Child Care Services Emergency Grant Application Guide

Child Care Services Emergency Grants assist existing programs who have experienced 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, increased costs related to a pandemic, and other unforeseen circumstances.

FREQUENTLY ASKED QUESTIONS

1. **Who can apply for Emergency 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, which include 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. Programs operating under a conditional license may still apply while under the terms of that license status, but grant funds must be used to assist the program in becoming fully compliant.

   Programs that have received a Start-Up Grant or Regional Grant may also apply for an Emergency Grant.

2. **How much money can my program apply for?**

   Programs can apply for up to $5,000.

3. **What items can my program apply for?**

   Programs may apply for funds to replace or repair materials damaged or lost due to an emergency, or to correct infractions flagged by licensing. The items you apply for must directly affect the quality and safety of your program and meet licensing requirements. The items you apply for must be comparable to the items lost. Please refer to the Grants Spending Categories and Eligible Items list included in this guide. All materials must be new and must be purchased from a retail company, an early childhood supplier such as Lakeshore, and not a private individual.

   Any items purchased with this grant must be used in accordance with licensing requirements. Please contact your licensor if you have questions about a particular item meeting licensing requirements.

   Child product safety information to guide expenditure eligibility or ineligibility can be found at these government resources:

   https://www.cpsc.gov/Recalls
   https://www.cpsc.gov/SafeSleep
   https://playgroundsafety.org/safetm-resources/guidelines-standards-and-best-practices
   https://www.cdc.gov/injury/features/child-passenger-safety/index.html

Minor Construction Projects: Grants may be used towards the cost of materials for outdoor play area fencing or other minor construction or renovations to the spaces used for child care 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 contractor following applicable state and local laws and regulations regarding registration and licensure. See dli.mn.gov/business/residential-contractors- remodelers-roofers for more information.

These grants can be used for technology and software to replace lost business management systems.

Eligible items that are for 100% business use will be funded at 100%. Items that are shared with a household or organization (such as a church) will be funded at 50%. The reimbursement rate depends on how the item is used and not the item itself. For example, in one program a refrigerator may be used only for child care food (business use only); and in another program it may be used for child care food and a family's food (shared).

4. **What items are not eligible?**

    Due to a federal rule, Emergency Grants may not be used for the following:

    Major Construction or Renovations: Major renovation means structural changes to the foundation, roof, floor, exterior or load-bearing walls of a facility, or the extension of a facility to increase its floor area; or extensive alteration of a facility such as to significantly change its function and purpose, even if such renovation does not include any structural change.

    Religious-based Curricula, Activities, Materials, or Counseling: Child care programs are allowed to purchase and/or use religious-based curricula or items in their program if they choose, but they must use their own funds; they cannot use Child Care Services Grants.

    Expendable Supplies: Expendable supplies (diapers, wipes, soap, paper products), except as it pertains to Personal Protective Equipment (cleaning products, hand sanitizer, masks) used for recommendations from the Minnesota Department of Health to keep children and staff healthy and safe.

    Office supplies that are not directly used for early childhood quality improvement activities: Ink and paper used to print invoices for families would not be an allowed use of grants. Ink and paper used to print curriculum, worksheets, or a newsletter for families in the program would be allowed.

    Child Care Development Fund (CCDF) federal restrictions can be reviewed online in the National Archives Code of Federal Regulations: Title 45 Subtitle A Subchapter A Part 98 Subpart F § 98.56(b)(1) Restrictions of the use of funds at eCFR :: 45 CFR 98.56 -- Restrictions on the use of funds.

    Grants are not allowed to be spent on items considered to be part of the cost of doing business (such as rent, utilities, taxes, bank service fees, and down payments).

    In addition, grant funds are not allowed to be spent on child care tuition (scholarships), nor items prohibited by licensing.

    Items are ineligible if someone employed by the program will benefit financially from the purchase itself. For example, purchasing toys from an employee who is a Discovery Toys representative.

5. **How many grants am I eligible to apply for?**

    You may receive only one Emergency Grant per fiscal year (July 1 – June 30). A program can receive an Emergency Grant and a Regional Grant or Start Up Grant in the same fiscal year.

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

    Your program will need to sign and follow the requirements of a Participation Agreement. Please read the agreement carefully before signing.

7. **If my program receives a grant, how will my program receive the money?**

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

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

    It is available on an ongoing basis, subject to available funds.

