



Child Care Services Grants

Fall 2024 -Spring 2025

Spotlight on Regional Grants



What Are Child Care Services Grants?

Child Care Services Grants provide funds to child care programs to help cover the cost of supplies, equipment, technology, and training.

There are 3 grants:

- Start-Up
- Emergency
- Regional



Who Can Apply for CCS 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, licensed by a Tribal Government, legally license - exempt, and certified centers.

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.



Start up Grants

- Are designed to assist with the costs associated with starting a newly licensed child care programs, programs in the process of becoming licensed or programs that are increasing licensed capacity in same or new location.
- These funds are limited to items and services required by licensing or the Fire Marshall
- **Grant limits are \$2000 for family child care programs and \$3000 for centers**
- Funding is paid out on reimbursement basis on awarded items only.

Programs are limited to one Regional Grant or one Start-Up Grant in the same fiscal year
July 1 – June 30



Emergency Grants

- To assist existing programs who have been affected by an emergency that directly affects their ability to provide care. (Emergencies include natural disasters such as floods and tornadoes, weather -related damage not covered by homeowners or business insurance such as frozen pipes or hail, and other unforeseen circumstances) .
- Emergency Grants have a limit of \$5,000
- Funding is paid out on reimbursement basis for awarded items.

An Emergency Grant may be awarded to a program that has received a Regional Grant or a Start-Up Grant during the fiscal year



Other Financial Supports from Child Care Aware

Visit www.childcareawaremn.org to view details for additional supports for educators working in family child care and child care centers

- Parent Aware
- T.E.A.C.H. Scholarship
- REETAIN Bonus
- CDA Awards
- Foreign Credential Evaluation Scholarship





Regional Child Care Grants

- Offered annually through district offices to eligible programs
- Provides funds to help cover the cost of supplies, equipment, technology, and training to improve quality of programs.

Each year, the Department of Human Services and Child Care Aware determine grant priorities. This year's priorities are strategies and activities that increase the capacity of providers to prepare young children for school and life.



When to Apply

- Apply online* between September 1 - 25
- Grants are awarded on November 1

Regional Grant Amounts

- Family child care programs may apply for a grant up to \$2,000
- Centers may apply for a grant up to \$3,000



Receiving Funds

- These are paid on a reimbursement basis
- Reimbursement is processed after purchases are made, training requirements have been met, and purchasing documentation on Develop has been completed
- Purchases must be made **AFTER** being awarded on November 1
- Eligible items that are used 100% for business will be funded at 100%. Items that are shared with a household, organization, or group will be funded at 50%.



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.



Grant Agreement Highlights

A comprehensive agreement consisting of the signed participation agreement and the award letter details will be in effect upon accepting the grant

- An educator* in the center or family child care program must complete 12 hours of approved training. Four of these hours must be in Knowledge and Competency Framework (KCF) areas III, IX, and/or X
- Keep your business operational for two years after being awarded
- Accept fee payment from the Child Care Assistance Program
- Use grant funds according to the information that you provided on the application

* Any staff person working directly with children



If grantees do not follow the terms outlined in the grant agreement, a referral will be made to the Minnesota Department of Human Services and may result in discontinuation of future payments, recoupment of payments already made, and/or additional action related to the funds and the provider license under Minnesota Statutes, chapters 119B, 245A, 245E, and Minnesota Statutes, section 245.095.

Additionally, you may be ineligible for other Department of Human Services public programs per Minnesota Statutes, section 245.095 LIMITS ON RECEIVING PUBLIC FUNDS.

These programs include Licensing, Parent Aware Ratings; and funds, including but not limited to Parent Aware grants, TEACH scholarships, REETAIN bonuses, Child Care Aware Regional Grants and reimbursement through the Child Care Assistance Program. Referral to another agency may be made by the Minnesota Department of Human Services if necessary, such as the Bureau of Criminal Apprehension.

Eligible Purchases

Child Care Services Grant Guides include a list of items that you may purchase with your grant. The list will help you:

- Identify eligible items from a broad range
- Determine which spending category to use when describing your proposed purchases on the application
- Work with your Grant Administrator for assistance

Items must either be found on the chart of examples in the grant guide or closely related to the examples. Consult with your grant administrator for item eligibility if it is not listed.



Culturally Responsive Training and Classroom Items

The Child Care Services Grants legislation includes a priority of cultural responsiveness. The way this priority is met is through the requirement of four hours of training in KCF areas III, IX, and/or X. Additionally, you may choose to use grant funds for culturally responsive items.

Culturally responsive items and resources promote healthy social and educational outcomes in children and youth and help them understand the world they live in. For the purpose of these grants, the terms “multicultural”, “culturally responsive”, and “cultural competency” are used to refer to child care settings and educators that respond to and reflect the needs of ethnic and linguistically diverse communities.



