



RELIEF AND SUPPORT FOR OUR CHILD CARE SYSTEM IN ALTADENA, PASADENA, & SIERRA MADRE

May 12, 2025

AN OPPORTUNITY FOR RELIEF AND SUPPORT

Dear Child Care Providers,

The Pasadena Community Foundation (PCF) is providing a grant opportunity for all Child Care Providers and Facilities impacted by the Eaton wildfires. Attached is an **Application** for you to complete and **submit by May 23, 2025**.

The Child Care Directors Alliance, Pacific Oaks College, and the City of Pasadena Task Force on Early Child Development submitted a Proposal to the Pasadena Community Foundation for relief and support to the destroyed or damaged licensed Child Care Centers and Family Child Care Homes (FCCH). PCF is generously providing a grant of \$1.3 million to provide relief and support. We encourage you to complete and submit the application within the timeline.

What does this mean? Each Provider will identify the most pressing needs from a list that includes

- **Tuition Assistance:** Fund 50% of the cost of full-time child care to relieve this significant budgetary burden for families trying to recover from the loss of their homes and potentially their workplaces.
- **Staffing:** Hiring childcare staff.
- **Mental Health Support:** Fund a mental health professional to assist children, families, and staff through parent education and professional development.
- **Capacity - Materials, Equipment, Furniture, Software:** Fund providers who want to expand capacity by equipping an additional classroom to enroll children who have been displaced from their child care programs.
- **Regulatory Costs:** Fund providers who may incur fees as they seek to increase their licensing capacity and get fire clearances to expand capacity to provide for children who have been displaced from their child care programs.

Pacific Oaks College will serve as the Facilitator of the grant process including the oversight and distribution of the grant awards to each Provider.

If you have questions, please contact PCFGrant@pacificoaks.edu or Toni Boucher, Chair of the Child Care Directors Alliance, altacc@aol.com.

Deadline for Application: May 23, 2025

Please Submit Completed Application to: PCFGrant@pacificoaks.edu

APPLICATION FOR WILDFIRE IMPACT FINANCIAL ASSISTANCE

Name of Center (If applicable):																							
Name:	License #:																						
Email:	Phone Number:																						
Mailing Address:																							
<p>Instructions: Please select all options that apply and complete the information for each selected choice:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 30%;">*Requested Amount</th> <th style="width: 30%;">Number/Volume</th> </tr> </thead> <tbody> <tr> <td>Tuition Assistance <input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>Staffing <input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>Mental Health Support <input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>Capacity (Materials, Equipment, Furniture) <input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>Regulatory Costs <input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td></td> <td></td> </tr> </tbody> </table>				*Requested Amount	Number/Volume	Tuition Assistance <input type="checkbox"/>			Staffing <input type="checkbox"/>			Mental Health Support <input type="checkbox"/>			Capacity (Materials, Equipment, Furniture) <input type="checkbox"/>			Regulatory Costs <input type="checkbox"/>			TOTAL		
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<p><i>*Limit of \$45,000 per applicant. If approved, please be advised that additional information will be required to process payment.</i></p>																							
<p>NOTE: Each Provider will identify the most pressing needs from a list that includes:</p> <ul style="list-style-type: none"> <u>Tuition Assistance:</u> Fund 50% of the cost of full-time child care to relieve this significant budgetary burden for families trying to recover from the loss of their homes and potentially their workplaces. <u>Staffing:</u> Hiring childcare staff or partial payments of salaries. <u>Mental Health Support:</u> Funds for mental health support to assist children, families, and staff through parent education and professional development. <u>Capacity - Materials, Equipment, Furniture:</u> Funds to replace classroom equipment and/or expand capacity to enroll children who have been displaced from their child care programs. <u>Regulatory Costs:</u> Fund for fees to increase licensing capacity and cover fire clearance costs to provide for children who have been displaced from their child care programs. 																							
<p>I, _____, acknowledge that my child care center or family home daycare has suffered loss and/or damage as a direct result of the recent wildfires. By signing below, I confirm that the information provided is accurate and correct to the best of my knowledge. I understand that if approved, additional information will be required to process payment.</p>																							
Signature:	Date:																						



PASADENA
COMMUNITY
FOUNDATION



Pacific Oaks
COLLEGE & CHILDREN'S SCHOOL

Relief and Support Questionnaire

Please describe the impact the wildfires had on your childcare program:

