUBTOTAL</b>	\$36,100	\$0
Indirect Cost (60000)	\$1,000	\$0
<b>TOTAL</b>	<b>\$37,100</b>	<b>\$160,000</b>

**SAMPLE RI PRE-K GRANT FUNDS BUDGET DETAIL SHEET\***

FISCAL YEAR 2025

**APPENDIX B****EMPLOYEE COMPENSATION (51000) and EMPLOYEE BENEFITS (52000)**

POSITION	FTE	EMPLOYEE COMPENSATION (51000)	EMPLOYEE BENEFITS (52000)
Administrator	50 hrs	\$2,000	\$1,000
Education Coordinator	100 hrs	\$3,000	\$500
Teacher	400 hrs	\$10,000	\$3,000
Teacher Assistant	400 hrs	\$7,500	\$2,000
<b>TOTAL</b>		<b>\$22,500</b>	<b>\$6,500</b>

**PROFESSIONAL AND TECHNICAL SERVICES (53000)**

CATEGORY	ITEM DESCRIPTION	TOTAL
Catering/Purchased Food Services*		
<b>TOTAL</b>		

**PROPERTY SERVICES (54000)**

CATEGORY	ITEM DESCRIPTION	TOTAL
Building Rent/Lease/Mortgage	Prorated cost per 1 classroom	\$500
Building Maintenance	Cleaning and maintenance	\$500

Telephone/Internet Services		\$100
<b>TOTAL</b>		<b>\$1,100</b>

#### **OTHER PURCHASED SERVICES (55000)**

<b>CATEGORY</b>	<b>ITEM DESCRIPTION</b>	<b>TOTAL</b>
Printing/Copying		\$1,000
Property Insurance		\$1,000
CCAP Supplemental (Model 4 Only)		
<b>TOTAL</b>		<b>\$2,000</b>

#### **SUPPLIES AND MATERIALS (56000)**

<b>CATEGORY</b>	<b>ITEM DESCRIPTION</b>	<b>TOTAL</b>
Food/Snacks **	Breakfast, lunch, snacks not covered by CACFP for added days	\$1,000
Educational Materials	Classroom supplies and materials	\$1,000
Program Supplies	Curriculum	\$1,000
<b>Family Engagement Activities</b>		
<b>Utilities (Gas, Oil, Electricity)</b>		\$1,000
<b>TOTAL</b>		<b>\$4,000</b>

**PROPERTY AND EQUIPMENT (57000)**

CATEGORY	ITEM DESCRIPTION	TOTAL
Furniture and Fixtures		0
Equipment		0
<b>TOTAL</b>		<b>\$0</b>

**INDIRECT COSTS (60000)**

CATEGORY	ITEM DESCRIPTION	TOTAL
Office Expenses	payroll, accounting, etc.	\$1,000
<b>TOTAL</b>		<b>\$1,000</b>

**Classroom Budget Request: \$37,100**

**Total Budget Request: \$37,100**

*\*\*Net reimbursement from USDA CACFP*

## APPENDIX C

### Model 3 - Head Start Braided Funding Budget Rationale

The following budget templates are a sample for RI Pre-K dollars to supplement a current 4-year-old classroom. The model is predicated on a per child cost of \$11,000 for 44 weeks of RI Pre-K. RI Pre-K will fully support all children who enroll through the lottery.

Programs are expected to have a minimum of 9 children, currently enrolled in the program, who receive Head Start Funding and can have a maximum of 12. Careful planning of how the money will be used to support the classroom is critical.

Two budget forms are required with your application. One represents the braided funding totals and the second represents the amount of funding you are requesting through RI Pre-K.

The scenario presented in the sample forms assumes that there are 9 Head Start children enrolled in your program and 9 children that will be enrolled through the lottery. All amounts are approximate for the sample. Your numbers may be higher or lower than what is represented. Teacher and Teacher Assistant salaries must show parity to those received by a first to third step teacher in your school district.