9. **How does my program apply for this grant?**

    Please contact your local Child Care Aware of Minnesota 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.

GRANT SPENDING CATEGORIES AND ELIGIBLE ITEMS

The following charts list items that you may purchase with an Emergency Grant. This will help you identify eligible items, and which spending category to use when describing your proposed purchases on the budget pages of the application. If you do not see an item listed, it may be ineligible. If you need assistance, please consult with your Grant Administrator to confirm eligibility or ineligibility of an expense.

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.

- ADA compliance features (fix, add, or replace) necessary for child care program, including parking lot railings and disability ramps
- Adaptive, special needs items such as positioning equipment, eating utensils, cups and plates, adapted toys
- Antibacterial wall dispensers
- Bathroom that is child care specific - addition, repair, or renovation
- Bibs and eating utensils, dishes, eating supplies for staff and children to serve and eat food
- Child care program furniture (cribs, mattresses, pack-n-plays, pack-n-play covers, cots, changing tables, child-size table and chairs, shelves/cabinets, infant seats, cubbies, storage, high chairs, booster seats, toddler chairs, potty chairs, etc.)
- Child Safety locks such as appliance locks, outlet covers, cabinet locks
- Child toothbrushes and individual toothpaste containers
- Child transport wagons and Strollers that meet safety specifications and stroller accessories like sun cover, cup holder
- Choke prevention tubes (for gauging choking potential of small objects)
- Closet door latches to prevent a child from being trapped inside a closet
- Concrete for filling of small cracks, purchase of cement mix for projects that providers would do themselves
- Consultation with a Child Care Health Consultant for health, safety, nutrition, infectious disease control and/or advice on the care of a child with special needs
- Disease prevention supplies recommended by the Minnesota Department of Health such as masks, certain cleaning supplies, PPE, etc.
- Down spouts/gutters - adding, moving, replacement
- Egress window created from an existing window to meet licensing requirements, add or expand egress window for easier escape access, add stair and rails to access fire escape/egress more easily
- Extermination of bugs, rodents, etc. by methods that do not create a hazard to children
- Faucet for bathroom that is hands-free
- Fence (purchase or repair) - in the child care play space and/or around pools/water sources, providing fence is functionally designed for child safety, including chain-link, privacy and picket - pickets must be close enough together that a child cannot slip through.
- Fire escape ladder

- Locks for cabinets or locked storage units for medicines and cleaning agents
- Materials and labor needed to install or repair a pathway for riding toys, small bikes, etc.
- Minor construction projects that are needed for safety or licensing such as repairing or replacing steps, fencing, windows, doors, minor repairs to fill small potholes or cracks in driveway or parking lot, or chips in sidewalk or patio if posing health/safety risk. This includes minor mud jacking or sidewalk grinding
- Outdoor play equipment (such as climbers, swings, slides and accessories that meets safety standards, and the repair of eligible equipment
- Painting/staining of building including porch/deck/stairs that is needed due to damage by natural disaster, criminal or accidental act. Additionally, new or replacement siding. Roof repair or replacement, Internal or external insulation
- Panic hardware for exterior doors
- Playground safety surfacing (for fall protection)
- Protective panels added to deck railing
- Purchase of safe plastics that do not contain polycarbonates for serving food
- Purchase or repair of appliances (refrigerator, freezer, range, dishwasher, washer, dryer, air purifier, dehumidifier, humidifier, water purifier when needed for safety, etc.)
- Radon detectors and mitigation, removal of lead paint, mold, asbestos
- Refrigerator thermometer, hot liquid thermometer, food temperature thermometer
- Replacement of wooden barriers that contain creosote or arsenic with safe materials
- Replacing, repairing interior and exterior doors due to damage. Standard lock and/or hardware, keyed and keyless entry systems, security door locks with wifi codes. Creating sufficient exits per fire marshal that do not require a new hole to be cut in an exterior wall. This includes replacement of windows deemed necessary for a fire exit.
- Safety helmets for children riding bicycles or tricycles
- Safety kit, disaster kit, emergency kit (bag or container and all appropriate supplies needed for evacuation in accordance with emergency preparedness plan)
- Sandbox, sand, and/or covers
- Sanitizing equipment (such as ozone or UV cabinet designed for school and child care use)

