

Finney County Childcare Early Learning Network

609 E Thompson St.

Garden City, KS 67846

July 21, 2023

Subject: Request for Funding for Finney County Childcare Early Learning Network

Dear Review Committee,

I am writing on behalf of the Finney County Childcare Early Learning Network to request funding support for our Garden Academy Early Learning Center childcare facility located at 609 E Thompson St. in Garden City, KS. As we prepare to open the Center in the Fall of 2023, we are seeking financial assistance to ensure the successful establishment and ongoing operation of our services.

I. Nature of the Request:

This request is for the establishment and operation of our childcare services and programs. We aim to provide high-quality early childhood education and care to children in our community, promoting their growth, development, and overall well-being.

II. Funding Type:

The requested funds are for on-going operating costs to sustain our childcare services beyond the initial setup phase. We have developed a comprehensive sustainability plan that includes diverse revenue streams, such as tuition fees, grants, lease agreement with Makerspace, and community donations, to support the continuity of our programs in future years.

III. Principal Purpose:

The principal purpose of our request aligns with alcoholism and drug abuse prevention/education, detoxification, intervention abuse, and treatment. By nurturing and supporting young children during their formative years, we believe in laying a strong foundation for their future success and well-being, ultimately contributing to the prevention of substance abuse and related issues in the community.

IV. Previous Funding:

This marks our inaugural request for funding from the Alcohol Fund Advisory Committee. We are seeking \$50,000 in funding to help cover essential operating expenses for the year.

V. Additional Funding Sources:

In 2023, in addition to this funding opportunity, we are actively pursuing funding from local businesses, corporate sponsors, and private donors who share our vision of providing quality childcare services to the children of Finney County. We have also recently been awarded a Child Care Capacity Accelerator grant from the Kansas Children's Cabinet and Trust fund board in the amount of \$621,825.00.

## VI. Receipts and Accountability:

We commit to keeping thorough records of all expenses funded by this grant and adhering to the guidelines of KSA 79-41a04. At the end of the year, we will provide a transparent and accountable year-end report, detailing how the funds were utilized. We will also demonstrate the correlation to the statute language of K.S.A. 79-41a04 by providing a comprehensive report that showcases the positive impact of the funds on the daycare facility's sustainability and adherence to the stated purpose.

Regarding the budget information, please find the actual budgets for the three previous years, as well as the projected 2023 budget, attached to request submittal.

We have devised a comprehensive timeline for the establishment of the Garden Academy Early Learning Center. This includes the procurement of essential supplies, hiring of staff, and acquiring the necessary permits and licenses. Following the Center's launch, we will maintain a consistent focus on the upkeep of facilities, equipment, and programs, as well as seek opportunities for expansion based on demand and community needs.

In conclusion, we are enthusiastic about our initiative to establish the Garden Academy Early Learning Center and the positive impact it will have on our community. Your financial support will be instrumental in making this project a reality and enabling us to serve children and families effectively.

Thank you for considering our request. We would be honored to discuss our proposal further and provide any additional information required. Please find enclosed the necessary documentation to support our request.

Sincerely,

Derek Ramos

Chairman of the Board

Finney County Childcare Early Learning Network

[derek.ramos@gardencityks.us](mailto:derek.ramos@gardencityks.us) – 620-272-3126

# Application for use of Alcohol Tax Funds

*2023 City of Garden City 2<sup>nd</sup> Round*

*LiveWell Finney County Process*

**You may provide additional information. However, this form must be completed.**

<p>Agency Name and Contact Information:</p>	<p>Finney County Childcare Early Learning Network Derek Ramos, Chairman of the Board</p>
<p>Moneys in the special alcohol and drug programs fund shall be expended only for the purchase, establishment, maintenance or expansion of services or programs whose principal purpose is alcoholism and drug abuse prevention and education, alcohol and drug detoxification, intervention in alcohol and drug abuse or treatment of persons who are alcoholics or drug abusers or are in danger of becoming alcoholics or drug abusers.</p>	<p>Knowing this language will be the used to scrutinize and make awards for these funds please provide 2-3 pages of written documentation that provides an explanation of:</p> <ul style="list-style-type: none"> <li>• Is this request for purchase, establishment, maintenance or expansion of services or programs?</li> <li>• Is the request for a one-time purchase or on-going operating costs? If on-going operating costs, how will those programs continue in future years?</li> <li>• Is this request for services or programs? If both, please explain.</li> <li>• Principal purpose is defined as: first in importance, rank or value. Explain how your request will be used towards a service or program whose principal purpose is alcoholism and drug abuse prevention/education, detoxification, intervention abuse or treatment</li> <li>• If this is a maintenance request or not your first request for these funds, please provide the committee with how much you request in the first 50% and how much you have received in previous years.</li> <li>• Provide documentation of who else you will receive funding from for this same purpose in 2023.</li> <li>• Can you provide receipts for the use of the funds provided for by this grant?</li> </ul>
<p>Requested Amount of Funding</p>	<p>\$50,000</p>

