



Bringing Up What Matters Most



Child Care Services Grant Application Guide

FREQUENTLY ASKED QUESTIONS

1. Who can apply for Child Care Services grants?

Any program that is actively providing early learning services to children ranging in age from birth to school age and is currently licensed with the Minnesota Department of Human Services or Tribal Government OR legally license-exempt. If licensed by the Minnesota Department of Human Services, a program must have no current negative actions. Licensing violations such as a temporary immediate suspension, suspension, revocation, or a maltreatment determination where the facility was found responsible, will prevent the issuance of a grant and/or will cause the withdrawal of a grant.

2. What kinds of things can my program apply for?

Programs may apply for funds to support child care and school-age care services through the categories listed in this Guide. Each year, The State Department of Human Services and Child Care Aware determine grant priorities. This year, the priorities are as follows (listed under the appropriate Parent Aware Category):

Health and Well-being

- Equipment and activities that promote health and fitness in your program

Relationships with Families

- Materials that support the mental health of young children and their families.

Teaching and Relationships with Children

- Materials, activities, strategies, assessment, and curriculum development to promote social/emotional, physical, and intellectual development in all children

Assessment and Planning for Each Individual Child

- Materials that support school readiness, infant through school age in areas such as literacy, social & emotional growth, science, technology, engineering and math (STEM) including assessment support pieces.

Professionalism

- Technology items for professional use including laptops, tablets, desktop computers, printers

Please see pages 3-7 of this document for a guide to approved items.

These grants can be used to cover the cost of materials for outdoor play area fencing or other minor construction projects as required by licensing to ensure child safety or meet other program standards. All materials must be new, and must be purchased from a retail store, not a private party. In the event that a child care program wishes to have the cost of assembly and/or installation covered by a grant, the labor must be performed by a licensed and bonded contractor. If an item comes as a kit – with clear instructions for assembly, a program may assemble without hiring a licensed and bonded contractor.

These grants can be used for technology and software to create, enhance, and maintain business management systems. This includes costs associated with accessing the internet, such as installation or equipment, and website costs for start-up, maintenance, or ongoing subscription fees.

Grants can also be used for higher education expenses during the grant timeframe, and to cover the costs of supporting a T.E.A.C.H. recipient.

3. What kinds of things should my program NOT apply for?

Child Care Services grant funds may not be used for:

- major construction or renovations
- religious-based curricula or counseling
- consumable supplies (diapers, wipes, soap, paper products) or office supplies (paper, staples, pens)*
- one-time field trips for children
- child care tuition (scholarships)
- items prohibited by licensing
- used items

*Grant dollars may be used to purchase items to reduce the spread of the corona virus (Personal Protective Equipment, cleaning products, hand sanitizer)

CCDF federal restrictions can be reviewed here: <https://ccdf-fundamentals.icfcloud.com/restrictions>

In addition, grants are not allowed to be spent on items considered to be part of the cost of doing business. This includes the following items:

- accounting and legal fees
- advertising
- banking service charges
- food
- insurance
- licenses
- taxes
- rent or mortgage
- transportation
- utilities

4. How much money is my program eligible to receive?

For Child Care Services Grants and Start-up grants, family providers are eligible to receive a maximum amount of \$2,000. Center programs are eligible to receive a maximum of \$3,000. The eligible amount for emergency grants will be determined on a case by case basis.

5. If my program receives a grant, what requirements do I have to meet?

Your program will need to sign a Participation Agreement that details the requirements. Please read the agreement carefully before signing.

6. When are grants available?

Applications for Child Care Services Grants are available September 1 and must be completed by September 25.

7. Why is it important to have multicultural (or culturally responsive) resources in my program if all my children and families are of one race?