- Fireplace, heater, and wood-burning stove screen covers. Covers for electric baseboard heaters
- First aid kits
- Floor cleaning equipment (vacuum cleaner, carpet cleaner, etc.)
- Floor covering (permanent) - adding or replacing - due to damage (such as carpet, linoleum, wood, tile, LVP) in areas where children are regularly present only, interior concrete sealing in licensed space
- Food group and nutrition activities (food is ineligible)
- Garbage cans and wastebaskets that are secured, hands-free covered waste disposal cans
- Gates (to prevent falls and access to unsafe areas)
- Generator under emergency circumstances or when advised by a licensor.
- Guardrails, railing, spindles, or additional protective spindles/panels on stairs or deck if spaced too far apart for licensing code if deck is used by child care program and deck is higher than 3' off ground, requiring spindles/rail.
- Hand-washing kits and posters, Healthy habits posters, safety posters
- Heat source (such as a furnace), air conditioning unit needed to meet licensing requirements for child-use space. Installation that does not require new ventilation, duct work or pipes etc.
- Infant bucket swings for outdoor playground swing sets, Swings with soft or flexible seats
- Interior paint, paint supplies and hiring a painter for child care program space – square footage of child care space(s) may be required for amount of paint requested
- Kitchen equipment needed for preparing, storing, and cooking food for children (such as bowls, utensils, measuring cups, BPA free containers, vacuum food saver, pots, pans)
- Kitchenette repair or addition that is dedicated to child care program; repair/replace of damaged items in shared kitchen including flooring, sink/faucet, counters, cabinetry.
- Lead content detectors (for toys and other child items which could be put in the mouth) Lead-free environment. Lead abatement from child care program use environments (business use and shared use). Cost of removing items, materials, and replacement.
- Light fixtures replacement with fixtures containing shielded or shatterproof bulbs; adding shatterproof lighting in unfinished ceiling
- linens and safe-sleep and age-appropriate bedding

- Sanitizing spray, hand sanitizer or cleaning supplies used for the prevention of Covid-19
- Separation panels (adding or replacing permanent panels) to reduce the spread of germs in child spaces or in parent drop-off locations; adding/replacing sound-proofing or acoustic panels.
- Shade canopy, awning for shade, Large outdoor umbrella for shade, structure for shade
- Shingles or siding repair or replacement of small section if damaged and when recommended by licensing for health/safety – documentation required
- Sick and/or quiet space addition or repair that is separate from the activity area
- Smoke detectors, carbon monoxide detectors, fire extinguishers
- Soil backfill, grass seed after tree removal/stump grinding directly in play area only (documentation required)
- Sprinkler/fire suppression system (indoor), repairing/installing within the child care program area when required by fire marshal
- Staining, painting, refinishing decks, patios or porches; replacing deck or patio flooring; enclosing or screening deck, patio or porch
- Storage bins, crates or baskets, containers designed to hold items within the storage units or cubbies
- Tie-down devices for blind and curtain "pulls" and blind and curtain cords
- Time of laborer working in the area requested who can provide their business name, address, and phone on quotes prior to grant awards and on receipts for work performed. License number must be documented when a license is required for work performed by State or Local Municipality regulation. Labor must meet permit and quality inspection regulations.
- Tree removal and/or stump grinding from within immediate child care playground areas for child safety, and areas outside of the child use area if the child use area is affected by an unsafe tree.
- Video door bell (such as Ring), monitoring equipment; keyless entry systems; security doors; security door locks with wifi codes; any video monitoring system or other security system. Cost of professional installation
- Water source repair or replacement at 100% of the cost regardless of shared use (per DHS). Meaning the minor repair of contaminated well for health/safety reasons (i.e., water does not pass licensing requirements – documentation required) or replacement of damaged well/septic cover for safety.
- Window coverings for sleep areas (blinds, curtains)

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.

- Breakroom, meeting room, and professional supplies such as rug, wastebasket, posters to guide pedagogy (the method and practice of teaching)
- Cell phone for work purposes (service contract is ineligible Ex: Verizon expense)
- Technology devices for teachers to use for training courses, assessment and curriculum tools and planning, such as computers, tablets, and standard components of mouse, keyboard, monitor necessary to operate the computer

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.

