



FY26 Early Education Out of School Time (EEOST) Capital Fund *Small Grant* Information Session

January 2026



MASSACHUSETTS
**Department of
Early Education and Care**



MassDevelopment

FY26 Small Grants for Non-Profit Centers

Welcome to this information session about the
FY26 EEOST Capital Fund Small Grant Program.

This presentation will guide you through the eligibility requirements and application process for early education and out-of-school time facilities across Massachusetts.

We will answer questions using the Q&A feature during the webinar and also answer some live at the end.

Early Education & Out of School Time Capital Fund (EEOST)

Created in 2013, the EEOST Capital Fund represents the Commonwealth's commitment to strengthening early education and out-of-school time care infrastructure for families who need it most by providing funding for facility improvements and renovations

\$6.6M Allocation available for the Small Grant Program for FY26

Key Requirement: Provides capital grants exclusively to tax-exempt non-profit organizations **where at least 50% of the slots in the project facility serve low-income families eligible for public subsidy**, as mandated by legislation.

Administration of the EEOST Capital Fund

- **Large Grant Program**

- Community Economic Development Assistance Corporation (CEDAC) in partnership with the Children's Investment Fund (CIF)
- Awards up to \$1M; more eligible uses
- Separate Application & Process
- Materials available on COMMBUYS
- Children's Investment Fund team can be reached at:
eeost.lg@cif-ma.org

- **Small Grant Program**

- MassDevelopment
- Awards between \$200,000 - \$499,999
- Materials available on COMMBUYS or at MassDevelopment.com
- Application through Cognito, an online form
- Primary Contact: Richard Griffin, Jr.
rgriffin@massdevelopment.com

Who Can Apply?

Eligible Applicants of EEOST Projects

Must have an active license in good standing from EEC

Non-Profit Status

A non-profit applicant organized under M.G.L. c. 180 and exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended

Controlled Entity

An organization in which a non-profit corporation has a controlling financial or managerial interest

Partnerships with For-Profit Entities

A for-profit entity may participate in a joint venture with a non-profit Applicant if the non-profit has at least a **51% controlling interest** in the joint venture.

Must provide documentation regarding partnership and certify that no member, shareholder, officer, or employee of such corporation or its board of directors may profit directly, or indirectly, from the EEOST funding or from the Eligible Project

Eligible Facility Criteria

Must Serve At Least 50% Low-Income Families As of EEOST Application Date

1

Regulatory Compliance

Comply with M.G.L. c. 15D and all regulations and policies adopted thereunder, plus all applicable Federal, State, and Local statutes, regulations, and ordinances, including the Americans with Disabilities Act (ADA) and State Building Code (SBC)

3

Lease Term Alignment

If leased, term must be a minimum of 15 years from the project's completion date or 25 years for a municipal site.

2

Site Control

Are, or will be, owned or leased by one or more Eligible Organizations at the time of application

4

Energy Code Compliance

New building construction and additions to buildings must conform to 225 CMR 23, Massachusetts Commercial Stretch Energy Code, as applicable.

Eligible Uses of EEOST Small Grant Funds

Funding can be utilized for rehabilitation that may include but is not limited to major systems replacement, reconfiguration of classrooms, administrative and staff spaces, and/or redesign and renovation of outdoor space.

1	Outdoor Play Spaces Improvements including creation or enhancement of natural play spaces that integrate nature-based materials (rocks, water, logs, plants) to promote unstructured play, exploration, creativity, and connection to the outdoors
2	HVAC Systems Improvements to heating, air conditioning, and ventilation systems, including windows and Heating, Ventilation and Air Conditioning (HVAC) equipment
3	Indoor Reconfiguration Reconfiguration of indoor spaces, including classrooms, gross motor rooms, and bathrooms to better serve children's developmental needs
4	Emergency Repairs Emergency repairs and system upgrades that impact health and safety of occupants including roof replacement and upgrading electrical and life safety systems. (Information Technology upgrades or purchases will not be considered)
5	Accessibility Modifications Physical environment modifications, including accessibility or other improvements to support the inclusion of children and adults with special needs
6	Security Enhancements Security enhancements to prevent and respond to potential threats including but not limited to installation of security cameras and access control systems

Organizations whose projects are 100% complete at the time of application are not eligible to apply

Standard Grant Term Requirements

Applicant-Owned Property

Grant term: 25 years

Land Use Restriction & Mortgage

Lien: Agreement will include Land Use Restriction language that ensures continued use of the property as an EEOST facility for 25 years.

Grant will be secured by a mortgage lien as well.

