

Head Start Continuation Grant Application

Summary

By April 1st of every year, the Head Start Continuation Grant and supporting documents are due to be submitted to the Office of Head Start for approval in order to continue funding in the five-year grant period. 2023-2024 is our year 4 of the 5-year period. The following documents are required to be submitted to the Board of Education for approval as part of the Head Start Continuation Application:

- 1) Self-Assessment and Improvement Plan – on an ongoing basis our program monitors our progress in meeting program goals, compliance visits, audits, and input from staff and families. A plan is developed in March to use in making changes to our program, support fiscal requests, and to see other opportunities for program improvement.
- 2) Program Goals and Objectives – Program Goals are written at the beginning of the 5-year cycle. Based upon the self-assessment process, the program goals are reviewed annually to continue to guide the work of the program.
- 3) Budget Narrative and Budget Detail - The budget narrative provides the Board of Education, Policy Council, and Office of Head Start the details needed for approval. In addition, the Budget Summary HSES is provided.
- 4) Training and Technical Assistance Plan (T/TA) – The money from the Office of Head Start for T/TA is restricted to fund the items in this plan. Training and professional development is crucial in maintaining the most current best practices and to enable our staff to continue to grow in their roles.

Head Start Award for 2023-2024 TOTAL \$722,584

Program \$709,757 T/TA \$12,827