- Art supplies including stencils and sponges
- Balance beams that are safe for age and development
- Basketball hoops, balls, ball pump, sports balls
- Bicycles, tricycles, wagons, riding toys, scooters, scooter boards, all must be age and developmentally appropriate for children
- Bilingual language materials
- Block play materials, small design blocks, materials that link, construction sets, large outdoor blocks
- Books that are age and developmentally appropriate
- Carpets for classroom needed for activities and play
- Classroom displays, posters, calendars, weather charts, etc.
- Clocks and time activities and materials
- Computer table for children
- Cookbooks for children
- Discovery boxes, feely boxes
- Dramatic play equipment and supplies (Puppet theater, puppets, costumes, play cameras, play phones, career props, dolls, dollhouses, dollhouse furniture
- Dramatic play toy buildings (e.g., barn, firehouse, school, etc.)
- Early language concept activities such as object matching, sorting
- Educational software
- Exploration kits, theme boxes/bags for literacy or STEAM for example
- Infant and toddler toys (teethers, soft blocks, soft dolls and animals, sensory mats, etc.)
- Infant/Toddler activity mats and soft indoor climbers, Tumbling mats, yoga mats
- Infant/toddler portable playsets including but not limited to Step2, Little Tikes, tunnels, playhouses or other large motor toys; portable play items such as nature "stumps" and outdoor sensory structures any indoor/outdoor play sets/large motor toys
- Large motor games (such as bean bag, ring toss, parachutes

- Learning centers - items needed to create and stock (such as literacy, listening, and block play, puzzles, writing stencils, beads, lacing sets, pegboards, pegs)
- Manual dexterity dressing vests for small motor skill development
- Materials for safe and supervised child woodworking experiences
- Materials for safe and supervised child woodworking experiences
- Math awareness materials such as geometric forms and boards, materials for pattern / patterning activities
- Multicultural games, activity kits, craft kits and books
- Music, Headphones, rhythm instruments
- Nature based curriculum learning materials
- Phonological awareness materials, print and alphabet awareness
- Play Calculators, play money
- Play tunnels or hoops
- Pounding benches
- Rocking boats
- Sand and water tables and toys
- Science kits, science materials such as magnifying glasses, microscopes, magnets, prisms, minerals / rocks
- Sensory materials and toys
- Sheds (small prefabricated or kits) 120 sq ft dedicated to child care program use. Playhouse structure 10x12' max size
- Shipping and delivery costs for eligible items
- Sight and sound tubes
- Storytelling kits and materials
- Tactile numbers and number tracing activities
- Tools and tool benches
- Toy animal collections, plush animals
- Toy cooking utensils, pots, pans, and play food items
- Wall hangings, unbreakable mirrors, area rugs, throw rugs, play mats, classroom rugs, waste baskets, for areas used by children

Additional items may be eligible for purchase with an Emergency Grant if the program owned the item, but it was damaged or lost in a disaster (tornado, fire, flood), and if the program's insurance does not cover replacement.

APPLYING FOR AN EMERGENCY GRANT

Participation Agreement: Your program will need to sign a Participation Agreement that details all requirements. The agreement lays out the responsibilities of programs receiving grants. Please read the agreement carefully before signing

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.

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

Grant Payment Information: All Emergency Grants are paid on a reimbursement basis after all requirements are completed.

SUBMITTING YOUR APPLICATION

Fill out your application form completely in ink. Your application should be neat and easy to read and 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 application with all required attachments stapled to it.
2. Keep one copy of the completed application form and all required attachments for your records. You will need to refer back to your application if you are awarded a grant.
3. Mail or email the original completed application packet to:

> CAPLP Child Care Aware
> 891 Belsly Blvd
> Moorhead, MN 56560
> Email: grants@caplp.org

Checklist
Your application packet must include:

☐ The application form, including the participation agreement, with all questions completed.

☐ Copy of your current child care license (*if applicable*) and documentation from your licensor and/or fire marshal that the items in your grant application are needed to meet licensing requirements.

☐ Estimate or bid (*if applicable*). This is required for the installation of fences, windows, or construction, as required by licensing, or equipment assembly projects. 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.

☐ Pictures (*if applicable*). A picture from a catalog or online is recommended if the item(s) may be questioned by the reviewers.