### Sample Budget - Head Start Braided Funding

The Contractor estimates that the budget for work to be performed under the agreement is as follows:

Expense Category	FY25 Requested Pre-K Grant Funds	FY25 Head Start Funds
Salaries (51000)	\$69,000	\$0
Fringe Benefits (52000)	\$10,750	\$0
Professional & Technical Services (53000)	\$0	\$0
Property Services - Facility/Maintenance (54000)	\$2,500	\$0

Other Purchased Services (55000) <i>*Head Start Funds</i>	\$0	\$90,000
Supplies and Materials (56000)	\$11,500	\$0
Property and Equipment (57000)	\$4,000	\$0
<b>SUBTOTAL</b>	\$97,750	\$0
Indirect Cost (60000)	\$9,700	\$0
<b>TOTAL</b>	<b>\$107,450</b>	<b>\$90,000</b>

**SAMPLE RI PRE-K GRANT FUNDS BUDGET DETAIL SHEET\***

FISCAL YEAR 2025

**APPENDIX C****EMPLOYEE COMPENSATION (51000) and EMPLOYEE BENEFITS (52000)**

POSITION	FTE	EMPLOYEE COMPENSATION (51000)	EMPLOYEE BENEFITS (52000)
Administrator	.05	\$5,000	\$1,000
Education Coordinator	.10	\$9,000	\$1,500
Teacher	.50	\$30,000	\$4,000
Teacher Assistant	.50	\$20,000	\$3,000
Family Worker	.20	\$4,000	\$1,000
Substitutes		\$1,000	\$250
<b>TOTAL</b>		<b>\$69,000</b>	<b>\$10,750</b>

**PROFESSIONAL AND TECHNICAL SERVICES (53000)**

CATEGORY	ITEM DESCRIPTION	TOTAL
Catering/Purchased Food Services*		
<b>TOTAL</b>		

**PROPERTY SERVICES (54000)**

CATEGORY	ITEM DESCRIPTION	TOTAL
Building Rent/Lease/Mortgage	Prorated cost per 1 classroom	\$1,000
Building Maintenance	Cleaning and maintenance	\$1,000

Telephone/Internet Services		\$500
<b>TOTAL</b>		<b>\$2,500</b>

#### OTHER PURCHASED SERVICES (55000)

CATEGORY	ITEM DESCRIPTION	TOTAL
Printing/Copying		
Property Insurance		
CCAP Supplemental (Model 4 Only)		
<b>TOTAL</b>		

#### SUPPLIES AND MATERIALS (56000)

CATEGORY	ITEM DESCRIPTION	TOTAL
Food/Snacks **	Breakfast, lunch, snacks not covered by CACFP	\$5,000
Educational Materials	Classroom supplies and materials	\$3,000
Program Supplies	Curriculum	\$1,500
<b>Family Engagement Activities</b>		<b>\$1,000</b>
<b>Utilities (Gas, Oil, Electricity)</b>		<b>\$1,000</b>
<b>TOTAL</b>		<b>\$11,500</b>

**PROPERTY AND EQUIPMENT (57000)**

CATEGORY	ITEM DESCRIPTION	TOTAL
Furniture and Fixtures	Replace broken/worn items	\$2,000
Equipment	Indoor/outdoor	\$2,000
<b>TOTAL</b>		<b>\$4,000</b>

**INDIRECT COSTS (60000)**

CATEGORY	ITEM DESCRIPTION	TOTAL
Office Expenses	payroll, accounting, etc.	\$9,700
<b>TOTAL</b>		<b>\$9,700</b>

**Classroom Budget Request: \$107,450**

**Total Budget Request: \$107,450**

*\*\*Net reimbursement from USDA CACFP*

## APPENDIX D

### Model 4 - CCAP Supplemental Funding Budget Rationale

The following budget templates are a sample of how to build your grant award for RI Pre-K dollars to supplement a current 4-year-old classroom. The model is predicated on a per child cost of \$11,000 for 44 weeks of RI Pre-K. RI Pre-K will support all children who enroll through the lottery, at a rate of 11,000 per child.

Programs are expected to have a **minimum of 9** children, currently enrolled in the program, who receive CCAP funding. Careful planning of how the money will be used to support the classroom is critical.

