

November 1, 2018

Thank you for your interest in the Regional Child Care Service Grant Program. This year's application round has closed.

Please check back in August 2019 for information on the 2019 round of Regional Grants, including local grant writing workshops and updated application materials. Applications will be accepted as of September 1, 2019.

Sincerely,

Lakes & Prairies Child Care Aware



# Regional Child Care Service Grant Application Guide and F.A.Q.

Lakes & Prairies Child Care Aware

working in cooperation with

Minnesota Department of Human Services

## FREQUENTLY ASKED QUESTIONS – REGIONAL GRANTS

**1. Question: Who can apply for these grants?**

**Answer:** Any Early Childhood program or provider who is licensed, or is soon-to-be licensed and has been visited by the licenser, or is exempt from licensing is eligible to apply for these grants. Applicants must have an organization ID on Develop to qualify. Child care centers and family child care programs licensed with the Minnesota Department of Human Services must not have licensing violations, including conditional license; temporary immediate suspension; suspension; revocation; or a maltreatment determination.

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

**Answer:** Programs may apply for funds to support child care and school-age care services through the **categories** listed in this Guide. The State has determined that grant funds will be specifically targeted to strategies and activities that will increase the capacity of providers prepare young children for Kindergarten and beyond.

For regional grants, start-up grants and emergency grants as well as any funding related to Parent Aware, Child Care Aware will cover the cost of materials for outdoor play area fencing as required by licensing, or to ensure child safety. 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 fence assembly and/or installation covered by a CCA grant, the labor must be performed by a licensed and bonded contractor.

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

**Answer:** 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 supplies (diapers, wipes, soap, paper products) or office supplies (ink, paper, printers, etc.) for the program. Please see pages 4-7 of this document for a guide to approved items.

**4. Question: How much money can my program apply for?**

**Answer:**

- **Family Providers can apply for up to \$1500**
- **Center Programs can apply for up to \$3500**

**5. Question: If my program receives a grant, are there any requirements that I have to meet?**

**Answer:** Yes. If you receive a grant, you will be required to

- complete 12 hours of approved training,
- 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](http://www.developtoolmn.org) )

**6. Question: If my program is awarded a grant, how will my program receive the money?**

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

**7. Question: How is it determined whether or not my program will receive funding?**

**Answer:** 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 a review committee. Due to limited resources, your application may only receive partial funding. A denial or award letter will be sent to you November 1.

**8. Question: When is this grant available?**

**Answer:** Applications are available September 1 and are due in our office or postmarked by September 25.

**9. Question: Why is it important to have multicultural resources in my program if all my children and families are of one race?**

**Answer:** Research has shown that children begin to create ideas about race very early on – typically, by ages three and four children have developed a limited concept of race. For this reason, it is important to teach all children about differences and social justice, and help them develop individual and group identities based on personal abilities and interests, rather than based on 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 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.

## **CHILD CARE SERVICES GRANT PRIORITIES**

The Department of Human Services (DHS) has identified special services related to child care. These grants are a way to provide these services to all children, including those who

- Speaks English as a second language
- Has an Individual Education Plan or Individual and Family Service Plan through a special education program
- Is enrolled in the Child Care Assistance Program
- Is enrolled in Minnesota Family Investment Plan  
Is eligible for or enrolled in the free and reduced lunch program
- Is enrolled in Head Start
- Lives in an out-of-home placement (foster care)

The state has also identified grants that address school readiness as a priority.

### **Regional Grant Priorities**

In addition to the state priorities set by DHS, there are regional priorities set by your local Child Care Aware grants advisory committee to address child care needs in your area. Requested items should relate to these priorities. You will be asked to explain how your grant request meets these priorities.

The local priorities are:

- **Infant & Toddler**
- **Outdoor & Indoor Equipment that promotes health & well-being**
- **Health & Safety Items**

The following pages 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.

## Spending Categories

<b>Physical Health and Well-Being</b>			
<p><b>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. For regional grants, start-up grants and emergency grants as well as any funding related to Parent Aware, Child Care Aware will cover the cost of materials for outdoor play area fencing as required by licensing, or to ensure child safety. 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 fence assembly and/or installation covered by a CCA grant, the labor must be performed by a licensed and bonded contractor.</b></p>			
<b>Household alarms and detectors</b>		<b>Transportation safety</b>	
Smoke alarms Carbon monoxide alarms Radon detectors Lead content detectors (for toys and other child items which could be put in the mouth)		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	
<b>Household emergencies</b>		<b>Household safety</b>	
First aid kits Fire extinguishers Choke tubes (for gauging choking potential of small objects) Disaster kits.	Hand-washing kits and posters Healthy habits posters Food group activities Safety kits and posters	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	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
<b>Child safety</b>		<b>Facilities and operations</b>	
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		Egress windows Lead-free environment Facility improvements such as repairing steps, installing railing if flagged by licensing. Gates	
Playground safety surfacing Large outdoor umbrella Sandbox covers Infant bucket swings for outdoor playground swing sets Swings with soft or flexible seats Fencing	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	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	