To receive a Child Care Services grants, it is a requirement that 10% of your purchases be multicultural resources. Research has shown that children begin to create ideas about race very early on – typically, by ages three and four. For this reason, it is important to teach all children about differences and help them develop individual and group identities based on personal abilities and interests, rather than race and entitlement. This is crucial in order for children to be able to develop unbiased and successful relationships with others as adults. (Additional information in *What If All the Kids Are White: Anti-Bias Multicultural Education with Young Children and Families*, by Louise Olsen Derman-Sparks and Patricia G. Ramsey.)

GRANT SPENDING CATEGORIES

The following charts give suggestions for items that you may want to purchase with your grant. This is not an all-inclusive list but will help you identify which spending category to use when describing your proposed purchases on the budget pages of the application.

Health and Well-Being			
Children do better when early care and education programs are safe and healthy, provide nutritious meals and snacks, and offer many opportunities for active play. This foundation allows children to take full advantage of learning opportunities.			
Household alarms and detectors		Transportation safety	
<ul style="list-style-type: none"> Smoke alarms Carbon monoxide alarms Radon detectors Lead content detectors (for toys and other child items which could be put in the mouth) 		<ul style="list-style-type: none"> Appropriate child restraint systems for the ages of the children in care Safety helmets for children riding bicycles or tricycles Strollers that meet safety specifications 	
Household emergencies		Household safety	
<ul style="list-style-type: none"> First aid kits Fire extinguishers Choke tubes (for gauging choking potential of small objects) Disaster kits 	<ul style="list-style-type: none"> Hand-washing kits and posters Healthy habits posters Food group activities Safety kits and posters 	<ul style="list-style-type: none"> Safety gates Appliance locks Electrical outlet covers Refrigerator thermometer Hot liquids thermometer Window blind and curtain cord tension or tie-down devices Air purifiers, humidifiers, dehumidifiers Light fixtures containing shielded or shatterproof bulbs 	<ul style="list-style-type: none"> Fireplace, heater and wood-burning stove screen covers Closet door latches to prevent a child from being trapped inside a closet Locks for cabinets or locked storage units for medicines and cleaning agents Panic hardware for exterior doors
Child safety		Facilities and operations	
<ul style="list-style-type: none"> Child toothbrushes and individual toothpaste containers Cribs, mattresses that meet safety standards Cots, mats and linens for sleeping Highchairs that meet safety standards Changing tables 		<ul style="list-style-type: none"> Egress windows Lead-free environment Facility improvements such as repairing steps, installing railing if flagged by licensing. Gates 	
<ul style="list-style-type: none"> Playground safety surfacing Large outdoor umbrella Sandbox covers Infant bucket swings for outdoor playground swing sets Swings with soft or flexible seats Fencing 	<ul style="list-style-type: none"> Shock-absorbent or loose material such as sand under outdoor climbing equipment Outdoor play equipment that meets safety standards Replacement of wooden barriers that contain creosote or arsenic Guardrails on stairs 	<ul style="list-style-type: none"> Antibacterial wall dispensers Secured garbage cans and wastebaskets; hands-free covered waste disposal cans Purchase of safe plastics that do not contain polycarbonates for serving food Consultation with a Child Care Health Consultant in Family Child Care Homes for health, safety, nutrition, infectious disease control and/or advice on the care of a child with special needs Bibs and Eating utensils Special needs items such as positioning equipment, eating utensils, cups and plates, adapted toys 	

Grant dollars may be used to purchase items to reduce the spread of the corona virus (Personal Protective Equipment, cleaning products, hand sanitizer), as well items to meet CDC and MDH guidelines. Here is a link to the **health guidance**: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

Teaching and Relationships with Children

Children do better when early care and education teachers and providers are caring and engaging, have quality learning environments, use a research-based curriculum, and support children’s transitions to kindergarten. Teachers and providers make a big difference in children’s lives. These practices help build relationships and give children what they need to learn and grow.