Two budget forms are required with your application. One represents the award amount you are seeking and the second represents current CCAP funding being received by your program for children already enrolled. The scenario presented in the sample forms assumes that there are 9 children enrolled in your program that you will be moving to the RI Pre-K room. Children have turned 4 by September 1st and are eligible for the RI Pre-K classroom. Teacher and Teacher Assistant salaries must show parity to those received by a first to third-step teacher in your school district.

### Sample Budget - CCAP Supplemental Funding

The Contractor estimates that the budget for work to be performed under the agreement is as follows:

Expense Category	FY25 Requested Pre-K Grant Funds	FY25 CCAP Funds
Salaries (51000)	\$71,500	\$44,500
Fringe Benefits (52000)	\$27,500	\$15,000
Professional & Technical Services (53000)	\$0	\$0
Property Services - Facility/Maintenance (54000)	\$5,000	\$2,500

Other Purchased Services (55000)	\$3,000	\$1,000
Supplies and Materials (56000)	\$18,000	\$2,275
Property and Equipment (57000)	\$4,000	\$1,000
<b>SUBTOTAL</b>	\$129,000	\$66,275
Indirect Cost (60000)	\$1,000	\$1,725
<b>TOTAL</b>	<b>\$130,000</b>	<b>\$68,000</b>

**SAMPLE RI PRE-K GRANT FUNDS BUDGET DETAIL SHEET\***

FISCAL YEAR 2025

**APPENDIX D****EMPLOYEE COMPENSATION (51000) and EMPLOYEE BENEFITS (52000)**

POSITION	FTE	EMPLOYEE COMPENSATION (51000)	EMPLOYEE BENEFITS (52000)
Administrator	.10	\$3,000	\$2,000
Education Coordinator	.25	\$10,000	\$5,000
Teacher	.60	\$35,000	\$12,000
Teacher Assistant	.60	\$22,000	\$8,000
Substitutes		\$1,500	\$500
<b>TOTAL</b>		<b>\$71,500</b>	<b>\$27,500</b>

**PROFESSIONAL AND TECHNICAL SERVICES (53000)**

CATEGORY	ITEM DESCRIPTION	TOTAL
Catering/Purchased Food Services*		
<b>TOTAL</b>		

**PROPERTY SERVICES (54000)**

CATEGORY	ITEM DESCRIPTION	TOTAL
Building Rent/Lease/Mortgage	Prorated cost per 1 classroom	\$2,000
Building Maintenance	Cleaning and maintenance	\$2,000

Telephone/Internet Services		\$1,000
<b>TOTAL</b>		<b>\$5,000</b>

#### OTHER PURCHASED SERVICES (55000)

CATEGORY	ITEM DESCRIPTION	TOTAL
Printing/Copying		\$2,000
Property Insurance		\$1,000
<b>TOTAL</b>		<b>\$3,000</b>

#### SUPPLIES AND MATERIALS (56000)

CATEGORY	ITEM DESCRIPTION	TOTAL
Food/Snacks **	Breakfast, lunch, snacks not covered by CACFP	\$5,000
Educational Materials	Classroom supplies and materials	\$3,000
Program Supplies	Curriculum	\$8,000
<b>Family Engagement Activities</b>		<b>\$1,000</b>
<b>Utilities (Gas, Oil, Electricity)</b>		<b>\$1,200</b>
<b>TOTAL</b>		<b>\$18,000</b>

**PROPERTY AND EQUIPMENT (57000)**

CATEGORY	ITEM DESCRIPTION	TOTAL
Furniture and Fixtures	Replace broken/worn items	\$1,500
Equipment	Indoor/outdoor	\$1,200
<b>TOTAL</b>		<b>\$4,000</b>

**INDIRECT COSTS (60000)**

CATEGORY	ITEM DESCRIPTION	TOTAL
Office Expenses	payroll, accounting, etc.	\$1,000
<b>TOTAL</b>		<b>\$1,000</b>

**Classroom Budget Request: \$130,000**

**Total Budget Request: \$130,000**

*\*\*Net reimbursement from USDA CACFP*

## APPENDIX E

### Model 5 - LEA General Education Expansion Funding Budget Rationale

The following budget template is a sample of how to build your grant award for RI Pre-K dollars to operate a general education RI Pre-K 4-year-old classroom. The model is predicated on a per child cost of \$11,000 for 44 weeks of RI Pre-K.