# Teaching and Relationships

State-approved curricula – See list of state approved curriculum here:

<http://parentaware.org/content/uploads/2016/06/PA-031-Aligned-Curricula-JUNE-2016-FINAL.pdf>

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<b>Room equipment and furniture</b>		<b>Active Play</b>	
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	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
<b>Manipulatives</b>		<b>Science and technology</b>	
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	Exploration kits Nature activities and materials Magnifying glasses, microscopes Weather charts	Minerals/rocks Magnets Prisms Science kits Computers Educational computer software
<b>Social Concepts</b>		<b>Cognitive Development and Perception</b>	
<ul style="list-style-type: none"> <li>• Costumes</li> <li>• Play masks</li> <li>• Dramatic play equipment</li> <li>• Dolls, doll houses and furniture</li> <li>• Other play buildings (e.g., barn, firehouse, school, etc.)</li> <li>• Animal collections</li> <li>• Puppets</li> <li>• Plush animals</li> <li>• Posters</li> </ul>	Miscellaneous such as purses, cameras, phones <ul style="list-style-type: none"> <li>• Multicultural games, activity kits, craft kits and books</li> <li>• Bilingual language materials</li> <li>• Youth cookbooks</li> <li>• Cooking utensils, pots, pans, and food items</li> </ul> Woodworking materials	<ul style="list-style-type: none"> <li>• Age-appropriate books</li> <li>• Storytelling kits and materials</li> <li>• Materials that promote phonological awareness.</li> <li>• Materials that promote print awareness.</li> <li>• Materials that promote alphabet awareness.</li> <li>• Early language concept activities such as object matching, sorting</li> <li>• Infant and toddler toys</li> </ul>	<ul style="list-style-type: none"> <li>• Geometric forms and boards</li> <li>• Patterning activities and materials</li> <li>• Math awareness materials</li> <li>• Tactile numbers and tracing activities</li> <li>• Measurement kits</li> <li>• Clocks and time activities and materials</li> <li>• Calculators, money</li> <li>• Discovery boxes</li> </ul>
<b>Sensory</b>			
<ul style="list-style-type: none"> <li>• Music selections, Headphones, rhythm instruments</li> <li>• Art supplies including stencils and sponges</li> <li>• Sand and water tables and toys</li> </ul>		<ul style="list-style-type: none"> <li>• Feely boxes</li> <li>• Sensory balls</li> <li>• Sight and sound tubes</li> </ul>	

**Multicultural items and resources to promote healthy social and educational outcomes in children and youth.**

Websites	Types of Available Items	Useful Search Terms for On-line Purchases
<p><b>Amazon</b> <a href="http://www.amazon.com/">http://www.amazon.com/</a>  <b>Becker's School Supplies</b> <a href="http://www.shopbecker.com/">http://www.shopbecker.com/</a>  <b>Discount School Supply</b> <a href="http://www.discountsschoolsupply.com">www.discountsschoolsupply.com</a> <b>Environments</b> <a href="http://www.environments.com/">http://www.environments.com/</a>  <b>Hatch: The Early Learning Experts</b> <a href="http://www.hatchearlylearning.com/">http://www.hatchearlylearning.com/</a>  <b>Kaplan</b> <a href="https://www.kaplanco.com/">https://www.kaplanco.com/</a>  <b>Lakeshore</b> <a href="http://www.lakeshorelearning.com/">http://www.lakeshorelearning.com/</a></p>	<p>Multicultural books, music, classroom décor, toys, instruments and activities</p>	<p>Anti-bias, multicultural, diversity, inclusion, world, global</p>
<p><b>Culture for Kids</b> <a href="http://www.cultureforkids.com">http://www.cultureforkids.com</a></p>	<p>Multicultural books, music, classroom décor, instruments and activities</p>	<p>Everything is Multicultural: Click on their catalog to browse for items</p>
<p><b>Grassroots Indigenous Multimedia</b> <a href="http://gim-ojibwe.org/software/">http://gim-ojibwe.org/software/</a></p>	<p>Ojibwe language books, activities and resources</p>	<p>No search terms needed, simply click on "products"</p>
<p><b>National Association for the Education of Young Children (NAEYC)</b> <a href="https://store.naeyc.org/">https://store.naeyc.org/</a></p>	<p>Books for providers</p>	<p>Anti-bias, multicultural, diversity, world **Provider Books Only</p>
<p><b>Redleaf Press</b> <a href="http://www.redleafpress.org/">http://www.redleafpress.org/</a></p>	<p>Multicultural Books for Children and Providers</p>	<p>Multicultural, diversity, inclusion, world, global</p>
<p><b>The Brown Bookshelf: United in Story</b> <a href="https://thebrownbookshelf.com/our-books/">https://thebrownbookshelf.com/our-books/</a></p>	<p>African American Books</p>	<p>This website frequently updates its list of books, by clicking on the link you can read about their latest recommendations, or you can click on their archived lists, available on the right hand of the page **Books Only</p>