Aligned Curricula

These tools align with the Minnesota Early Childhood Indicators of Progress (ECIPs) and meet Parent Aware curriculum requirements: [ParentAware.org/programs/full-rating-resources/](https://parentaware.org/programs/full-rating-resources/)

Room equipment and furniture

- Tables
- Chairs
- Coat, cubby units
- Storage units
- Centers (book, listening, writing)
- Computer table
- Cots or mats
- Classroom activity carpets
- Activity mats and gyms
- Classroom displays

Active Play

- Bicycles, Tricycles,
- Wagons
- Scooters, scooter boards
- Balance beams
- Tumbling mats
- Play tunnels or hoops
- Basketball hoops, balls
- Playground equipment (climbers, swing sets, slides)
- Large unit blocks
- Rocking boats
- Parachutes
- Large motor games (such as bean bag, ring toss)

Manipulatives

- Materials that link, construction sets
- Puzzles
- Beads, lacing sets
- Pegs and pegboards
- Pre-writing stencils
- Pounding benches
- Tools and tool benches
- Block play materials
- Small design blocks
- Sensory materials
- Manual dexterity vests

Science and technology

- Exploration kits
- Nature activities and materials
- Magnifying glasses, microscopes
- Weather charts
- Magnets
- Prisms
- Science kits
- Computers, tablets
- Educational software
- Minerals/rocks

Social Concepts

- Costumes
- Play masks
- Dramatic play equipment
- Dolls, doll houses and furniture
- Other play buildings (e.g., barn, firehouse, school, etc.)
- Animal collections
- Puppets
- Plush animals
- Miscellaneous such as purses, cameras, phones
- Multicultural games, activity kits, craft kits and books
- Bilingual language materials
- Youth cookbooks
- Cooking utensils, pots, pans, and food items
- Woodworking materials
- Posters

Cognitive Development and Perception

- Age-appropriate books
- Storytelling kits and materials
- Materials that promote phonological awareness.
- Materials that promote print awareness.
- Materials that promote alphabet awareness.
- Early language concept activities such as object matching, sorting
- Infant and toddler toys
- Geometric forms and boards
- Patterning activities and materials
- Math awareness materials
- Tactile numbers and tracing activities
- Measurement kits
- Clocks and time activities and materials
- Calculators, money
- Discovery boxes

Sensory

- Music, Headphones, rhythm instruments
- Art supplies including stencils and sponges
- Sand and water tables and toys
- Feely boxes
- Sensory balls
- Sight and sound tubes

Assessment and Planning for Each Individual Child

Children do better when their teachers and providers know them well, understand their levels of development, and use the information to plan instruction. Assessment information is accurate and fair when it is gathered in a way that includes observation in natural settings, and a child assessment tool that is valid and reliable.

Purchase of an assessment tool for use in your program. See list of approved assessment tools on the Parent Aware website: [ParentAware.org/programs/full-rating-resources/](https://parentaware.org/programs/full-rating-resources/)

- Camera or video camera for recording classroom activities (Does not include special lenses, etc.)
- Journaling materials
- Laptop, tablet, or desktop computer for on-line assessment

Professionalism

Children do better when their teachers and providers have professional preparation that includes higher education coursework, combined with on-going training and support. These qualifications have been found to be consistent predictors of program quality, strong child-adult interactions, quality learning environments, and positive child outcomes.

Learning Opportunities

- Face-to-face training approved on Develop
- Credit-based classes
- Online learning approved on Develop
- Professional organization conferences approved on Develop

Professional Resources

- Textbooks, subscriptions to education and professional journals
- Child care association fees
- Professional texts
- Laptop or tablet for taking on-line courses

Relationships with Families

Children do better when families are engaged in their children’s education and development. Building two-way relationships with families helps strengthen a sense of belonging among all children in the program as they experience respect and support for their home cultures and languages.

- Face-to-face training approved on Develop about communicating with families
- Technology related to communicating with families (text programs, etc.)

