

# CHILD CARE SERVICES GRANTS INFORMATION SLIDESHOW





# Part One

## What Are Child Care Grants?

Child Care Grants provide funds to Child Care Programs to help cover the cost of supplies, equipment, technology, and training.



## How many grants am I eligible to receive?

- You may receive one **Regional Child Care Aware grant** award per year.
- You may be eligible to apply for an **Emergency Grant**. These are viewed on a case-by-case basis.
- Providers licensed fewer than six months may be eligible for a **Start Up grant**. Those receiving start-up grants may not receive a Regional Child Care grant in the same fiscal year (July 1 – June 30).

# What other funding is available from Child Care Aware?

- **R.E.E.T.A.I.N. bonuses** reward child care professionals who have earned a degree or National Child Development Associate Credential and have demonstrated a general commitment to continuing education and professional development.
- **Parent Aware** is Minnesota's Quality Rating and Improvement System. Programs who volunteer to be Rated go above and beyond health and safety requirements. Some of the benefits include; having your quality recognized, free coaching and assistance, increased access to scholarships, marketing support provided and higher Child Care Assistance rates. Programs that qualify for Building Quality receive up to \$1000 in improvement supports. After earning your rating you are eligible for \$2500 in Quality Improvement Supports. (Two cohorts a year starting in January and July)



## Who can apply for Regional Grants?

Any Early Childhood program or provider who is licensed or is soon-to-be licensed and has been visited by the licensor 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.

## When and how should I apply?

- Participants in the pilot must apply online between September 1 -25, 2020.
- Grants will be awarded on November 1, 2020.

## **How much money can I apply for?**

Family Child Care Program \$1000

Child Care Center \$2,500

## **If I am awarded, how will I receive the money?**

- All grants are paid on a reimbursement basis
- You will be reimbursed after purchases are made, training requirements have been met and purchasing documentation on Develop has been completed.
- Purchases must be made AFTER November 1, 2020.



## **Will I have to pay back my grant award?**

These are grants not loans. You would only have to pay it back if:

- You are out of compliance with grant requirements.
- You give up or lose your license for any reason within two years from the date of your award letter.



## **If I am awarded a grant, what are the requirements?**

- Complete 12 hours of approved training
- Meet all grant deadlines
- Keep your child care business operational for two years
- Not refuse families because they are participating in Child Care Assistance Program
- Use the grant funding for its intended purpose – including culturally responsive purchases - as approved on Develop.



## What type of items can I apply for?

Programs may apply for funds to support child care, the items selected must fall into at least one of five categories. When applying, you will be asked to identify which category each purchase relates to.

- Teaching and Relationships with Children
- Relationships with Families
- Assessment and Planning for Individual Needs
- Professionalism
- Health and Well-being

*\*10% of your total grant must be spent on culturally responsive items.*



# How do I know what category my item falls into?

- Refer to your Child Care Aware Grant Application Guide. Pages 3 through page 7 list sample items.
- You may also contact your Grant Administrator for assistance.

Choosing the wrong category will not affect your grant award.





## **Why is it important to have multicultural resources in my program?**

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. This is crucial for children to be able to develop unbiased and successful relationships with others as adults.



## What kinds of things should my program NOT apply 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
- Items considered “Cost of Doing Business”



## **Cost of Doing Business includes the following items:**

- Accounting and legal fees
- Advertising
- Banking service charges
- Cleaning
- Food
- Insurance
- Licenses
- Taxes
- Rent or mortgage
- Transportation
- Utilities



## **How is it determined whether or not my program will receive funding?**

Once you submit an online 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.



# **Part Two**

## **How to Apply**



## Step 1: Develop – prior to applying

- Create a Develop Profile at [www.developtoolmn.org](http://www.developtoolmn.org)
- Link your Individual Develop ID with your program's Organization ID
- It can take some time for your profile to be verified by Develop.

## Step 2: State and Local Priorities

### Local Priorities

- Priorities are listed on a pdf available on the CCA of Minnesota website as well as each local website.

[www.childcareawaremn.org](http://www.childcareawaremn.org)

Requested items should relate to these priorities. You will be asked to explain how your grant request meets these priorities.

