



Request for Proposals SUNY Early Childhood Paid Internship Program

Background:

SUNY has 46 childcare centers and one referral service on campuses across the state, serving up to 5,000 children per year, and 1,200 SUNY student parents per year. They also provide learning experiences for 3,000 SUNY students.

The SUNY-wide paid internship program for students in early childhood degree programs will provide invaluable hands-on experience to students and help fill a great need in attracting individuals to help support staff at SUNY campus childcare facilities.

Funding:

SUNY has committed \$500,000 to launch a paid early childhood internship program. This program will pay up to 100 interns the regional minimum wage for between 20 and 40 hours per week at a SUNY childcare center. Interns will be employed by the childcare center and have a placement of 20 hours or more per week. SUNY has committed to fund this pilot program for 1 year. All campuses are welcome to apply, and grant will be based on the number of students able to be served, as well as the collaboration between the campus and childcare center. The maximum grant award per campus is \$50,000.

Grants will be paid as a reimbursement every three months, with participating campuses providing an invoice to SUNY System Administration. Campuses will be reimbursed based on the number of student interns participating

Request for Proposal Application Process:

All SUNY Early Childhood Education programs are eligible to apply for funds. **Completed proposals should be emailed to childcaregrants@suny.edu by close of business on Wednesday, December 15, 2021.**

Each proposal should include the following:

Overview: (10 points; max. 1 page)

- Please provide an overview for the project that could be used publicly and describe how your project will support students with pay for their Early Childhood internship.
- Please state how many students you expect your program to support in the spring semester of 2022 and the fall semester of 2022.
- Please outline how many credits students will receive for their internship.

Commitment to Success of the project: (20 points; max 1 page)

- A letter of commitment from the College President.

- A list of committed college offices/departments/units with a designated lead.
Note: Proposals with a strong cross functional collaboration between the childcare center and campus will be given special attention.
- A statement demonstrating commitment to being part of a SUNY-wide community of practice. (selected campuses may be asked to meet up to twice a year to share best practices, success strategies and to consider future opportunities).

Goals, Objectives, and strategies: (35 points; max 3 pages)

- Describe the overall goals and objectives of your project.
- Please share your targeted recruitment and student selection strategies. Please include a statement about how childcare employment requirements will be addressed (background checks, required training, etc.).
- Please describe how students will be enrolled in the program and what services and supports they will receive.

Timeline of Planning and Implementation: (5 points)

- Projects are expected to start in January 2022 and conclude in December 2022. Please describe how you meet this timeline.

Tracking and evaluation plan: (10 points)

- Plans to collect data on the project and students must be included in this section. This data must include number of students participating, demographics of students, number of credits earned, student subject of study, internship requirements, internship hours, success in completing internship, type of placement at childcare center (age group) and graduation rates of students participating.

Budget: (20 points)

- Please provide a separate excel spreadsheet outlining the number of students (identified as student A, Student B etc.) and hourly wage (minimum), hours per week, total internship hours, total cost for the semester.

Serving Student Parents Bonus (up to 5 points)

- Centers shall submit percentage of children of student parents that are served by the center. For programs with 30% or more 5 bonus points will be added to the final score.

Reporting Requirements:

Grant recipients will be required to provide progress reports and a final performance report detailing success in achieving the goals stated in the RFP.

Please contact Maureen Maillard at childcaregrants@suny.edu or at 518-320-1852 with any additional questions.