- Bulletin boards
- Newsletters
- Family events
- Parent conferences

Multicultural items and resources

For the purpose of these grants, the terms “multicultural” and “culturally responsive” are used to refer to child care that responds to and reflects the needs of ethnic and linguistically diverse communities.

Websites	Available Items	Useful Search Terms
<ul style="list-style-type: none"> • Amazon amazon.com • Becker's School Supplies shopbecker.com • Discount School Supply discountschoolsupply.com • Environments environments.com • Hatch: The Early Learning Experts hatchearlylearning.com • Kaplan Early Learning kaplanco.com • Lakeshore Learning lakeshorelearning.com 	Multicultural books, music, classroom décor, toys, instruments and activities	Anti-bias, multicultural, diversity, inclusion, world, global
<ul style="list-style-type: none"> • Culture for Kids cultureforkids.com 	Multicultural books, music, classroom décor, puppets, software and activities	Everything is multicultural: Click on their catalog to browse for items
<ul style="list-style-type: none"> • Grassroots Indigenous Multimedia gim-ojibwe.org/software 	Ojibwe language books, activities and resources	No search terms needed, simply click on "products"
<ul style="list-style-type: none"> • Birchbark Books birckbarkbooks.com/children's-books 	Native American children's books and music	
<ul style="list-style-type: none"> • National Association for the Education of Young Children (NAEYC) store.naeyc.org 	Books for providers	Anti-bias, multicultural, diversity, world
<ul style="list-style-type: none"> • Redleaf Press redleafpress.org 	Multicultural books for children and providers	Multicultural, diversity, inclusion, world, global
<ul style="list-style-type: none"> • The Brown Bookshelf: United in Story thebrownbookshelf.com/our-books 	African American children's books reviews and recommendations	

Trainings on Develop

Approved multi-cultural trainings on Develop can be found by using the keyword search (multicultural, diversity, anti-bias, etc.), or looking for appropriate titles under Knowledge and Competency Framework 3.

Requirements (Program Materials as Required by Licensing)

These items may be required by licensing. You should consider purchasing these items if you don't already have them in your program or if they are in poor repair.

Room equipment and furniture	Active Play
<ul style="list-style-type: none"> • Tables • Chairs • Coat, cubby units • Storage units • Centers: book, listening, writing • Computer table • Cots or mats • Classroom activity carpets • Activity mats and gyms • Classroom displays 	<ul style="list-style-type: none"> • Bicycles, Tricycles, Wagons • Scooters, scooter boards • Balance beams • Tumbling mats • Play tunnels or hoops • Basketball hoops, balls • Playground equipment, climbers, swing sets, slides • Large unit blocks • Rocking boats • Parachutes • Large motor games, such as bean bag, ring toss
Manipulatives	Science and technology
<ul style="list-style-type: none"> • Materials that link, construction sets • Puzzles • Beads, lacing sets • Pegs and pegboards • Pre-writing stencils • Pounding benches • Tools and tool benches • Block play materials • Small design blocks • Sensory materials • Manual dexterity vests 	<ul style="list-style-type: none"> • Exploration kits • Nature activities and materials • Magnifying glasses, microscopes • Weather charts • Minerals/rocks • Magnets • Prisms • Science kits • Computers • Educational computer software
Social Concepts	Cognitive Development and Perception
<ul style="list-style-type: none"> • Costumes • Play masks • Dramatic play equipment • Dolls, doll houses and furniture • Other play buildings (e.g., barn, firehouse, school, etc.) • Animal collections • Puppets • Plush animals • Posters • Miscellaneous such as purses, cameras, phones • Multicultural games, activity kits, craft kits and books • Bilingual language materials • Youth cookbooks • Cooking utensils, pots, pans, and food items • Woodworking materials 	<ul style="list-style-type: none"> • Age-appropriate books • Storytelling kits and materials • Materials that promote phonological awareness. • Materials that promote print awareness. • Materials that promote alphabet awareness. • Early language concept activities such as object matching, sorting • Geometric forms and boards • Patterning activities and materials • Math awareness materials • Tactile numbers and tracing activities • Measurement kits • Clocks and time activities and materials • Calculators, money • Discovery boxes • Infant and toddler toys
Sensory	
<ul style="list-style-type: none"> • Music, Headphones, rhythm instruments • Art supplies including stencils and sponges • Sand and water tables and toys 	<ul style="list-style-type: none"> • Feely boxes • Sensory balls • Sight and sound tubes