## Step 3: Wish List

- Create a “Wish List” of items, resources and/or training and explain how these items meet a priority/priorities.
- Consider what items you can include to meet the 10% requirement for Culturally Responsive resources.
- Include a price for the selected items.
- Assign a category to each requested item.

“Wish List” template can be found on the last page of the Child Care Aware Grants Guide

## Sample Wish List

- State: School Readiness
- Local: Health and Safety of Young Children
- Local: Social and Emotional Skills
- Local: Family and Community Involvement

Culturally Responsive Items. List below all items that you want to purchase in the category.	Price/Cost	Priority	Goal	Match Amount (this is the portion of the cost that a center will pay)
<b>Culturally Responsive Items (choose “Requirements” on Develop)</b> Multi-cultural board books	\$100	School Readiness	Create an environment that acknowledges human differences and helps children learn positive and appropriate responses to differences	
<b>Teaching and Relationships with Children</b> Puppets and puppet storage	\$400	Social and Emotional Skills	Provide opportunities for children to work on social skills, communication and identifying their emotions.	\$200
<b>Relationships with Families</b> Large bulletin board and supplies Printer	\$200 \$170	Family Involvement	Encourage parent involvement by displaying notices, sharing family values, children’s, art work and child accomplishments	\$100

## Step 4: Apply for Grant on Develop

Once your “Wish List” is complete [download the directions](#) on “How to apply for Regional Grants in Develop”

1. Log into your Develop Profile with your email address and password.
2. Choose the organization you want to use for the Regional Grant Application.
3. From your **Organization Profile**, click on the **Quality Tab** and click on **Apply**.

The screenshot displays the 'Organization Profile' page for 'Eeyore's Misfits'. The page includes a header with the organization name and license number, a central box with a question about application processing time, and a navigation menu with tabs for Status, Org Details, Program Info, Classrooms, Quality, Employees, RBPD, and Reports. The 'Quality' tab is highlighted with a blue background and an orange arrow pointing to it. At the bottom right, there is a navigation bar with buttons for Dashboard, EQUI, Apply (circled in red), and Case History.

## Organization Profile

How long does it take to process an application?

Achieve is processing complete applications dated November 21, 2018

#132831  
Eeyore's Misfits  
Tribal License : 100100

Status	Org Details	Program Info	Classrooms	<b>Quality</b>	Employees	RBPD	Reports
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Dashboard EQUI **Apply** Case History

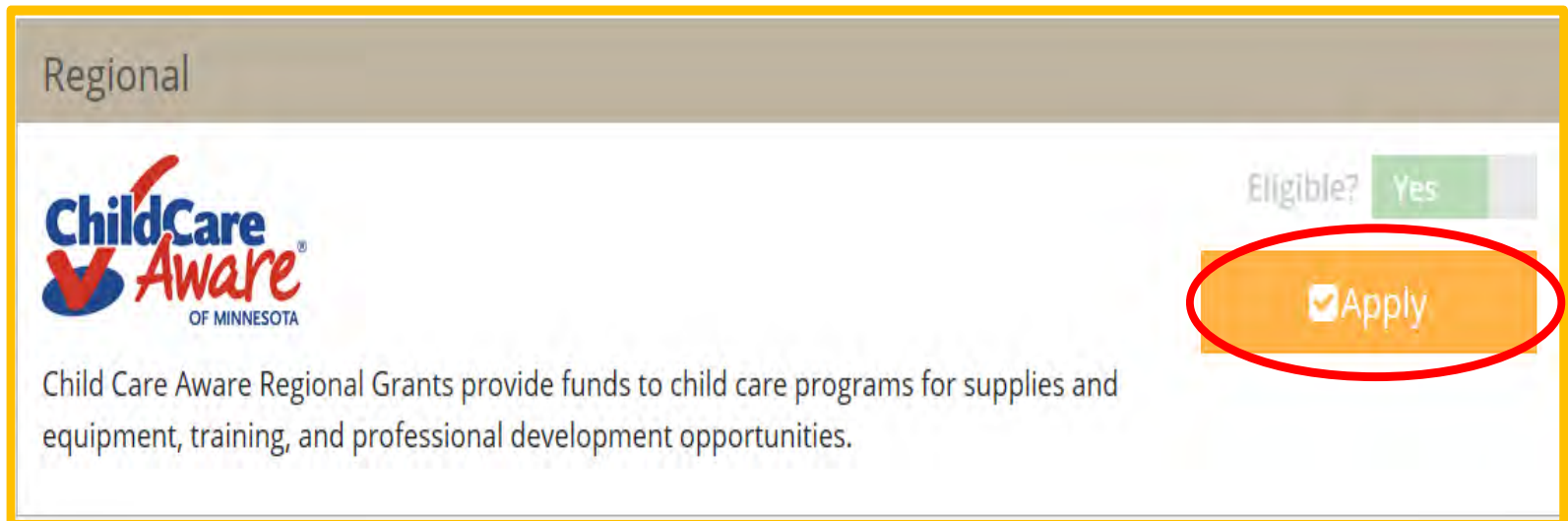
This page lists options to apply for Parent Aware (full rating), Parent Aware Building Quality, MNTRECC and Regional Grants.

