



Notice of Funding Availability (NOFA)
CHILDCARE PROVIDER TRAINING FUND (CPTF)
Fiscal Year 2027: July 1, 2026, to June 30, 2027

Table of Contents

OVERVIEW.....	2
Submission Process	3
Reporting Requirements	4
Timeline	5
APPLICATION COMPONENTS	5
Organization and Project Overview	5
PROJECT NARRATIVE	6
A. EXECUTIVE SUMMARY	6
B. WORKPLAN	7
C. BUDGET DETAIL WORKSHEET.....	8
D. BUDGET NARRATIVE	9
Salaries and Wages Narrative	9
ATTACHMENTS.....	10
Organizational Chart	10
Board of Directors List.....	10
Certificate of Insurance.....	10



Notice of Funding Availability (NOFA)
CHILDCARE PROVIDER TRAINING FUND (CPTF)
Fiscal Year 2027: July 1, 2026, to June 30, 2027

OVERVIEW

Request for Proposal

Missoula County seeks a highly qualified agency to develop and carry out an integrated, cohesive, strategic workplan based on professional standards to provide comprehensive training and support services to early-childhood service providers in Missoula County for the purpose of sustaining and improving the quality of childcare available to Missoula County families.

Fund Description

The Childcare Provider Training Fund is based on the belief that investing in evidence-based, best-practice professional development for Missoula's early childhood caregivers in both home and center settings lays the foundation for children's success throughout their lifetimes. Training and education for childcare providers, delivered through a variety of learning opportunities, multiple methods, and supported by on-site coaching, is paramount. Early-learning childhood curriculum, health and safety, nutrition, inclusion of children with special needs, and business management are among the topics addressed by the agency with which the county will contract for services. Demonstrated success in assisting childcare facilities in achieving staff certification and national accreditation will be taken into consideration when selecting a vendor.

Program Period

Funding awarded under this NOFA will support activities conducted during the period:

July 1, 2026, through June 30, 2027

All funded activities and expenditures must occur during the project period unless otherwise approved in writing by Missoula County. Funds may not be expended or obligated prior to July 1, 2026.

Funding

The preliminary, projected fiscal year 2027 amount available is \$81,458; however, neither the availability nor the amount from the Childcare Provider Training Fund is guaranteed.

Proposal Deadline

All application materials must be submitted by 11:59 p.m. Mountain Time on Friday, May 15, 2026.

Late and/or incomplete applications will not be accepted.



Notice of Funding Availability (NOFA)
CHILDCARE PROVIDER TRAINING FUND (CPTF)
Fiscal Year 2027: July 1, 2026, to June 30, 2027

Submission Process

Online Grant Portal

Applicants seeking CPTF grant monies will submit their applications using an online platform. This grant portal system requires prospective applicants to create an account to access and submit their applications. Here are the steps:

Create an account in the Missoula County Grant Portal:

- Try to do this as soon as possible to allow time to gain familiarity with the system.
- The link to the grant portal is <http://missoula.co/grantportal>.
- See below for an image of the landing page. Note the grey “Create New Account” button in the lower left-hand corner.
- **NOTE:** If you already have an account, click on the blue “Log On” button and proceed.

Logon

Email Address*

Password*

Welcome to the Missoula County Grant Portal.

New Users: Please click on "Create New Account" to complete the registration process and create your logon credentials.

Existing Users: Please enter your credentials and log in. If you forgot your password, please use the "Forgot your Password?" link to the left to reset your password.

Log On Create New Account

Watch the training video and review the information about the online system:

- The training video and accompanying information is helpful to understand how to create an account and navigate an application.
- It is recommended that you invest a few minutes of your time to watch the video and get acquainted with how to navigate the online system.
- Those resources can be found here <https://support.foundant.com/hc/en-us/articles/4479853059991>
- **NOTE:** The training sections are generic about the grant portal features and navigating the system. They are not specific to the CPTF grant application. However, your experience applying for the CPTF grant will be much better if you are comfortable navigating the system.

Accessing your application:

- Once you have created an account, you will use the grant portal when returning to work on your application and ultimately to submit the application.
- The grant portal is where you will also submit your quarterly reports.
- Note the blue “Log On” button in the lower left-hand corner of the page.
- Consider bookmarking the grant portal page for ease of access.



Notice of Funding Availability (NOFA)
CHILDCARE PROVIDER TRAINING FUND (CPTF)
Fiscal Year 2027: July 1, 2026, to June 30, 2027

Collaborating:

- The system has a new collaborator feature that allows two users to work together on a single application.
- NOTE: Applicants should avoid working simultaneously on the same application to prevent overwriting each other's changes.
- To learn how to turn on this feature, view this tutorial:
<https://support.foundant.com/hc/en-us/articles/4523887747223-Applicant-Tutorial-Collaboration>

Missoula County Contact

If you have questions about the Childcare Provider Training Fund grant opportunity, contact the Grants and Community Resources Department at grants@missoulacounty.us.