*Grant dollars may be used to purchase items to reduce the spread of the corona virus (Personal Protective Equipment, cleaning products, hand sanitizer)

APPLYING FOR A CHILD CARE SERVICES GRANT

Training Requirement: Participate in 12 hours of training, approved by Achieve, which can be found on Develop, www.developtoolmn.org. Training must be completed between January 1, 2020 and March 31, 2021. All required training must be completed before receiving reimbursement for your award. The cost of participating in this required training is your responsibility. However, you may choose to include the cost of the required training as part of the grant application by applying for dollars within the Professional Development grant type.

Tribal programs and providers who are eligible for this grant within both the Child Care Aware regions and MNTRECC tribal district are required to complete a maximum of 20 hours of training if they receive grants in both categories. The Child Care Services Grant training requirement of 12 hours will be determined first. The training requirement for the MNTRECC district grant will consist of the remaining 8 hours, for a total of 20 hours of training. If you are licensed by a tribal government or serve American Indian children, please see www.mntrecc.net for more information about resources, technical assistance and outreach to Tribal Early Childhood Programs provided by MNTRECC.

Two-Year Requirement: If you are awarded a grant, your program will be required to provide active licensed or license exempt child care services in Minnesota for a minimum of two years from the date of your award letter. If for any reason your program ceases to provide active child care services within the required timeframe, you will be required to repay grant dollars on a prorated basis.

Reimbursement timeline: All documents required for requesting reimbursement must be submitted by April 15, 2021 for Grant Administrator review.

Budget: Be specific on your budget pages. Only items that were approved on your application will be reimbursed. If any substitution needs to occur, this must be approved by the Grant Administrator, prior to making the purchase. A budget change can only occur once in a grant cycle, prior to March 31, 2021.

Grant payment information: All Child Care Services, paid on a reimbursement basis after all requirements are complete.

Grant Application Review Process. Once you submit application, it will be reviewed by a review committee. Each application is reviewed by three review committee members and a scorecard is used to rate the applications. Funding is awarded to the highest scoring applications. A denial or award letter will be sent to you on November 1, 2020 via email or U.S mail.

WISH LIST- Can be used to help complete application

PRIORITIES

1. Health and Well-being
 - Equipment and activities that promote health and fitness in your program
2. Relationships with Families
 - Materials that support the mental health of young children and their families.
3. Teaching and Relationships with Children
 - Materials, activities, strategies, assessment, and curriculum development to promote social/emotional, physical, and intellectual development in all children
4. Assessment and Planning for Each Individual Child
 - Materials that support school readiness, infant through school age in areas such as literacy, social & emotional growth, science, technology, engineering, and math (STEM) including assessment support pieces.
5. Professionalism
 - Technology items for professional use including laptops, tablets, desktop computers, printers

Multicultural items will be listed under a separate category on application, but may fall into priority areas listed above

Item(s) <i>(List under description)</i>	Price <i>(List under description)</i>	Category <i>(choose 1)</i>	Priority <i>(all that apply)</i>	Goal	Multi-Cultural
Totals					
Total amount you are requesting: (Price column total minus match column total)					
Total Amount of Multi-Cultural Items: (Must equal at least 10%)					