Eligible Purchases Examples

Teaching and Relationships with Children: Cots, classroom displays, wagon, puzzles, computer for child use, dolls, books, music instruments

Relationships with Families: Training in KCF area III, parent conference supplies, digital communication tools (such as online daily reports)

Assessment and Planning: Journaling supplies, Parent Aware assessment tools <https://parentaware.org/programs/full-rating-resources/> , tablet or laptop computer for online assessment tools



Eligible Purchases Examples

Professionalism: Training (from Develop), early childhood conference fee, laptop computer for taking online courses

Health and Well -being: smoke detectors, safety helmets, first aid kit, fireplace cover, air purifier, contagious illness mitigation items

The committee likes to see Culturally Responsive items: books, toys, and displays that depict people from a variety of cultures; dramatic play items that depict a variety of cultures (foods, clothing, baby care, etc.); multicultural music; training on topics of culture and race. Consider including these items when you are applying, under Teaching and Relationships priority.



Eligible Purchases

- All materials must be new and purchased from a retailer or an early childhood supplier (such as Kaplan, Community Playthings, etc.); and not a private party such as a cottage industry, or hobbyist.
- If 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 contractor following applicable state and local laws and regulations regarding registration and licensure. See <https://www.dli.mn.gov/business/residential-contractors-remodelers-roofers> for more information.



Examples of Regional Grant Ineligible Purchases

- Any item prohibited by licensing
- major construction or renovations
- religious -based curricula or counseling
- consumable personal care supplies (diapers, wipes, soap, etc.)
- consumable office supplies (paper, staples, pens, etc.)
- Fees for care (tuition, scholarships)
- used items
- Items considered “Cost of Doing Business” (business related fees and service charges, utilities, taxes, rent, etc.)
- Food for meals



How to Apply

Step 1: Develop

- Create a Develop Profile or update your information at www.developtoolmn.org
- Link your Individual Develop ID with your program's Organization ID or review for accuracy. *You can only apply for a regional grant in your Organization Profile.*
- It can take some time for your profile to be verified by Achieve, so start now!



How to Apply

Step 2: The Application Guide

- Read the guide completely
- Review the 5 priorities and examples of related items that can be purchased
- Fill out the Application Planning List form
 - The Application Planning List will help you explain how your intended purchases relate to the priorities and your goals



How to Apply

Step 3: The Application Planning List

- The Planning List in the Application Guide will help you successfully complete the application
- The list helps you prepare
 - ✓ your goal for one or more priority areas (what you want to accomplish)
 - ✓ the strategy (the action you will take) to meet each goal
 - ✓ the items that will be needed



How to Apply

Let's take a tour of the Regional Grant guide
and Application Planning List!

<https://www.familiesfirstmn.org/services/child-care-aware/grants/>

****Need to link Grant guide to FF page*



Things to remember:

- You will be expected to purchase the items exactly as you describe them in your application. You are allowed 1 change – and only if the original item is no longer available. The grant administrator can deny payment for any item not listed on your application.



Things to remember:

- The grant administrator cannot tell you how to fill out the priorities section of your grant application. Read the instructions thoroughly and fill it out to the best of your ability.
- Always follow Directions! Simply stated, if you do not adhere to the specified requirements laid out in the grant guide and instructions, your grant application will not be reviewed. To avoid this frequent mistake, please take the time to read instructions thoroughly.



How to Apply

Step 4: Apply on Develop

- Visit the Develop website and view the Develop guide “Regional and MNTRECC Grants – Program Application Instructions”
- Read the instructions completely and prepare all of the required information before applying for the grant
- Using the instructions, and your Application Planning List, fill out and submit your application



How to Apply

Let's take a tour of the Develop Regional Grant application instructions!

[Regional and MNTRECCGrants – Program Application Instructions \(PDF\)](#)



Grant Review

- After you click Submit, you will receive an automated email confirming that you have successfully applied for a grant. **Save this email**
- Your Grant Administrator will assign three independent Grant Reviewers to review and score your grant application



Regional Grant Review Process

- Applications are reviewed by a review committee.
- Each application is reviewed and scored by three committee members.
- Grants are awarded based on scores – highest to lowest.
- The number of grants awarded is dependent on the grant budget.



Grant Results

- By approximately November 1 you will receive the result of your grant application*
- If you are awarded a grant, visit the Develop website and read the guide “Regional and MNTRECC Grants - Award Instructions for Programs (PDF)”

**If it is not funded, your application can possibly be put on a waitlist and reviewed later if funding becomes available. Please keep all receipts for items purchased in case we can take you off the waitlist and award you at a later date.*



Review

- ✓ Regional Grant applications are available Sept. 1-25
- ✓ Develop Individual and Organization Accounts must be complete and up to date
- ✓ Read the Regional Grant Guide and Develop instructions before applying
- ✓ Grant results are communicated Nov. 1



Northeast District Tips

- If, after awarded, a change is needed (example and item is no longer available), you **MUST** get prior approval from the Grant Coordinator by email, so in writing. All change requests must be made prior to March 1, 2025, and only one change request is allowed. No prior approval means your grant could be disqualified.
- Research products and prices. Don't guess at the cost but find a place to purchase items where the costs are reasonable. These grants will reimburse for tax and shipping.
- Keep in mind that the review committee gives points based on how well your answers fit the priorities from the state that are listed in the grant guide.
- Have your planning guide with all prices, categories and answers beside you before you go online to start entering your grant.
- Remember if you apply for items in all categories', you will only have 5 expenditures/action items. Many applications will not apply for all 5 categories.