You may apply for one or more of the following Quality Improvement cases listed below.

Please note, if no "Apply" button is visible then your organization does not meet the required standards for that applicable case or a case is in progress. Please contact your local Child Care Aware agency at 888-291-9811 for more information about eligibility requirements.

5. Click on **Apply** to start the Regional Grant application.

Regional



ChildCare Aware  
OF MINNESOTA

Eligible? Yes

Apply

Child Care Aware Regional Grants provide funds to child care programs for supplies and equipment, training, and professional development opportunities.

6. Most of the requested information will be auto populated. Please update any missing or incorrect information. Click on **Next** to continue. At any time, you can click on **Save and Exit** to finish later.

#132831  
Eeyore's Misfits

Save and Exit Exit Application

Contact Info ID Numbers Accreditation Enrollment Address Participation Terms

### Contact Information

Email Address\*  
katherine.wintertest+cr@gmail.com

First Name\* Christopher Last Name\* Robin

Phone - - Ext.

Next



7. on **Verify your Organization Identification.** Scroll to the bottom of the page and click **Next.**


#132831  
Eeyore's Misfits

Contact Info	<b>ID Numbers</b>	Accreditation	Enrollment	Address	Participation	Terms
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### Organization Identification

You indicated that this organization provides early learning and/or school age care to children. Let's gather some identifying information for this organization. **Answer Yes or No to all questions.**

8. Please make sure the information is correct and click on **Continue.**



### Attention!

It is extremely important that you provide all relevant Program IDs before proceeding with this application. If your program is part of Head Start or is affiliated with state-funded PreK, please ensure you provided that information on the previous screen. Program administrators must have complete information about your program in order to ensure you have access to the appropriate resources and support.

Enter **Program Accreditation**, if any, by clicking on the +Accreditations button. Click on **Next** to continue.

#132831  
Eeyore's Misfits

Contact Info ID Numbers Accreditation Enrollment Address Participation Terms

Program Accreditation +Accreditation

National Association for the Education of Young Children (NAEYC) Accreditation

ID -- / Effective Jan 2019 / Expires Jan 2020 / 0 / Pending

Previous Next

10. Enter the Program Enrollment for your program. Make sure you fill out the form, including adding zeros where needed so that each box is filled. Click **Next**.

Contact Info ID Numbers Accreditation Enrollment Address Participation Terms

Program Enrollment

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.

Number of Classrooms / Groups 1

Total Number of Children Enrolled 4

Infants	2	High Needs	0
Toddlers	0	High Needs	0
Preschoolers	2	High Needs	0
School Age	0	High Needs	0

## Race of Children Enrolled

American Indian/Alaskan Native	<input type="text" value="0"/>	Percent	0%
Asian/Pacific Islander	<input type="text" value="2"/>	Percent	50%
Black/African American	<input type="text" value="0"/>	Percent	0%
Hispanic/Latino	<input type="text" value="2"/>	Percent	50%
Bi/Multi-Racial	<input type="text" value="0"/>	Percent	0%
White	<input type="text" value="0"/>	Percent	0%

Number of enrolled children speaking English as a second language?

Percent 0%

Number of enrolled children speaking English as a second language?

