

Frequently Asked Questions about Start-up Grants

1. Who can apply for these grants?

Any Early Childhood program or provider who meets the following criteria is eligible to apply for these grants.

- *Was licensed for the first time within the past 6 months, or*
- *Is soon-to-be licensed and has been visited by the licensor, or*
- *Is a new program (less than 6 months in operation) that is exempt from licensing or*
- *Is an existing program that is expanding to take more children.*

All applicants must have an organization ID on Develop to qualify.

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

Programs may apply for funds to meet health and safety and licensing requirements. The items you apply for must directly affect the quality and safety of your program. See the list of examples starting on page 4 of this guide.

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

These grant funds may not be used for major construction or renovations. Minor construction or renovations are allowed with documentation that the project is required by licensing. Also, grant dollars may not be used for religious-based curricula or counseling. Expendable or refillable supplies (diapers, wipes, soap, paper products) or office supplies (ink, paper, etc.) or overhead for the program. Other items that will not be funded are trampolines, baby swings, exersaucers, items that would increase screen time in young children and items that do not comply with licensing rules. Please see the chart beginning on page 3 of this document for a guide to approved items.

4. How many grants am I eligible to apply for?

You may receive only ONE start-up grant. A program cannot receive both a start-up grant and a regional grant in the same fiscal year (July 1 – June 30)

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

Family providers are eligible to receive a maximum amount of \$2,000. Center programs are eligible to receive a maximum of \$3,000.

6. How is it determined whether or not my program will receive funding?

Once you submit an application it will be reviewed to see if it is complete and includes all of the required attachments. If your application is not complete, it will not be considered for funding. Your application will then be reviewed by members of a review committee. Due to limited resources, your application may only receive partial funding.

7. If my program receives a grant, are there any requirements that I have to meet?

YES. If you receive a grant, you will be required to:

- *Complete 12 hours of training – including 6 hours of preservice training required by licensing.*
- *Remain licensed for 2 years beyond the date of the grant.*
- *Maintain a membership in Develop. (Develop is Minnesota’s Early Childhood Professional Registry. For more information, go to www.developtoolmn.org)*
- *Child care services must be available to families regardless of race, color, creed, religion, national origin, sex, marital status, disability, public assistance, age, sexual orientation and familial status*

8. If my program is awarded a grant, how will my program receive the money?

All grants are paid on a reimbursement basis and after all requirements are complete.

9. When is this grant available?

On-going, subject to available funds.

10. Why might I want to have multicultural resources in my program if all of the children and families are white, or if all the children and families are the same race?

All children in America are growing up in a multiracial society. Research has shown that children begin to create ideas about race very early on – typically, by ages 3 and 4, children have developed a limited concept of race. Helping all children learn about differences and develop individual and group identities based on personal abilities and interests, rather than based on race, helps them develop unbiased and successful relationships with others as adults. Additional information on this topic can be found in “What If All the Kids Are White: Anti-Bias Multicultural Education with Young Children and Families”, written by Louise Olsen Derman-Sparks and Patricia G. Ramsey.

11. How does my program apply for this grant?

Please contact your local CCA Grants Administrator for additional guidance about this grant funding. You must fill out the application form and mail it to the address listed at the end of this document

Health and Well-Being

These grants may not be used for construction or capital improvements, unless it is flagged by licensing as a need (ex. Egress window, fence), and then only if work is completed by a licensed and bonded contractor.

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 	
Child Care emergencies		Safety	
<ul style="list-style-type: none"> • First aid kits • Fire extinguishers • Choke tubes (for gauging choking potential of small objects) • Disaster/Emergency Preparedness 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, or motion detectors. 	<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 • Security Cameras • Alarm system (initial equipment cost) • Lock boxes for dangerous items.
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 	
Outdoor safety		Health/Nutrition	
<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 	

Program Materials as Required by Licensing

Items that are required by licensing.