Leased from Non-Municipal Entities

Grant term: Minimum 15 years

Lease requirement: Consistent with scale of capital investment, minimum 15 years if a building, structure, or site is leased from entities other than municipalities.

Land Use Restriction: Grant Agreement will include Land Use Restriction language that ensures continued use of the property as an EEOST facility for 15 years.

Grant will be secured by a mortgage lien as well.

Municipally Owned Buildings

Grant term: 25 years

Lease requirement: Minimum 15 years if a building, structure, or site is or will be a municipally owned building that dedicates a single purpose space for licensed early education or out-of-school time programs.

Land Use Restriction: Grant Agreement will include Land Use Restriction language that ensures continued use of the property as an EEOST facility for 15 years.

Standard Recapture Provisions

- Recapture may occur when the Grantee fails to comply with the terms and provisions of the Grant Agreement.
- If the eligible project or facility is found to be in non-compliance with any EEC regulation or policy, the terms and provisions of the EEOST grant documents, or with any other federal, state, or local laws, regulations, ordinances, or policies, the Grantee will have ninety days to rectify those matters, in a manner acceptable to EEC, prior to the recapture of grant funds.
- In the event of default, a sliding scale for the recapture of funds will be used, which can be found in the Guidelines.

Important: Compliance will be determined at the sole discretion of EEC. Organizations should maintain comprehensive documentation and ensure ongoing compliance with all applicable regulations throughout the grant term.

Health and Safety of Children & Staff Waiver

New! Small Grant Program Only!

- EEOST Small Grant Applicants who substantiate that their project *promotes the health and safety of children and staff* **may be** eligible for a shortened minimum grant term, a modified recapture schedule and a waiver of the Land Use Restriction requirement and/or the Mortgage Lien requirement.
- MassDevelopment will review each applicant's request (submitted as part of the Application) and make a recommendation to the Commissioner of EEC to reduce or waive any of the requirements noted above.
- The shortened terms and modified recapture schedule for projects receiving a waiver will be specified in the Grant Agreement.

Waivers will result in significantly reduced administrative burden & shorter closing timeline.

FY26 Small Grant Award Details

- Awards between \$200,000 and \$499,999.
- May not fund the entire cost of a project.
- Total Development Cost must be at least \$200,000
 - Applicants must identify and substantiate funding sources in addition to the EEOST grant to ensure that the entirety of the project can be completed.
- EEOST funds will not be disbursed until a Grant Agreement and/or financial closing with MassDevelopment is complete.
- Disbursements may be on a reimbursement basis or advanced as a draw down, depending on project need.
- Eligible expenses are those incurred after January 1, 2026.
 - Earlier expenses may be considered on a case-by-case basis.

Preference Factors for Eligible Projects

To maximize impact and ensure equitable distribution of resources, preference will be given to Eligible Projects that reflect the following characteristics:

Geographic Balance

A balanced geographic distribution of funds, including projects in different regions of the state

Gateway City Location

Location within a Gateway City to support historically underserved urban communities

Priority Populations

Serving children designated by EEC as having a priority need (children of homeless families, children involved with DCF, and children of young parents)

First-Time Recipients

Organizations that have not been previously awarded an EEOST grant

High Subsidy Enrollment

Facilities where the number of families receiving public subsidy is 80% or more of the total child care enrollment as of the date of the EEOST application

Accessibility

Projects addressing accessibility for individuals with special needs

Supplier Diversity

Solicitation and/or participation of businesses certified by state Supplier Diversity Office (SDO) and participants in the Supplier Diversity Program (SDP) as part of the project team