Percent 0%

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)
- Part week (less than 5 days per week)
- Full week (5 or more days per week)
- Evenings (after 7pm)
- Weekends (Saturday and/or Sunday)

When is your program open and serving children? (Please choose the one answer that best fits.)

Full calendar year

If your program closes (is not serving children) for two or more consecutive weeks at any time during the year, please describe below when your program is closed. Please be as specific as possible.

This program is closed during the following timeframe each year:

Previous

Next

11. Verify your Organization Address and phone number. Click **Next**.

12. **On the Participation tab, you will answer a series of questions in regards to the grant.**

**Purpose for requesting this grant**

Give a brief summary of the purpose of your grant request (approximately 50 words). This will help our committee understand the purpose and rationale for your request. Do not include your name or your program's name in your answer.

**Priority #1**

Please indicate how your grant proposal meets Regional Priority #1 as outlined by your regional grant committee. Click [here](#) to find out what Priority #1 is for your region.

**Priority #2**

Please indicate how your grant proposal meets Regional Priority #2 as outlined by your regional grant committee. Click [here](#) to find out what Priority #2 is for your region.

**Priority #3**

Please indicate how your grant proposal meets Regional Priority #3 as outlined by your regional grant committee. Click [here](#) to find out what Priority #3 is for your region.

**State Priority**

Please indicate how your grant proposal meets the State Priority as outlined by the MN Department of Human Services. Click [here](#) to find out what the State Priority is this year.

13. Expenditures is where you add what you specifically want to do with the grant money.

### Expenditures

Click the add button to add expenditures to the proposed expenditure list.

[+ Expenditure](#)

Expenditure Totals		Breakdown of Grant Investment by Population Served ⓘ	
Program Contribution	\$0.00	Infants & Toddlers	\$0.00
Grant Request	\$0.00	Preschool	\$0.00
Total Investment	\$0.00	School-Age	\$0.00
		Culturally Responsive	\$0.00

Attention! In order for your application to be considered, center-based programs must contribute at least 25% of the Total Investment.

ⓘ Expenditures can address more than one population, so population percentages will add up to more than 100%. Percentages are calculated as a percent of the Total Amount Requested, not including the Cost to the Program.

#### Proposed Expenditures

ⓘ No data available.

14. For each proposed expenditure, provide the following:  
*(A more in depth explanation is available in the Grant Guide.)*

**Category and Indicator:** Select a category and an indicator. Depending on the category you choose, the list of indicators will change. For Regional Grants, please choose **Other**.

Category	Indicator
Select Category	Select Indicator
Select Category	Select Indicator
Teaching and Relationships with Children	T1.1 Routines
Relationships with Families	T1.2 Lesson plans
Assessment and Planning for Each Individual Child	T1.3a Curriculum use
Professionalism	T1.3b Classroom transitions
Health and Well-being	T2.3 Child-adult interactions
Requirements	T2.4 Child-adult interactions (Instructional Support)
	T3.2 Learning environment
	T3.3 Cultural responsiveness
	T4.2 Kindergarten transition plan
	T4.3 Kindergarten transition activities
	Other

**Type:** Materials or Training/Professional Development

**Goal:** Enter what you hope to accomplish with this purchase

**Strategy:** Not required for Regional grants

**Description of purchase:** **Create expenditures based on category – using the Culturally Responsive category first.** List all the items you are going to purchase in this category, separated by commas, and indicate the price of the item in parentheses behind each item. The Grant Application Guide can help you determine which category your purchases should be assigned to.

**Example:** *48"X36" child sized table (\$199.00), 5 12" chairs (\$250.00) 5 Storage bins (\$45.00)*

**Total cost of purchase:** Add all the parentheses and put the total here. **(\$494.00 in the above example)**

**Amount Requested:** How much of the above total will the grant pay for?

**Cost to Program:** How much of the total will you pay for?

**Population Served: Who will benefit from this purchase?** Infants & Toddlers, Preschoolers, or School-Age children – check all that apply.

**Cultural Responsiveness:** Is this item culturally responsive? Check this box only for the expenditure for culturally responsive items.

## +Expenditures



Use the wizard below to add additional expenditure items to the applicable case.

### Regional Grant

Category

Teaching and Relationships with Children

Indicator

T1.2 Lesson plans

Type

Materials

Goal

Purchase new lesson plans in Spanish. We want to add more Spanish speaking families and we need lessons in Spanish.