How do you plan on using the funds? Please be specific about each category of expenditure:

Organization Type

License #: _____

Please select all that apply: State preschool ☐ Head start ☐ Nonprofit ☐ Individual/Sole Proprietor ☐

Estimate the percentage of families you serve who receive subsidized funding?: _____

Estimate the percentage of families you serve who have damaged/destroyed homes or workspaces?: _____

Scoring Rubric for PCF Grant Application

Criteria	Description	*Score		
		Low	Medium	High
Level of Damage	The greater the damage to facility, the higher the need.	1 - Little damage to facility/center	2 - Moderate damage	3 - Severe damage
Timeframe	Timeline is detailed and achievable.	1 - Vague timeline	2 - Clear timeline	3 - Realistic and detailed timeline
Number of Families Served	Measure of need - serving many subsidized families.	1 - Low % of subsidized families	2 - Moderate % of subsidized families	3 - High % of subsidized families
Impact	Measure of need - serving families with damaged/destroyed home/workspaces.	1 - Some damaged/destroyed homes/workspaces	2 - Many damaged/destroyed homes/workspaces	3 - Most damaged/destroyed homes/workspaces
Budget & Narrative	Budget is clearly defined, has expenses listed and completed.	1 - Budget is unclear, has errors, or is missing information	2 - Mostly clear and reasonably aligned with goals	3 - Budget is detailed and all expenses explained
Clear & Feasible Plan	Plan is well organized, researched, and can be successfully achieved.	1 - Plan is unclear and is missing details of execution	2 - Plan is clear and fairly structured while addressing most relevant aspects	3 - Plan is exceptionally detailed, well-organized, with supportive goals and strategies

*Max score possible – 18

For Reviewer Use Only

Applicant Name: _____

License #: _____

Total Score Received: _____

Reviewer Name: _____

Reviewer Signature: _____

Date: _____

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FAQS

1. What is the purpose of this grant program from PCF?

The goal of the initial phase of this program is to provide immediate relief and support for the destroyed or damaged licensed Child Care Centers and Family Child Care Homes (FCCH) in the form of a grant to Providers. The funds are being provided by the Pasadena Community Foundation.

2. Who is eligible?

Providers/Child Care Centers who have experienced impact from the Eaton wildfires are eligible. Also, a Provider whose Center has not been damaged or destroyed but who has expanded to take in children impacted by the fires.

3. What documentation is required?

A fully-completed application will be required for funding consideration. Additional details will be requested for grant disbursement. Following receipt of the funds, periodic reports will be required indicating how much has been spent, for what purposes, and the result/outcome of the expenditure. Receipts and invoices may be requested.

4. What is the minimum award amount? What is the maximum award amount?

The minimum award amount is \$1,000. The maximum award amount is \$45,000.

5. What is the deadline?

The deadline for submitting applications is Thursday, May 15, 2025.

6. Will these funds need to be reported on our 2026 taxes?

Yes.

7. Will any other funds received from other funders be impacted by these funds?

Please check with your contact at FEMA/insurance/and any other funding sources you have.

8. When can I expect the first payment of funds awarded?

Payment of the funds will be distributed approximately 2-3 weeks after receipt of confirmation of the award.

9. What can I use these funds for?

See details in the cover letter and application.

10. Who is funding this grant?

The Pasadena Community Foundation.

11. What happens after I apply?

Following your submission of the application by May 15, 2025, the Grant Review Committee will review the applications and will make recommendations for awards.

12. When will I know if I have been funded?

You will be notified if your application has been accepted within 2-3 weeks of submission. Additional details will be requested to process payment.

13. What happens if I am denied?

If you have any questions or concerns, contact Toni Boucher, Chair of the Child Care Directors Alliance, altaccc@aol.com or Cesar Sainz at Pacific Oaks College, PCFGrant@pacificoaks.edu.

14. What if I need help filling out the grant? Who can I contact if I have questions about my application?

Contact Toni Boucher, Chair of the Child Care Directors Alliance, altaccc@aol.com. Also, workshops will be conducted at Pacific Oaks College.

15. How do I check on the status of my application?

Contact Cesar Sainz at Pacific Oaks College, PCFGrant@pacificoaks.edu or (626)-529-8003.

Please Submit Completed Application to: PCFGrant@pacificoaks.edu