Social Vulnerability

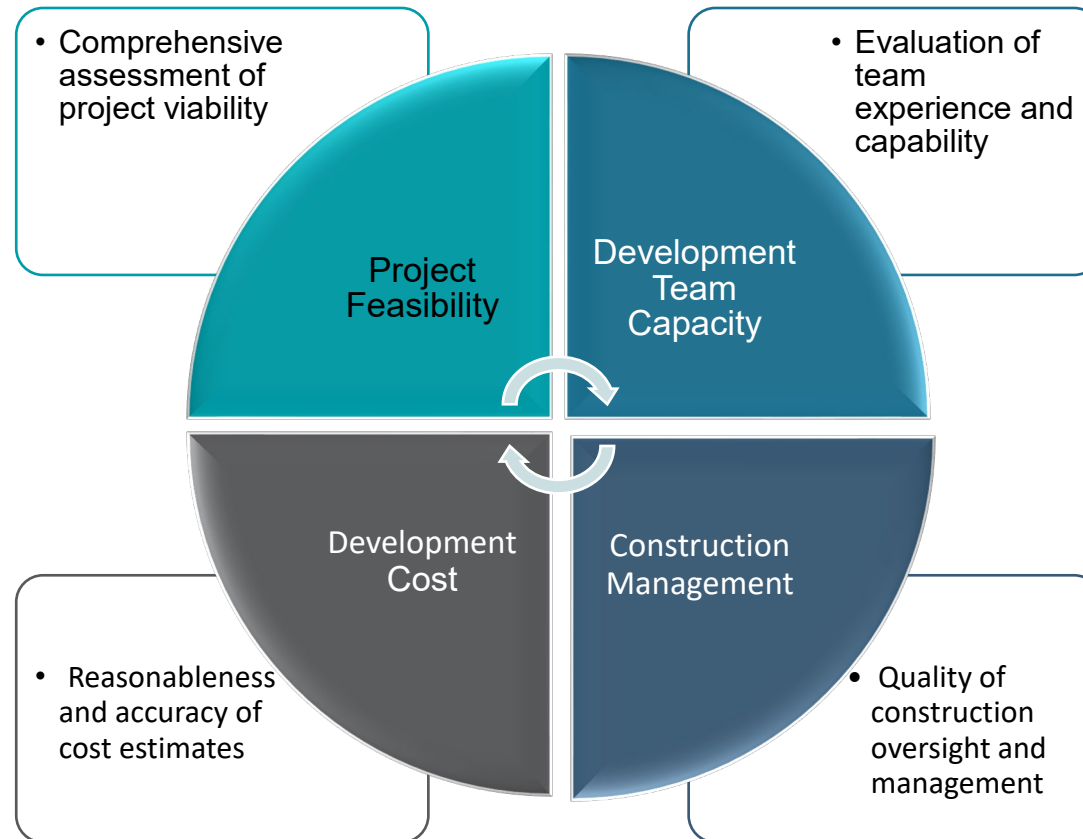
Applications will also be scored according to the project site's Social Vulnerability Index score

Evaluation & Assessment

MassDevelopment's review and scoring of applications aims to ensure project viability and responsible use of public funds.

Key Underwriting Factors

MassDevelopment will strongly weigh the following critical factors in selecting grant recipients.



Project Feasibility Assessment

After reviewing the project's goals and alignment with mission, MassDevelopment's evaluation of Eligible Projects will consider multiple factors to ensure long-term project success:

Financial Health

Audited financial statements for the prior year, and accompanying auditor issued management letters for at least the three most previous years must be submitted. Current year-to-date financial statements, including a balance sheet and income statement, must also be submitted.

Cost Estimate Requirements

Professional cost estimates by licensed estimator with substantial experience in estimating cost for type of project proposed, or well-developed bids by a licensed contractor with sufficient experience and scale to complete the proposed project, is required. All estimates should be included and clearly itemize work to be completed, contractors (if known), and timelines.

Financing Terms Review

MassDevelopment will take into consideration the terms of other financing, when applicable. To ensure the long-term financial stability of the project, any permanent debt should have long-term, fixed interest rates.

Competitive Bid Process

Applicants must demonstrate that all contractors were selected through a competitive bid process. This is evidenced by supplying *at least three comparable bids*, both for any proposed work, or any work undertaken beginning on January 1, 2026.

Development Team Capacity Assessment

Internal and external team members must demonstrate the ability to manage the project from planning through completion, including approvals, design and construction, grant and legal processes, and ongoing operations.

- **Track Record** - Project team should have a history of completing similar scale projects relating to community development or educational facilities. Consultants should have directly applicable experience.
- **Professional Licensing:** Project team should have professional licenses in good standing.
- **Community Service Record:** The Applicant's record of service to the community in which the Eligible Facility is located or to the constituency that the facility serves.
- **EEC Good Standing:** The Applicant and any Partner must be in good standing with EEC. Poor performance or issues of non-compliance must be resolved to EEC's satisfaction before an application for EEOST funding will be considered.
- **Conflict of Interest Prevention:** Members of the development team who are compensated must not be family members, or business partners or affiliates of any board members or any employees of the Eligible Organization.

Construction Manager Requirements

When Is A Construction Manager Required?

- A Construction Manager can play a critical role in ensuring that complex projects are completed on time, within budget, and to the required quality standards.
- Depending on the scope of work to be undertaken and the project team's proposed composition, MassDevelopment, at its discretion, *may* require Grantees who undertake a significant construction project to procure the services of an outside Construction Manager to oversee the development, renovation or construction of the project.



Development Costs Assessment

Total Development Costs must include all hard (construction) and soft (consultant) costs, including reasonable developer fees.