Programs are expected to blend their funding formula state aid with RI Pre-K funds to equal a per child cost of approximately \$11,000. Careful planning of how the money will be used to support the classroom is critical. Funds may be allocated for salaries, equipment and/or materials to support a high-quality classroom.

Two budget forms are required with your application. One represents the award amount you are seeking and the second represents the blend of RI Pre-K and funding formula funds being received by your district. Children must turn 4 by September 1st to be eligible for the RI Pre-K classroom. These children will be selected during the RI Pre-K lottery process in the Spring.

### Sample Budget - LEA Braided Funding

The Contractor estimates that the budget for work to be performed under the agreement is as follows:

Expense Category	FY25 Requested Pre-K Grant Funds	FY25 Federal/State/Local Funds
Salaries (51000)	\$10,000	\$85,000
Fringe Benefits (52000)	\$3,000	\$40,000
Professional & Technical Services (53000)	\$0	\$0
Property Services - Facility/Maintenance (54000)	\$0	\$0

Other Purchased Services (55000)	\$2,000	\$0
Supplies and Materials (56000)	\$33,000	\$0
Property and Equipment (57000)	\$24,000	\$0
<b>SUBTOTAL</b>	\$72,000	\$125,000
Indirect Cost (60000)	\$1,000	\$0
<b>TOTAL</b>	<b>\$73,000</b>	<b>\$125,000</b>

**SAMPLE RI PRE-K GRANT FUNDS BUDGET DETAIL SHEET\***

FISCAL YEAR 2025

**APPENDIX E****EMPLOYEE COMPENSATION (51000) and EMPLOYEE BENEFITS (52000)**

POSITION	FTE	EMPLOYEE COMPENSATION (51000)	EMPLOYEE BENEFITS (52000)
Administrator			
Education Coordinator	.25	\$10,000	\$3,000
Teacher			
Teacher Assistant			
Substitutes			
<b>TOTAL</b>		<b>\$10,000</b>	<b>\$3,000</b>

**PROFESSIONAL AND TECHNICAL SERVICES (53000)**

CATEGORY	ITEM DESCRIPTION	TOTAL
Catering/Purchased Food Services*		
<b>TOTAL</b>		<b>\$0</b>

**PROPERTY SERVICES (54000)**

CATEGORY	ITEM DESCRIPTION	TOTAL
Building Rent/Lease/Mortgage	Prorated cost per 1 classroom	
Building Maintenance	Cleaning and maintenance	

Telephone/Internet Services		
<b>TOTAL</b>		<b>\$0</b>

#### OTHER PURCHASED SERVICES (55000)

CATEGORY	ITEM DESCRIPTION	TOTAL
Printing/Copying		\$2,000
Property Insurance		
<b>TOTAL</b>		<b>\$2,000</b>

#### SUPPLIES AND MATERIALS (56000)

CATEGORY	ITEM DESCRIPTION	TOTAL
Food/Snacks **	Breakfast, lunch, snacks not covered by CACFP	\$5,000
Educational Materials	Classroom supplies and materials	\$12,000
Program Supplies	Curriculum	\$12,000
Family Engagement Activities		\$4,000
Utilities (Gas, Oil, Electricity)		\$1,200
<b>TOTAL</b>		<b>\$33,000</b>

**PROPERTY AND EQUIPMENT (57000)**

CATEGORY	ITEM DESCRIPTION	TOTAL
Furniture and Fixtures	Replace broken/worn items	\$11,500
Equipment	Indoor/outdoor	\$12,500
<b>TOTAL</b>		<b>\$24,000</b>

**INDIRECT COSTS (60000)**

CATEGORY	ITEM DESCRIPTION	TOTAL
Office Expenses	payroll, accounting, etc.	\$1,000
<b>TOTAL</b>		<b>\$1,000</b>

**Classroom Budget Request: \$73,000**

**Total Budget Request: \$73,000**

*\*\*Net reimbursement from USDA CACFP*