<p>Actual budgets for three previous years and projected 2023 budget. Also highlight where the funds you are requesting will go.</p>	<p>See attached</p>
<p>Describe timeline for the purchase, establishment, maintenance or expansion of services or programs.</p>	<p>We have devised a comprehensive timeline for the establishment of the Garden Academy Early Learning Center. This includes the procurement of essential supplies, hiring of staff, and acquiring the necessary permits and licenses. Following the Center's launch, we will maintain a consistent focus on the upkeep of facilities, equipment, and programs, as well as seek opportunities for expansion based on demand and community needs.</p>
<p>How will you show those awarding funds results at the end of the year that directly correlate to the statute language of K.S.A. <b>79-41a04</b>.</p>	<p>We commit to keeping thorough records of all expenses funded by this grant and adhering to the guidelines of KSA 79-41a04. At the end of the year, we will provide a transparent and accountable year-end report, detailing how the funds were utilized. We will also demonstrate the correlation to the statute language of K.S.A. 79-41a04 by providing a comprehensive report that showcases the positive impact of the funds on the daycare facility's sustainability and adherence to the stated purpose.</p>

Please complete and return to Danielle Burke, Assistant City Manager, PO Box 998, Garden City, KS 67846 by 4:00 p.m., July 21, 2023. For a digital version of this form, please visit the City of Garden City website at [www.garden-city.org](http://www.garden-city.org).

### **Alcoholic Liquor Fund**

The State of Kansas, in KSA 79-41a04, creates an Alcoholic Liquor Fund, and describes how those moneys are to be distributed back to local units of government. For cities with population greater than 6,000 (Garden City fits that category) the law sets forth that 1/3 of the money be credited to the general fund, 1/3 be credited to a special parks and recreation fund, and 1/3 to a special alcohol and drug programs fund in the city treasury.

The City Commission authorized an additional round of funding to help support programs that move towards current City Commission goals and ongoing initiatives related to childcare and co-responder programming. This programming still must be tied to prevention, education, intervention efforts within Garden City and Finney County.

This round will be one-time in nature and the City encourages applicants to apply for project/programming that is also more one-time in nature or outline how the program being proposed will be funded in future years.

The application will be reviewed by the LiveWell Finney County Board and does not have a limit. Successful applicants will be asked to complete a year-end report outlining how funds were used. The entire application needs to be complete in order for your agency to be considered.

### **Contacts**

Danielle Burke, Assistant City Manager  
[Danielle.Burke@gardencityks.us](mailto:Danielle.Burke@gardencityks.us)  
301 N. 8<sup>th</sup> Street  
Garden City, KS 67846  
620-276-1157

LiveWell Finney County  
[CallieDyer@Centura.org](mailto:CallieDyer@Centura.org)  
310 E. Walnut  
Garden City, KS 67846  
620-765-1180

**Basic Plan**

0-3yr Classrooms	1
Kids per 0-3yr Classroom	8
0-3yr Kids	8
3-5yr Classrooms	3
Kids per 3-5yr Classroom	17
3-5yr Kids	51
Total Classrooms	4
Total Kids	59

<b>Center Startup</b>	Building	\$ -		
	Site Work	\$ -		
	Shared Supplies	\$ 1,500.00		
	Outside Equipment	\$ 12,500.00		
	Appliances and built-ins	\$ 7,500.00		
	Food service/child dining	\$ 2,500.00		
	Custodial	\$ 1,250.00		
	Office furniture and electronics	\$ 7,250.00	0-3yr Classroom Startup	21000
	Classroom Startup	\$ 80,700.00	3-5yr Classroom Startup	19900
	<b>Total Startup</b>	<b>\$ 23,200.00</b>	Grants	90000

<b>Operating</b>	Building Costs	Rent/Mortgage	\$ 2,320.00	Repay (years)	10
		Maintenance	\$ 2,400.00		
		Equipment	\$ 9,800.00		
		Utilities	\$ 8,400.00		
		Insurance/Taxes	\$ 12,000.00		
	Program Costs	Licensing Fees	\$ 1,500.00		
		Mileage	\$ 1,200.00		
		Advertising	\$ 885.00	Cost per room	15
		Office Supplies	\$ 2,700.00	Cost per teacher	225
		Professional Development	\$ 3,000.00	Cost per teacher	250
		Phone/Internet	\$ 2,000.00		
		Classroom supplies	\$ 9,200.00	Cost per room	2300