Maximum of 500 characters

Description of purchase

Lesson plan guides, and pens.

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Total Cost	Amount Requested	Cost to Program
<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="\$0"/>

Auto-generated based on Total cost minus Amount Requested.

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<b>Population Served</b>	<b>Cultural Inclusion</b>
<input checked="" type="checkbox"/> Infants & Toddlers	<input checked="" type="checkbox"/> This item is culturally inclusive
<input type="checkbox"/> School-Age	

Select ALL that apply

Clicking either "Save" button above adds the action item to the applicable case.

<input type="button" value="Save &amp; Close"/>	<input type="button" value="Save &amp; Add Another"/>
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If you only have one request, click on **Save & Close**. If you need to add more, click on **Save & Add Another**.



15. After you add the **Expenditures**, the page will be updated with your entries.

**Expenditures** + Expenditure

Click the add button to add expenditures to the proposed expenditure list.

**Expenditure Totals**

Program Contribution	0%	\$0.00
Grant Request	100%	\$100.00
<b>Total Investment</b>		<b>\$100.00</b>

Attention! In order for your application to be considered, center-based programs must contribute at least 25% of the Total Investment.

**Breakdown of Grant Investment by Population Served**

Infants & Toddlers	100%	\$100.00
Preschool		\$0.00
School-Age		\$0.00
Culturally Responsive	100%	\$100.00

Expenditures can address more than one population, so population percentages will add up to more than 100%. Percentages are calculated as a percent of the Total Amount Requested, not including the Cost to the Program.

**Proposed Expenditures**

#1769 🗑️

Category	Total Cost	Grant Request	Program Contribution
Teaching and Relationships with Children <span style="float: right;">+Details</span>	\$100.00	\$100.00	\$0.00

Click on **+Details** to see the information about your Expenditures.


Previous Click to continue. Next

The last page is the **Participation Agreement**. Please read carefully. Check the box for consent and click on **Submit**. You can always go back by clicking on **Previous**, or come back later to finish the application by clicking on **Save and Exit**.

On behalf of my program, I consent for my program to participate in the grant application process according to the terms outlined above.

Previous

Submit



If at any point during your application, you need to leave the process and come back later, click save. Do not click the “Submit” button until you are sure you have completed your grant application.

When you return to the grant, you will need to choose “apply” again from your Quality tab. Your grant will not appear with other grants in the list below, since it was never submitted. Be aware that Develop will save most of your information, but you may be asked to enter zeros again where you previously placed them.

Continue with your application until you have finished all your expenditures.

17. You will receive an email when your application is submitted. If you do not receive an email within 24 hours, please contact your Grant Administrator.
18. After submission, your Regional Grant application will show on your Organization Profile Dashboard. Click on **Case Info** to see details.

**Electronic Quality Improvement Plan**

● In Progress

1

[View EQUIP](#)

Parent Aware Rating: **Not Rated**

Rating Expires: N/A

Regional, #16883, Applied

[+ Action Item](#) [i Case Info](#)

Action Items	Assigned to	Due by	Approval	Completed?
<a href="#">#1769 - Purchase new lesson plans in Spanish. We want to add more Spanish speaking families and we need lessons in Spanish.</a>	Unassigned	Unassigned	Pending	<input type="checkbox"/>

Check your Grant Application by clicking here.

19. The Case Status will be updated by your Grant Administrator. They can also add notes to your case if needed.

The screenshot displays a web interface for a case management system. At the top, the title is 'Regional Case #16874' with a close button. Below the title, the case name is '#132831 Eeyore's Misfits'. The ChildCare Aware of Minnesota logo is on the left. On the right, there are tabs for 'Case Info' (selected) and 'Expenditures'. The main section is titled 'General Case Information' and contains a table of case details. To the right of this table, the 'Case Status' is shown as 'Applied', which is circled in red. Below the status, there is an 'Attention' box with a warning icon and the text: 'An application for a Regional Grant has been entered.' At the bottom right, there is a 'Next Steps' section with a blue header and the text: 'Your local Child Care Aware Grant Administrator will assign three independent Grant Reviewers to review your program's Grant application.'