Completing the Application

Pages 1 and 2

- Complete all information for your program. If you are applying for a center, the organization is the center name.
- CCAP: if you accept CCAP, but currently have not children enrolled that use the program enter “none at this time”
- High needs children: review what criteria is considered “high needs” in the description above the numbers
- Race of children: if not known, enter the number of children that you do know the race for. The total number of children listed does not need to match the number of children enrolled (since all races may not be known)
- Check all days and times that your program is licensed to offer
 - You should only indicate weekends or evenings if you are licensed to provide care at these times, not if you occasionally are available for families

Pages 3 and 4

- Explain how your requests meets priorities. You are not required to request items from every priority area. Do not include any identifying information related to your program

Page 5 (wish list items)

- Number each expenditure starting with #1
- Choose a category that the expenditure falls under (only choose one)
 - Use one copy of page 5 for each category
 - Put all requested items for each category on the same form
 - Culturally Inclusive (Multi-Cultural) items that are requested should all be requested on one form under the category “Culturally Responsive Care”
- Choose the type of items you are requesting: Material or Professional Development
- Goal: write a simple goal. The review committee will not be scoring on this item.
- Strategy: this can be left blank. The review committee will not be scoring on this item
- Description: list all specific items in the category here, with the cost of each item
 - Example: books (\$25), puzzles (\$40), manipulatives (\$100), dramatic play clothes (\$75)
- Cost: Enter the total cost of all the items
 - In the example above, the total cost would be \$240
- Amount Requested: List how much you are requesting for these items
- Cost to Program: Enter what amount the program will be paying for these items. Note: This is if the cost of all the items is more than the amount that can be awarded OR you are requesting less than the cost of all items. If the total amount requested and the total cost are the same, you would enter \$0 on this line.
- Population Served: Indicate what age groups the items being requested will be used for
- Select if items are Culturally Inclusive
 - “No” should be selected for all categories **except** for “Requirements” that you are completing for the requested Culturally Inclusive items

*Take care in listing your budget requests. You will be asked to purchase items exactly as listed, except in circumstances such as items being discontinued or price changes. In these cases, you **MUST** get prior approval from the Grant Administrator. All change requests must be made prior to March 31, 2020.*

Page 6

- Number of Expenditures: This is the total number of copies of page 5 that you completed
- Total Grant Request: Add up the total “Amount Requested” area from each page 5. This will be the total grant amount that you are requesting.
- Total Program Contribution: Add up the total “Cost to Program” area from each page 5. This will be the total amount your program will be paying for the items requested, if anything,
- Total Investment: Enter Total Grant Request + Total Program Contribution

Pages 6 and 7

- Read through each line carefully. Sign and date form on the bottom.



Child Care Services Grant Application 2020

Organization applying for grant: _____

Organizational ID# in Develop: _____

DHS License #: _____ Tribal License #: _____

**If tribally licensed, please include a copy of your tribal license.*

If your program is license exempt, please check this box

Type: ___ Licensed Child Care Center ___ Family Child Care ___ School-based license exempt program
___ Head Start ___ School-age (only) program

Original License Date: _____

Location

Address: _____ City _____

Zip Code: _____ County: _____

Phone: _____

Do you accept CCAP? ___ Yes ___ No If yes, CCAP provider ID: _____

Grant Contact Information

Name of person responsible: _____

Email address: _____

Phone Number: _____

About your program

Licensed Capacity: _____

Number of Classrooms /Groups: _____

Below please enter the number of children by age group for which you provide care. In addition, enter the number of high needs children in each age group. A child should be counted as "high needs" if meets one or more of the following criteria: children from low-income families (at or below 200% poverty rate) or otherwise in need of special assistance and support: Including children with disabilities or developmental delays, who are English Language Learners, who reside on "Indian lands," who are migrant, homeless or in foster care.