Reporting Requirements

Organizations awarded funding must comply with the following reporting requirements:

1. Reporting Schedule

Grantees are required to submit two reports during the grant period.

- A midpoint report
- A final report

Period	Months Covered	Report Due Date
Midpoint	July 1—December 31	January 20, 2027
Final	January 1—June 30	July 20, 2027

2. Progress Reporting

At each reporting period, grantees must provide narrative information and data demonstrating progress toward the goals and objectives outlined in the approved application.

3. Financial Reporting

At each reporting period, grantees must submit a financial report detailing expenditures against the approved project's **Detail Budget Worksheet**.

4. Reporting Deadlines

Both the Progress Report and Financial Report must be submitted within 20 days following the end of the reporting period.

Reporting forms and submission instructions will be provided when the grant agreement is signed.



Notice of Funding Availability (NOFA)
CHILDCARE PROVIDER TRAINING FUND (CPTF)
 Fiscal Year 2027: July 1, 2026, to June 30, 2027

NOTE: If the applicant is granted an award but fails to provide the reports described above or to meet other conditions of the contract, funding may be rescinded.

Timeline

The following is a preliminary timeline for the FY 2027 CPTF funding cycle. Dates are subject to change.

Notice of Funding Availability (NOFA) release	April 27, 2026
Application deadline	May 15, 2026 by 11:59 PM
Board of County Commissioners approves final county budget, including CPTF award amounts	September 2026
County staff notify applicants of the final award amount, contracting process begins	September 2026
Grant funds are disbursed	Late September 2026

APPLICATION COMPONENTS

Applications must be submitted online through the Missoula County Grant Portal at <http://missoula.co/grantportal>.

Applicants can save their work and return to the application before submitting. Responses may be drafted in a separate document and pasted into the online system. Applicants must adhere to the character limits specified in each section.

Applicants are responsible for reviewing all instructions and guidelines in this Notice of Funding Availability and within the Grant Portal.

NOTE: Completeness and accuracy of the application, along with the applicant’s past performance managing Missoula County grants (such as timely report submission and accurate financial and progress reporting), will be considered during the review process.

Organization and Project Overview

Applicants must provide:

- Organization Name
- General Description of Organization



Notice of Funding Availability (NOFA)
CHILDCARE PROVIDER TRAINING FUND (CPTF)
Fiscal Year 2027: July 1, 2026, to June 30, 2027

- Organization's Primary Source of Business
- Number of Employees
- Number of Years Providing Childcare Provider Training
- Project Contact (Name, Title, Email, Phone)
- Authorized Signatory (Name, Title, Email)
- Project Title

The **Project Contact** will be responsible for project implementation and report submission. They will also serve as the primary point of contact between the organization and Missoula County.

The **Authorized Signatory** is the person authorized to sign contracts on behalf of the organization, should the organization receive a Childcare Provider Training Fund award.

Project Synopsis (500-character limit with spaces)

Provide a brief description of the childcare provider training project. This synopsis may be used for public-facing materials describing funded projects.

Make sure to include:

- Who is being served (e.g., seniors, youth, a specific community or population).
- How the funds will be used (e.g., to support a staff position or program activities).
- The project or activities the funds will support (e.g., an educational program or supportive services).

Example: County funding supports staffing for education and outreach to families, helping build financial management skills and work toward long-term financial stability.

PROJECT NARRATIVE

In this section, applicants provide detailed information about the proposed childcare provider training project for which CPTF funding is requested, including the need to be addressed, the population served, and the expected activities and outcomes.

Responses should clearly describe the specific activities and outcomes that will be supported by CPTF funds.

A. EXECUTIVE SUMMARY (3,000-character limit with spaces)

Summarize the childcare provider training project for which you are seeking funds. Be concise, but make sure the content can stand on its own if it were to be separated from the rest of the application.

Your summary should include:



Notice of Funding Availability (NOFA)
CHILDCARE PROVIDER TRAINING FUND (CPTF)
Fiscal Year 2027: July 1, 2026, to June 30, 2027

-
- The problem or need your program will address
 - The goal of the project
 - How the project will support the purpose of the Childcare Provider Training Fund: **to develop and carry out an integrated, cohesive, strategic workplan based on professional standards to provide comprehensive training and support services to early-childhood service providers in Missoula County for the purpose of sustaining and improving the quality of childcare available to Missoula County families.**

Please also briefly describe:

- Who will be implementing the program
- Who will be served
- The key activities or services that will be provided.

Character Limit: 3000

B. WORKPLAN

The Workplan is comprised of Goals, Objectives, and Implementation activities that your agency will follow to accomplish the project for which you are seeking county funds. You will report on each of the goals and objectives with two Progress Reports throughout the contract period (July 1, 2026 – June 30, 2027).

All projects funded through CPTF are expected to contribute to the **three program goals listed below**. Applicants should describe the specific objectives and implementation activities their organization will undertake to support each goal during the grant period.