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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 selections, 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

Professionalism	
Learning Opportunities	Professional Resources
<ul style="list-style-type: none"> • Community-based training sessions that are approved on Develop • Credit –based classes • Online learning approved on Develop • Professional organization conferences approved on Develop 	<ul style="list-style-type: none"> • Professional resources: textbooks, subscriptions to education and professional journals • Child care association fees • Professional texts • Curriculum and assessment tools for use with children
<p>Relationships with Families Building two-way relationships with families. Strengthen a sense of belonging among all children. Be a resource for families seeking services.</p>	
Communication	Links to Resources
<ul style="list-style-type: none"> • Basic laptop, tablet or desktop computer for creating newsletters and other communication • Apps for family communication • Supplies such as bulletin boards, folders, etc. 	<ul style="list-style-type: none"> • Professional resources: textbooks, subscriptions to education and professional journals • Multicultural resources

Additional Requirements

- Two-Year Requirement**
 If you are awarded a grant, you will be required to provide active licensed 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.
- Requests for a change in budget**
 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 by the manufacturer. In these cases, you must get prior approval for a budget change from the Grant Administrator. Only one budget change will be allowed per grant.
- Services to Families Receiving CCAP**
 Grant recipients may not refuse services to families receiving assistance through the Child Care Assistance Program.
- Completion of Surveys and Report Forms**
 Grant recipients are required to complete surveys requested by your district CCA.
- Language Access**
 Programs receiving grant dollars are required to make their child care services available to families who are non-English speaking or use English as their second language.

Submission Instructions

Fill out your application form completely in ink or online. (*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.

1. Send in one complete packet including the full application and all attachments PLUS
2. **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.
3. Staple attachments to Original Application Only.
4. **Mail** or e-mail the original completed application form with all required attachments stapled to it.

Mail or e-mail applications and all attachments to: **Lakes & Prairies Child Care Aware**
715 11th St N, Suite 402
Moorhead, MN 56560
Attn: CCA Grants
kellir@caplp.org

Application Checklist

Your application packet to your Child Care Aware must include:

- Application form**, with all questions completed. (ink or online)
- Copy of your current child care license, if applicable and a letter of recommendation from your licensor.**
- Copies of Knowledge and Competency Framework (KCF) Learning Records for all lead teachers or the lead child care provider showing Develop membership and/or completed preservice training.**
- 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)**: A picture from a catalog or the internet is recommended **only** if the items may be questioned by the reviewers.



Start-up Grant Application 2020-21

Organization applying for grant: _____

Organizational ID# on Develop: _____

DHS License #: _____ (If available) Tribal License #: _____

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

If your program is or will be 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: _____ OR Anticipated date _____

Location

Address: _____ City _____

Zip Code: _____ County: _____

Phone: _____

Do you plan to accept CCAP? ___ Yes ___ No

Grant Contact Information

Name of person responsible: _____

Email address: _____

Phone Number: _____

About your program

Anticipated 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.

If already operating, 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 will/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 _____

Has your licensor visited? _____ Yes _____ No

Licensor's Name _____

(To apply for a startup grant you need to have had your first visit with your licensor)

What date do you plan to open for business? _____

Has the Fire Marshall visited your location? _____ Yes _____ No

(Include copy of his/her report if yes.)

On the following page, list the items you are requesting for your grant.

Please include documentation from your licensor that the items in your grant application are needed to meet licensing requirements prior to opening.



Start-up Grant Application 2020

Item Requested	Cost	Description of Use
Total	\$	Maximum amount of grant is _____



Grant Participation Agreement

Program Responsibilities

I understand to be eligible to apply for and receive a Child Care Services Grant, my program must have been licensed for the first time within the past 6 months, will soon be licensed and has been visited by the licensor, is a new program (less than 6 months in operation) that is exempt from licensing or is an existing program that is expanding to take more children.

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 application and notification of funding award, my program agrees to:

- Provide active licensed child care in Minnesota for a minimum of 2 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:

- Register my program's Organization Profile in Develop, The Minnesota Quality Improvement and Registry Tool, (developtoolmn.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 AND
 - Be connected to a classroom with the correct employment title.
- Complete the training requirements:
 - 12 hours of Achieve approved training taken by me or members of my staff.

Data Sharing

I understand that by signing this participation agreement, I am agreeing to allow Minnesota Department of Human Services 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 your program is listed below:

- All data submitted, on paper or via www.developtoolmn.org, related to your program's participation in grant activities and grant documentation, including all information in your Organization Profile.
- The learning records of any early education professionals connected to your organizational account on develop.
- Information on purchases made with the funds.
- Information regarding the grant administration process, including fund reimbursement to your 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

Signature

Date