General Case Information	
Case ID	16874
Case Type	Regional
Application Date	04/09/2019
Fiscal Year	2019
Language	-- None Selected --

**Case Status**  
Applied

**Attention**  
An application for a Regional Grant has been entered.

**Next Steps**  
Your local Child Care Aware Grant Administrator will assign three independent Grant Reviewers to review your program's Grant application.

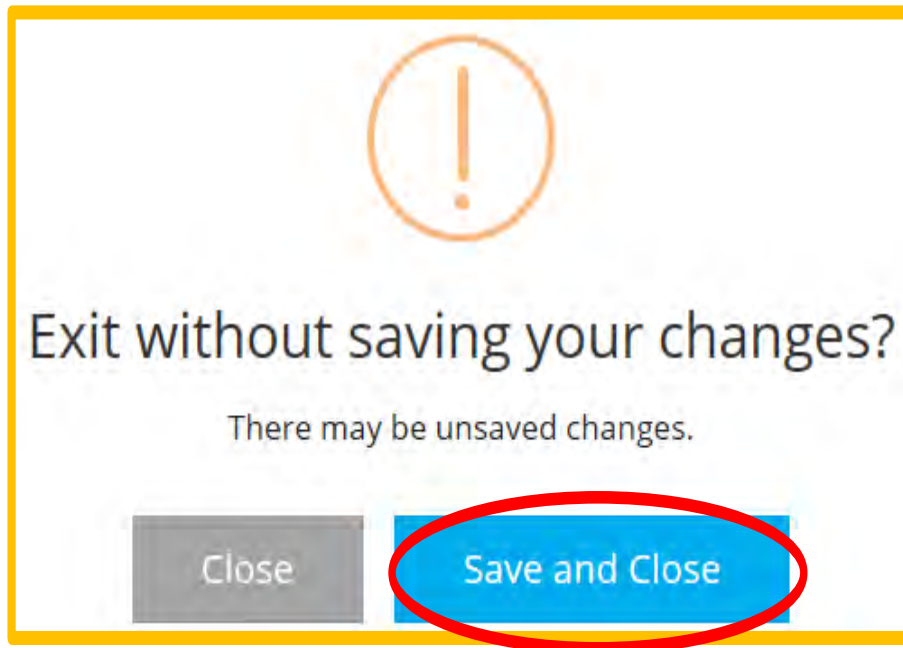
20. Once your grant has been approved, and is ready to spend, you will need to upload receipts for reimbursement or shopping carts, depending on who will be purchasing your items. On your Dashboard, scroll down to your Regional Grant Case. Click on the title of the action item where you need to add documentation.

#16874 - Regional, Fiscal Year 2019, Under Review				
<a href="#">+ Action Item</a> <a href="#">i Case Info</a>				
Action Items	Assigned to	Due by	Approval	Completed?
<a href="#">#1760 - Teach lessons on sharing.</a>	Unassigned	Unassigned	Denied	<input type="checkbox"/>
<a href="#">#1761 - Teach kids yoga to help them calm down</a>	Unassigned	Unassigned	Denied	<input type="checkbox"/>
<a href="#">#1788 - Demonstrate commitment to continuous improvement</a>	Unassigned	03/31/20	N/A	<input type="checkbox"/>


22. Click on **Documents**. You can upload receipts or screen shots (chopping carts) by clicking on **+ Files** and choosing which file from your computer to upload. When finished, click on **Save**.

Required Info	Details	Investment	Documents	Notes
<input type="checkbox"/> <b>Documentation Required</b>				
If documentation is required, this action item will not be able to be completed unless documentation has been added supporting the action taken.				
Upload Quality Improvement Action Item Documentation				
The following file types are accepted: .doc,.docx,.xls,.xlsx,.pdf,.rtf,.ppt,.pptx,.jpeg,.jpg,.bmp,.gif,.png,.pub,.tiff,.tif				
<a href="#">+ Files</a>				
<b>Save</b>			Close	

23. When exit the screen, you'll be reminded to Click on **Save and Close**.



25. You will be returned to the **Quality Dashboard** for your organization.



**When all purchases have been made and reimbursements and payments have been processed, your grant case status will change to “finalized.” No further actions are needed.**





**Questions?**