Total Number of Children Currently Enrolled: _____

Infants _____ High Needs _____

Toddlers _____ High Needs _____

Preschoolers _____ High Needs _____

School Age _____ High Needs _____

Race of Children Enrolled:

American Indian/Alaskan Native	Number _____	Percent of enrolled _____
Asian/Pacific Islander	Number _____	Percent of enrolled _____
Black/African American	Number _____	Percent of enrolled _____
Hispanic/Latino	Number _____	Percent of enrolled _____
Bi/Multi-Racial	Number _____	Percent of enrolled _____
White	Number _____	Percent of enrolled _____

Number of enrolled children speaking English as a second language:

Number _____ Percent of enrolled _____

What kind of programming does your Organization offer? (Select all that apply)

Part day (less than 5 hours per day)

Full day (5 or more hours per day)

Full week (5 or more days per week)

Part week (less than 5 days per week)

Evenings (after 6 PM)

Weekends (Saturday and/or Sunday)

Full year School Year only

Other _____

Does your program have a Parent Aware Rating? No Yes (Parent Aware Rating _____)

Did your program receive a Child care Services Grant last year? No Yes

All programs must complete 12 hours of training between January 1, 2020 and March 31, 2021 to receive a grant. These are unduplicated hours and must be listed as approved training on the staff person or persons' Learning Record.

Number of hours of Achieve approved training taken by you or a member of your staff since January 1, 2020: _____
(Attach Knowledge and Competency Framework Learning Record of person(s) taking training – showing approved training)

Priority #3 (Teaching and Relationships with Children)

Please indicate how your grant proposal meets Regional Priority #3 -Materials, activities, strategies, assessment, and curriculum development to promote social/emotional, physical, and intellectual development in all children

Priority #4 (Assessment and Planning for Each Child)

Please indicate how your grant proposal meets Priority #4 - Materials that support school readiness, infant through school age in areas such as literacy, social & emotional growth, science, technology, engineering and math (STEM) including assessment support pieces.

Priority #5 (Professionalism)

Please indicate how your grant proposal meets Priority #5- Technology items for professional use including laptops, tablets, desktop computers, printers



Proposed Expenditures

Below, describe the item(s) you would like to purchase with your grant. **Duplicate this page as needed to describe all expenditures.**

Expenditure # _____

- Category (choose one) Teaching and Relationships with Children
- Relationships with Families
- Assessment and Planning for Each Individual Child
- Professionalism
- Health and Well-being
- Culturally Responsive Care

Type: Materials
 Professional Development

Goal: _____

Strategy: _____

Description: _____

Cost: _____ Amount Requested: _____ Cost to program: _____

Population Served: Infant/Toddler Preschool School-age

Is this item culturally inclusive? (See Grant Application Guide for explanation) Yes No



Expenditure Totals (Total of all pages)

Number of Expenditures: _____

Total Grant Request: \$_____

Total Investment: \$_____



Child Care Services Grant Participation Agreement

Program Responsibilities

I understand to be eligible to apply for and receive a Child Care Services Grant, my program must be:

- Be actively providing early learning services to children ranging in age from birth to school age.
- Be currently licensed with the Minnesota Department of Human Services or Tribal Government OR be legally license-exempt
- If licensed by the Minnesota Department of Human Services, a site must have no current negative actions. Licensing violations such as a temporary immediate suspension, suspension, revocation, or a maltreatment determination where the facility was found responsible will prevent the issuance of a grant and/or will cause the withdrawal of a grant.

I understand that if my program knowingly submits false or fraudulent information during any part of the Grant Application Process, my program will no longer be eligible for funds, any funds reimbursed during this grant process would be required to be repaid, and appropriate authorities would be notified.

Upon notification of funding award, my program agrees to:

- Provide licensed or legally non-licensed child care in Minnesota for a minimum of two years from the date of the grant fund notification.
- Enroll interested families participating in CCAP, without discrimination, if my program has vacancies.
- Make services available to families regardless of race, color, creed, religion, national origin, sex, marital status, disability, public assistance, age, sexual orientation, or familial status.
- Participate in any requested surveys and report forms related to funding awards.