	Liability and Accident Insurance	\$ 14,750.00	Cost per kid	250
	Software	\$ 3,000.00		
Food Cost	Breakfast	\$ 14,750.00	Cost per Breakfast	1
	Lunch	\$ 29,500.00	Cost per Lunch	2
	Snack	\$ 9,587.50	Cost per Snack	0.65
<b>Operational Yearly Costs</b>		<b>\$ 126,992.50</b>		

<b>Personnel</b>	Ex. Director	Number	0	
		Pay	\$ -	Annual Pay 70000
		Benefits and Taxes	\$ -	Tax and Benefit Rate 0.165
	Site Director	Number	1	
		Pay	\$ 49,000.00	Annual Pay 49000
		Benefits and Taxes	\$ 8,085.00	Tax and Benefit Rate 0.165
	Lead Teacher	Number	3	
		Pay	\$ 129,000.00	Annual Pay 43000
		Benefits and Taxes	\$ 21,285.00	Tax and Benefit Rate 0.165
	Assistant Lead Teac	Number	4	
		Pay	\$ 104,000.00	Annual Pay 26000
		Benefits and Taxes	\$ 17,160.00	Tax and Benefit Rate 0.165
	Part Time FTE	Number	4	
		Pay	\$ 104,000.00	Annual Pay 26000
		Benefits and Taxes	\$ 13,000.00	Tax and Benefit Rate 0.125
Staffing	Teacher Pay	\$ 445,530.00		
	Cook	\$ -		
	Office Admin	\$ 10,000.00		
	Custodian	\$ 13,000.00		
	Transportation	\$ -		
	Accountant	\$ 6,000.00		
<b>Operational Personnel Costs</b>		<b>\$ 474,530.00</b>		

<b>Total Yearly Costs</b>	<b>\$ 601,522.50</b>
<b>Total Monthly Cost</b>	<b>\$ 50,126.88</b>

<b>Weekly Rates</b>	Non-Partner 0-3yr	\$ 190.00
	Non-Partner 3-5yr	\$ 190.00

<b>Food Reimbursement</b>	Percent Reduced	0.12
	Percent Free	0.56
	Number Paid	18.88
	Number Reduced	7.08
	Number Free	33.04
	Breakfast Utilization Rate	0.7
	Lunch Utilization Rate	0.85
	Snack Utilization Rate	0.9
	Breakfast Reimbursement	\$ 11,408.59
	Lunch Reimbursement	\$ 27,558.76
	Snack Reimbursement	\$ 7,439.24

<b>Income</b>	Food Program Reimbursement	\$ 46,406.59
	Non-Partner Weekl 0-3yr	\$ 76,000.00
	3-5yr	\$ 484,500.00
	<b>Income Total</b>	<b>\$ 606,906.59</b>
<b>Income per Month</b>		<b>\$ 50,575.55</b>

<b>Partner Contirbutions</b>	Rent/Mortgage	\$ 15,600.00
	Maintenance	\$ -
	Utilities	\$ 8,400.00
	Phone/Internet	\$ -
	Breakfast	\$ -
	Lunch	\$ -
	Snack	\$ -
	Cook	\$ -
	Office Admin	\$ -
	Custodian	\$ -
	Transportation	\$ -
	Accountant	\$ -
	General Donation	\$ -



**Total Yearly Contributions**

**\$ 24,000.00**

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**Net**

**\$ 29,384.09**

**Assumptions**

--TENANCY		
Vacancy	3.846%	Each spot is vacant 2 weeks a year
0-3yr Classrooms	1	
0-3yr / Classroom	8	
0-3yr Kids	8	
0-3yr Weekly Rate	\$ 190.00	
3-5yr Classrooms	3	
3-5yr / Classroom	17	Can be up to 20, showing 17 to keep total under 60
3-5yr Kids	51	
3-5yr Weekly Rate	\$ 190.00	
Total Classrooms	4	
Total Kids	59	

--FOOD				
Percent Reduced	12.0%	Estimate from USD 457, Actual would be from parent's questionnaire results.		
Percent Free	56.0%	""		
Number Paid	18.88			
Number Reduced	7.08			
Number Free	33.04			
Breakfast Utilization Rate	70%	How many kids actually take this meal		
Lunch Utilization Rate	85%	""		
Snack Utilization Rate	90%	""		
	Paid	Reduced	Free	Cost
Breakfast USDA Max Reimb	\$ 0.330	\$ 1.670	\$ 1.970	\$ 1.000
Lunch USDA Max Reimb	\$ 0.610	\$ 3.520	\$ 3.920	\$ 2.000
Snack USDA Max Reimb	\$ 0.090	\$ 0.500	\$ 1.000	\$ 0.650