Northeast District Tips

- How to complete Expenditure / action item

+Expenditures

Use the wizard below to add additional expenditures items to the applicable case

Regional Grant

Category

Teaching and relationships

Indicator ****Not used in scoring so select "Other"**

Other

Type

Materials

Goal

To provide introduction to science in my program

Maximum of 500 characters

Strategy

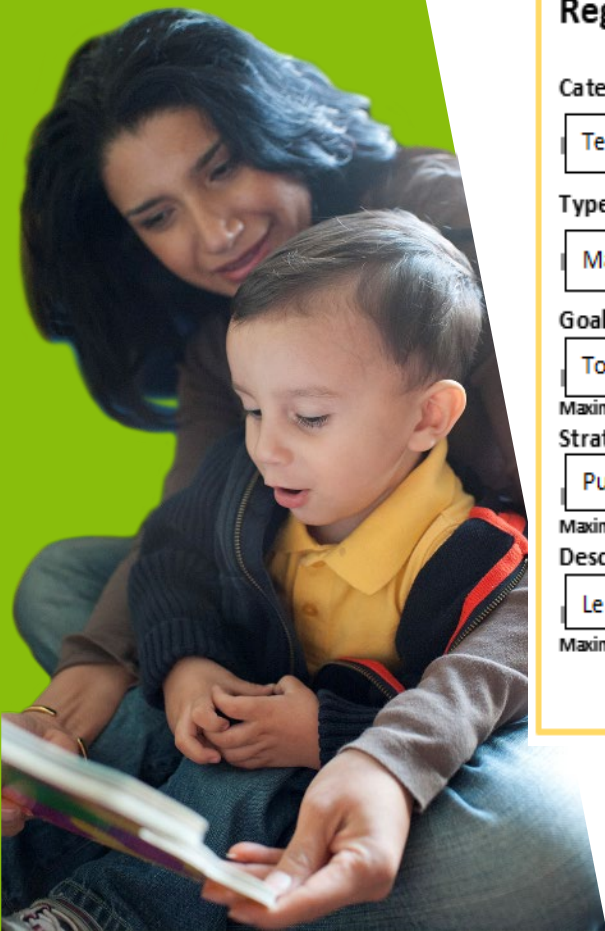
Purchase science curriculum for my Pre-K kids

Maximum of 500 characters

Description of purchase

Learn Every Day™ Pre-K Kits \$299, Kaplan Baby Loves STEM Board Books - Set of 4 \$39.45

Maximum of 500 characters



Northeast District Tips

- How to complete Expenditure Cost section

Total Cost	Amount Requested
<input type="text" value="338.45"/>	<input type="text" value="225.38"/>
Cost to Program	
<input type="text" value="\$113.07 **Amount over max of \$2000"/>	
Auto-generated based on Total cost minus Amount Requested.	

Population Served	
<input type="checkbox"/> Infants & Toddlers	
<input type="checkbox"/> Preschool **Check what age groups will benefit from these items	
<input type="checkbox"/> School-Age	
Select ALL that apply	
Cultural Responsiveness	
<input type="checkbox"/> This item is culturally responsive **do not check this box for 2022-2023 grant round	
Clicking either "Save" button below adds the action item to the applicable case.	
<input type="button" value="Save & Add Another"/>	<input type="button" value="Save & Close"/>

Remember 4 hours of your training needs to be in KCF III, IX and/or X.



Northeast District Tips

- Please remember that all items must be new and purchases from a reputable store/company with complete receipts. No used items, and no items from a private party such as a cottage industry, or a hobbyist: such as a Facebook seller or Etsy will be allowed.
- Remember – do not upload pictures or receipts from a phone. Print them and scan them from a computer and upload them to develop. We will not reimburse from incomplete receipts, or unreadable.
- You are not able to upload items in the applying process. You can email us a one page of pictures of items you want to include, and we will upload to develop for you. This is not required but does help with identifying items you are asking for.
- Estimate or bids – This is for fences, egress windows, or minor construction (that is required by licensing), or assembly projects where you are requesting the cost of labor. This must be a bid from a licensed contractor email to us and we will upload for you.



Northeast District Tips

- You will receive an award, or waitlisted, or denied letter after November 1, 2024. Please read your entire letter.
- If you are waitlisted, that means we have run out of funds and can't award you now. We will keep your grant available in case funds do come available throughout the grant period. If they do and we can award you, we will notify you. If you purchase the items, you asked for in the grant after November 1, and we can take you off the waitlist, we can use those receipts so keep them. If we don't get funds to award, then your grant will be moved to denied status in April.



Questions?

Contact:

- Sandra.sterling@pine.edu
- Develop assistance
 - [support@develophelp.Zendesk.com](mailto:support@develophelp.zendesk.com)Or our Professional Development Specialist
 - Tiffany.Sullivan@pine.edu