Goal 1: Improve the quality of childcare businesses by delivering professional development opportunities through a variety of methods to caregivers providing childcare within home and center settings throughout Missoula County.

Goal 2: Ensure professional development is based upon current research grounded in early childhood knowledge concepts and adult learning principles.

Goal 3: Improve the health and safety of children and caregivers in childcare settings, including but not limited to mental/behavioral health and infectious diseases.

Each goal must include at least two OBJECTIVES. An objective is a **specific milestone that describes what you plan to do to achieve your goal.** Each objective should:

- Start with “To...”
- Be specific and measurable
- Be realistic and achievable within the grant period
- Include a number that is quantifiable and NOT a general percentage



Notice of Funding Availability (NOFA)
CHILDCARE PROVIDER TRAINING FUND (CPTF)
Fiscal Year 2027: July 1, 2026, to June 30, 2027

Example: “To provide at least six professional development trainings for childcare providers serving Missoula County during the grant period.”

The **IMPLEMENTATION** table is where you include the action steps/activities that will take place to accomplish the objective and indicate the person responsible for ensuring they happen. Show the period(s) within the fiscal year during which the activity will take place (**P1**=July-December; **P2**=January-June).

NOTE: 250 characters with spaces per cell.

C. BUDGET DETAIL WORKSHEET *(Upload file)*

How will you use Missoula County CPTF funds for your project?

Applicants must complete and upload the [Budget Detail Worksheet](#).

Requirements:

- List only costs that will be paid with CPTF funds
- Do not include costs covered by other funding sources
- All costs must directly relate to the project described in the application
- Administrative fees, general overhead, and indirect costs are not eligible expenses

NOTE: The Budget Detail Worksheet is the basis for requests for reimbursement of expenditures, which you will submit each quarter throughout the fiscal year.

Instructions:

1. Download the [Budget Detail Worksheet](#)
2. Save the file with the preferred filename structure that includes your agency’s name and FY27 in the filename of the saved worksheet. Example: “FY27 Missoula Childcare Provider Trainers Budget Detail.”
3. Upload the file using the “Upload a file” button within the application located in the grant portal.

(File size limit: 5 MB)



Notice of Funding Availability (NOFA)
CHILDCARE PROVIDER TRAINING FUND (CPTF)
Fiscal Year 2027: July 1, 2026, to June 30, 2027

D. BUDGET NARRATIVE

The Budget Narrative explains in detail how you arrived at the project costs for which you are seeking CPTF grant funding. **NOTE:** *It is recommended that you develop the Budget Narrative before you complete the Budget Detail Worksheet.*

Content to include in the Budget Narrative:

- **How the costs were derived.** Show the calculations step by step for each budget line item.
- **A brief written description** that explains how the funding request will accomplish the goals and objectives of the project for each budget line item.

NOTE: The Project Costs included in the Budget Narrative are for **Childcare Provider Training Funds only.**

*Double-check your work to ensure accuracy and alignment with your Budget Detail. Reviewers should be able to duplicate your calculations and arrive at the same cost. *

Below is an example of the information and layout you will be expected to provide for each budget line item. Examples of the information to include are shown in the online grant application for each project cost. Review those as soon as possible so you know what information you will need to gather and calculate.

Salaries and Wages Narrative*

Provide a brief explanation of how Salaries & Wages were calculated for the position(s) funded with Missoula County dollars.

EXAMPLE

Position title: *Early Childhood Education Trainer*

Position FTE and equivalent hours: *1 FTE (equal to 2080 hours per year)*

Hourly wage: *\$30.00 per hour*

FTE portion supported by CPTF: *.25 FTE (equal to 520 hours per year)*

Amount of CPTF funding for position: *\$15,600 (\$30 per hour x 520 hours)*

Narrative: *The Early Childhood Education Trainer provides in-person and virtual trainings to childcare providers in Missoula County. CPTF funds will support approximately .25 FTE of this position to deliver training on child development and best practices.*

If you have no costs in a category, enter "Not applicable."



Notice of Funding Availability (NOFA)
CHILDCARE PROVIDER TRAINING FUND (CPTF)
Fiscal Year 2027: July 1, 2026, to June 30, 2027

ATTACHMENTS

Attach the following documents:

Organizational Chart

Board of Directors List

Please provide a list of the Board of Directors on agency letterhead with each member's name, title, and period of service.

Certificate of Insurance

A Certificate of Insurance (COI) (see [example](#)) must be provided with the following included per Missoula County policy:

- Minimum \$1 million per occurrence
- Minimum \$2 million in the aggregate for general liability coverage plus workers' compensation as required by state law
- If automobiles are used in carrying out the service provided under contract, \$500,000 in auto liability is required
- Missoula County must be an Additional Insured and a Certificate Holder
- Missoula County as a Certificate Holder:

Address to use:

Missoula County 200 W. Broadway
Missoula, MT 59802