I understand the prior to receiving any funds, my program must:

- Complete the training requirements:
 - 12 hours of training to be taken between January 1 of the current year and March 31 of next year.
- Read and understand the requirements, including the training requirements and deadlines.
- Register your program's Organization Profile in Develop, The Minnesota Quality Improvement and Registry Tool, (developoptoolmn.org). Create and name your classrooms on the Classrooms tab. Complete the number of children served at the time you submit your application, including all questions regarding them.
- Ensure that all staff in a child care center or providers in a family child care home document their training and education in Develop. This means each person must:
 - Hold a current Individual Membership in Develop (including a Career Lattice step) AND
 - Identify you as their current employer by listing the MN DHS License ID# or Develop Organization ID# for your program AND
 - Be verified as an employee in the Organization Profile AND
 - Be connected to a classroom with the correct employment title.

Data Sharing

I understand that by signing this participation agreement, I am agreeing to allow Minnesota Department of Human Services to share information with contracted agencies for the following purposes:

- Administer the grant application process.
- Analyze data on use of grant funds.
- Analyze the effectiveness of the grant administration process.

The data that could be shared about my program is listed below:

- All data submitted, on paper or via www.developoolmn.org, related to my program's participation in grant activities and grant documentation, including all information in my Organization Profile.
- The Learning Records of any early education professionals who have reported employment my Organizational Profile in Develop.
- Information on purchases made with the funds.
- Information regarding the grant administration process, including fund reimbursement to my program.

Disbursing Funds

I understand that if my program is awarded a grant, funds are:

- Paid on a reimbursement basis after training requirements are verified.
- Reimbursed only if funds were used in the intended purpose as per the grant application and award letter.

Print Name of Person Signing this agreement

Name of Program

Signature

Date

Child Care Services Grant Application Checklist

Fill out your application form completely in ink. (*No pencil*) Your application should be neat and easy to read, stapled together in order. Do not submit grant applications in folders or binders, professionally bound or store-bought.

Your application packet to your Child Care Aware must include:

- Application form**, with all questions completed (including any additional copies of page 5 needed/completed)
- Copy of your current child care license**
- Copies of Knowledge and Competency Framework (KCF) Learning Records for all lead teachers or the lead child care provider for the last 12 months**
- Copies of Parent Aware Certificate**
- Estimate or bid** - This is required for fences, windows, or construction (as required by licensing), or assembly projects where you are requesting the cost of labor. This must be a bid from a licensed and bonded contractor.
- Pictures (ONLY 1 page per spending category)**: A picture from a catalog or the internet is recommended **only** if the items may be questioned by the reviewers.
- MUST have an organization profile** (different than individual profile) **on Develop at the time your application is submitted**. (May take 1-3 business days to complete an Organizational profile). **IF YOU DO NOT HAVE AN ORGANIZATION PROFILE YOUR APPLICATION WILL BE CONSIDERED INCOMPLETE.**

Submission Instructions

1. Send in all items listed above PLUS
2. Three extra copies of pages 3-6 of the application (this includes 3 additional copies of each page 5 completed). Do not include any identifying information related to your program on these pages
3. Keep 1 (one) copy of the completed application form and all required attachments for your records. You will need to refer back to your application form if you are awarded a grant. REMINDER: You will be asked to purchase items exactly as listed, except in certain circumstances such as items being discontinued by the manufacturer. In these cases, you must get prior approval for a budget change from the Grant Administrator.
4. Staple attachments to Original Application Only.
5. Mail or email the original completed application form with all required attachments stapled to it and 3 copies of pages 3-6 (including 3 additional copies of each page 5 completed) without attachments.

Applications must be postmarked on or before **September 25, 2020**. Late and incomplete applications will not be considered. Our office building is currently closed, so you will not be able to drop off application this year.

Mail applications and all attachments to:

CAPLP Child Care Aware
Attn: CCA Grants
715 11th St N, Suite 402
Moorhead MN 56560

Award/Denial letters will be mailed November 1, 2020