- **Development Services Procurement:** In procuring and contracting for all development services applicants must demonstrate sound business practices. A formal bid process is required, including **at least three competitive bids**.
- **Construction Bid Requirements:** Construction service bids must be based on clear plans and specifications and reflect market-rate pricing. EEC and MassDevelopment reserve the right to require re-bidding for projects, with costs exceeding 10% of comparable market situations.
- **Diversity Outreach:** Applicants are strongly encouraged to conduct outreach to minority-owned and women-owned businesses in the bid process. All project costs will be reviewed to ensure all costs are reasonable and consistent with industry standards.
- **Contractor Qualifications:** Proposed contractors must have an acceptable record of performing similar projects in the past and must maintain all required licenses, permits and certifications.
- **Legal Costs:** The Applicant is responsible for all legal costs associated with the project (not required if health and safety waiver approved)

Rehabilitation and Construction Standards

- Eligible Projects must be designed to meet the needs of the children served and comply with EEC facility requirements.
- Improvements should be safe, durable, and maintainable, supporting high-quality care throughout the grant term.

Point Scoring Allocation

Criteria	Max. Points
1. Accurate Presentation and Documentation of Projects Costs	25
2. Project Readiness and Feasibility	25
3. Organizational and Financial Stability	25
4. Site Consideration	10
5. Social Vulnerability Index (SVI) Adjustment	4
6. Preference Factors	11
Total	100

Application Submission Reminder

- 1) FY26 EEOST Small Grant Application (Cognito Form)
- 2) FY26 EEOST Application Spreadsheet (upload within Cognito Form)
 - Tab 1: Development Budget (Project Cost)
 - Tab 2: Sources & Uses
 - Tab 3: Site Enrollment Calculator

Tab 3: Site Enrollment Calculator - Slot Subsidy Data

Chart 1a: Project Site Enrollment as of date of the application:

Age Groups Served	Infants	Toddlers	Preschool	Out-of-School Time	Totals
1. Licensed Capacity	20	20	20	10	70
2. Current public subsidies slots (EEC + Head Start) filled	10	10	5	5	30
3. Current discounted slots filled	1	1	1	1	4
4. Current private pay slots filled	9	9	9	3	30
5. Total current slots filled (#2+#3+#4)	20	20	15	9	64
6. % of total slots on public subsidy (#2 divided by #5)	45%			56%	47%

Eligibility for Other Public Subsidies

Other Public Subsidies Site Enrollment as of the Date of the Application

Complete the following chart for children in your program who receive OTHER PUBLIC SUBSIDIES as of the date of the application but are not currently in an EEC or Head Start subsidized slot. Please count each child only once. Note that Universal Pre-Kindergarten funding (UPK) does not count as a public subsidy for this purpose.*****Fill out this chart only if your enrollment as of the date of the application demonstrates subsidy slots representing less than 50% of total enrollment.*****

Children (family) receiving another public subsidy including:

- Transitional Aid to Families with Dependent Children (TAFDC)
- Supplemental Security Income (SSI) or Social Security Disability Income (SSDI) Benefits
- Supplemental Nutrition Assistance Program (SNAP) / Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
- In Section 8 housing or on the waitlist for Section 8 housing subsidy
- Low Income Home Energy Assistance Program (LIHEAP)
- MassHealth / Medicaid and/or Children’s Health Insurance Program (CHIP)
- Family claiming Earned Income Tax Credit
- Homeless Families
- On the waitlist for an EEC subsidy or for Head Start

Children (family) eligible for another public subsidy	Infants	Toddlers	Preschool	Out-of-School Time	Totals
Total number of children whose families are eligible for public subsidy and not currently receiving child care via a Contract Slot or Voucher*					0

**You must have documentation available for families receiving other public subsidies and be able to document the subsidy, if awarded the grant and maintain on file each year for the term of the grant. This data will be used to determine preference points.*

Application Process and Deadline



Review Requirements

All application information is posted on COMMBUYS and MassDevelopment.com. Please review the documents thoroughly to determine whether your proposed project meets all the criteria



Complete Online Application

The application is an online submission only through the electronic Cognito Form.



Meet the Deadline

**Friday, February 13, 2026
at 11:59 p.m.**

You will **not** be able to submit after this time.

Complete all parts of the application: the Application and the Excel Sheet



Thank You!

Questions submitted today or by January 21, 2026 at 5:00pm will have formal answers posted to COMMBUYS and MassDevelopment.com on January 30, 2026

A recording of this session will be posted on EEC's website.

For questions related to EEOST Small Grant application requirements please email Richard Griffin Jr. at rgriffin@massdevelopment.com