Breakfast Reimbursement	\$ 11,408.59
Lunch Reimbursement	\$ 27,558.76
Snack Reimbursement	\$ 7,439.24
Breakfast Cost	\$ 14,750.00
Lunch Cost	\$ 25,075.00
Snack Cost	\$ 9,587.50

--PERSONNEL						
Position	Count	Hourly Rate	Hours/wk	Tax/Bene Rate	Pay	Total Comp(\$/yr)
Executive Directors	0			0.165	\$ 70,000	\$ -
Site Directors	1			0.165	\$ 49,000	\$ 57,085
Lead Teachers	3	\$ 20.67	40	0.165	\$ 43,000	\$ 150,285
Assistant Lead Teachers	4	\$ 12.50	40	0.165	\$ 26,000	\$ 121,160
Part Timers	4	\$ 12.50	40	0.125	\$ 26,000	\$ 117,000
Total Personnel	12					\$ 445,530

--SERVICES	
Service	Exp/yr
Cook	\$ -
Office Admin	\$ -
Custodian	\$ 18,000
Transportation	\$ -
Accountant	\$ -
Other	\$ -
TOTAL	\$ 18,000

--VARIABLE EXPENSES	
Classroom supplies / room / yr	500
Accident Insurance / kid	85

Finney County Childcare and Early Learning Network, Inc.  
Pro Forma Cash Flow Analysis

Annual Income	ANNUAL	MONTHLY
0-3yr Tuition	\$ 76,000.00	
3-5yr Tuition	\$ 484,500.00	
Breakfast Reimbursment	\$ 11,408.59	
Lunch Reimbursment	\$ 27,558.76	
Snack Reimbursment	\$ 7,439.24	
Rent Income	\$ -	
OTHER	\$ -	
<b>TOTAL ANNUAL INCOME</b>	<b>\$ 606,906.59</b>	<b>\$ 50,575.55</b>

Annual Expense	ANNUAL	MONTHLY
<b>Occupancy Expense</b>		
Rent	\$ -	
Maintenance	\$ 2,400.00	
Utilities	\$ 57,645.33	
Property Insurance	\$ 11,450.00	
Taxes	\$ -	
<b>Program Expense</b>		
Licensing Fees	\$ 1,500.00	
Mileage	\$ -	
Advertising	\$ 118.00	
Office Supplies	\$ 600.00	
Professional Development	\$ 4,000.00	
Phone/Internet	\$ 2,000.00	
Classroom supplies	\$ 2,000.00	
Business Owners Insurance	\$ 4,168.00	
Liability and Accident Insurance	\$ 5,015.00	
Software	\$ 3,000.00	
<b>Food</b>		
Breakfast	\$ 14,750.00	
Lunch	\$ 25,075.00	
Snack	\$ 9,587.50	
<b>Personnel</b>		
Staff	\$ 445,530.00	
Services	\$ 18,000.00	
<b>TOTAL ANNUAL EXPENSES</b>	<b>\$ 606,838.83</b>	<b>\$ 50,569.90</b>
<b>NET INCOME</b>	<b>\$ 67.76</b>	<b>\$ 5.65</b>

Updates from Shannon's most recent model  
Insurance expense from Doug

- Scenarios
- As predicted
- Rates of rooms opening
- Slow (One room opening per mo)
  - Medium (Two rooms open / month)
- Room rates
- 175
  - 160
  - 6 start at 160, escalate to 190 over three months

Scenario	Monthly Net income				
	0	1	2	3	4
1	-40080	5793	5793	5793	5793
2	-40080	-26856	-13632	-408	5793
3	-40080	-20655	5793	5793	5793
4	-40080	2105	2105	2105	2105
5	-40080	-1582	-1582	-1582	-1582
6	-40080	-1582	2105	5793	5793
Current	\$ 1,224,759				
worst case loss	\$ (80,976)				
Bid	\$ 1,143,783				

	Gas	City	Total
Jan-21	1874	790	2664
Feb-21	1337	426	1763
Mar-21	1823	905	2728
Apr-21	1115	798	1913
May-21	900	815	1715
Jun-21	740	895	1635
Jul-21	254	1780	2034
Aug-21	172	2059	2231
Sep-21	154	2136	2290
Oct-21	208	1748	1956
Nov-21	448	1308	1756
Dec-21	1868	907	2775
Jan-22	2202	957	3159
Feb-22	1940	1001	2941
Mar-22	2355	1001	3356
Apr-22	2078	957	3035
May-22	1992	1010	3002
Jun-22	581	1700	2281
			2402