**Combine Search Terms With:** books, children's books, classroom, education, toys, activities, music

**Trainings on Develop**

- \* Creating a Positive Multicultural Environment for All Children,
- \* Supporting Conversations about Race and Culture in Early Childhood Setting,
- \* Culture, Families and Providers,
- \* Reconstructing Curriculum, Engaging Learners "Different" Than You,
- \* Building Cultural Connections

## Assessment of Child Progress

Purchase of an assessment tool for use in your program. See list of approved assessment tools on the Parent Aware website:

Camera for recording classroom activities. (Does not include special lenses, etc.)  
 Video camera for capturing child activities.  
 Journaling materials  
 Basic laptop, tablet or desktop computer for on-line assessment.

### Professionalism

#### Learning Opportunities

- Community-based training sessions that are approved on Develop
- Credit –based classes
- Online learning approved on Develop
- Professional organization conferences approved on Develop

#### Professional Resources

- Professional resources: textbooks, subscriptions to education and professional journals
- Child care association fees
- Professional texts
- Basic laptop or tablet for taking on-line courses

### Communicating with Families

Community-based training sessions that are approved on Develop about communicating with families.  
 Technology related to communicating with families (text programs, etc.)

Bulletin boards  
 Newsletters  
 Family events  
 Parent conferences, etc.



## Training Requirement

- Participate in 12 hours of training - approved on Develop. [www.developoolmn.org](http://www.developoolmn.org)
- The timeline for completing this training requirement is **April 1, 2018 – March 31, 2019.**
- You must submit a Knowledge and Competency Framework Learning Record indicating the training you have already taken. The training must either relate to the items that you are requesting funds for, or your individual training needs.
- 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 MN TRECC 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 MN TRECC district grant will consist of the remaining 8 hours, for a total of 20 hours of training.

## Other 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.

- **Deadlines**

**All documents required for requesting reimbursement must be submitted to the Grants Administrator by April 15<sup>th</sup>, 2019.**

- **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, and all budget change requests must be made prior to March 31<sup>st</sup>, 2019.

- **25% match**

Center programs must show a 25% match for the grant. This can be cash from another source, or in-kind donation of time and materials. You do not need a match for each grant category, a 25% overall match for the grant amount will suffice. Use the fair market value of services/materials to calculate in-kind services. You will not be reimbursed until documentation of your 25% local match is received with each request for reimbursement.

## **Application Checklist**

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.

**Checklist** - Your application packet to your Child Care Aware must include:

- Application form**, with all questions completed. (in ink or online)
- Copy of your current child care license**
- Copies of Knowledge and Competency Framework Learning Records for all lead teachers or the lead child care provider for the last 12 months**
- Copies of verification of Parent Aware Certificate, Career Lattice Step, accreditation and/or CDA certificate, Minnesota Child Care Credential Certificate.**
- Estimate or bid** - This is required for fences, windows, or construction (as required by licensing), or assembly projects. 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.

## **Submission Instructions**

- 1. Send in one complete packet including the full application and all attachments PLUS**
- 2. Three extra copies of pages 4, 5, 6 and 7 of application.**
- 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.**
- 4. Staple attachments to Original Application Only.**
- 5. Mail the original completed application form with all required attachments stapled to it and 3 copies of Page 4, 5, 6 and 7 without attachments.**

Applications must be postmarked on or before **September 25, 2018**. Late and incomplete applications will not be considered.

Mail applications and all attachments to:

**Lakes & Prairies Child Care Aware  
Attn: CCA Grants  
715 11<sup>th</sup> St N, Suite 402  
Moorhead MN 56560**

**Award/Denial letters will be mailed November 1, 2018**