Child Care Services Emergency Grant Application

Organization Name (as listed in Develop): _____

Develop Organization Account # (must not be an Individual Account #): _____

DHS License or Certification #: _____   Tribal License #: _____
(If Tribally licensed, please include a copy of your Tribal license)

Program is license exempt: ☐

Program Type:
☐ Licensed Child Care Center   ☐ Family Child Care   ☐ School-based License Exempt Program
☐ Head Start   ☐ School-age Only   ☐ Certified Center

Original license date if licensed: _____

LOCATION

Address: _____   City _____

Zip Code: _____   County: _____

Phone #: _____

Mailing Address *(if different than above)*: _____

City _____   Zip Code: _____   County: _____

PRIMARY CONTACT

Contact Name (First/Last): _____

Email Address: _____

Phone #: _____

PROGRAM INFORMATION

Licensed Capacity: _____   Number of Classrooms/Groups: _____

Please enter the number of children by age group for which you provide care. In addition, enter the number of children who need intensive support in each age group. A child should be counted as needing intensive support if they are from

families experiencing poverty (at or below 200% poverty rate) or otherwise in need of special assistance and support, including children with diagnosed disabilities or developmental delays, who are dual language learners, who reside on American Indian lands, who are migrant, experiencing homelessness, or in foster care.

Total number of children currently enrolled: _____

Number of infants: _____   Number of infants who meet the criteria for intensive support: _____
Number of toddlers: _____   Number of toddlers who meet the criteria for intensive support: _____
Number of preschoolers: _____   Number of preschoolers who meet the criteria for intensive support: _____
Number of school-age: _____   Number of school-age who meet the criteria for intensive support: _____

Please fill out the section below if the information is known. If not known, it can be left blank. This information is for data collection purposes only and does not affect the scoring of a grant application.

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

Number of enrolled children speaking English as a second language: _____   Percent of enrolled: _____

What kind of programming is your organization licensed for? (*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 p.m.)
☐ Weekends (Saturday and/or Sunday)
☐ Full year
☐ School year only

Does your program have a Parent Aware Rating?   ☐ Yes   ☐ No

Have you signed a Participation Agreement with the intent to become Parent Aware Rated?   ☐ Yes   ☐ No

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

GRANT REQUEST SUMMARY

Give a brief summary (*approximately 50 words*) of the reason for your grant request. What is the immediate emergency and how does it affect your ability to provide care? To keep this summary anonymous, do not include your name or your program's name in your answer or anywhere on this page.

_____
_____
_____
_____
_____
_____

Impact
Describe the impact, if any, that this emergency has on your compliance with licensing standards. (Is it related to a licensing correction order? If so, please indicate the date that the order was issued).

_____
_____
_____

Steps
Describe the steps you have already taken to respond to the emergency, including other agencies you have contacted for assistance.

_____
_____
_____

Funding Plan
Describe what you will do if you are not fully funded.

_____
_____
_____

Careful Planning
Describe why this expenditure is the best way to address the emergency. Have you explored insurance or warranty? Have you obtained estimates for repair and replacement?

_____
_____
_____

PROPOSED EXPENDITURES

Item Requested	Cost	Description of Use	Required by Licensing?
TOTAL	$		

PARTICIPATION AGREEMENT

Program Responsibilities

I understand to be eligible to apply for and receive a Child Care Services Emergency 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 two years from the date of the grant fund notification.
- Enroll interested families participating in the Child Care Assistance Program (CCAP) without discrimination if my program has vacancies.
- Not use funds to supplant expenditures for which there is another federal, state, Tribal and/or local public funding source.
- 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 classrooms on the Classrooms tab; and complete the number of children served at the time the application is submitted, 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.

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.developtoolmn.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, unless otherwise noted.
- Reimbursed **only if funds were used in the intended purpose** as per the grant application and award letter.

_____   _____
Print Name   Name of Program

_____   _____
Signature   Date

SUBMITTING YOUR APPLICATION

Fill out your application form completely in ink. Your application should be neat and easy to read and 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 application with all required attachments stapled to it.
2. Keep one copy of the completed application form and all required attachments for your records. You will need to refer back to your application if you are awarded a grant.
3. Mail or email the original completed application packet to:

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> Moorhead, MN 56560
> Email: grants@caplp.org

Checklist
Your application packet must include:

☐ The application form, including the participation agreement, with all questions completed.

☐ A copy of your current child care license (*if applicable*).

☐ Estimate or bid (*if applicable*). This is required for the installation of fences, windows, or construction, as required by licensing, or equipment assembly projects. 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.

☐ Pictures (*if applicable*). A picture from a catalog or online is recommended if the item(s) may be questioned by the reviewers.