



Bringing Up What Matters Most



## Child Care Services Grant Application Guide

### FREQUENTLY ASKED QUESTIONS

#### 1. Who can apply for Child Care Services 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. 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 finding will prevent the issuance of a grant and/or will cause the withdrawal of a grant.

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

Programs may apply for funds to support child care and school-age care services through the categories listed in this Guide. Each year, The State Department of Human Services and Child Care Aware determine grant priorities. This year, The State has determined that Child Care Services Grants will be specifically targeted to strategies and activities that increase the capacity of providers to prepare young children for kindergarten and beyond. To see your Regional priorities, please go here:

<https://www.childcareawaremn.org/wp-content/uploads/2019/08/FY20-Grant-Priorities.pdf>

Please see pages 3-7 of this document for a guide to approved items.

These grants can be used to cover the cost of materials for outdoor play area fencing or other minor construction projects 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 licensed and bonded contractor.

These grants can be used for technology and software to create, enhance, and maintain business management systems. This includes costs associated with accessing the internet, such as installation or equipment, and website costs for start-up, maintenance, or ongoing subscription fees.

Grants can also be used for higher education expenses during the grant timeframe, and to cover the costs of supporting a T.E.A.C.H. recipient.

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

Child Care Aware grant funds may not be used 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

CCDF federal restrictions can be reviewed here: <https://ccdf-fundamentals.icfcloud.com/restrictions>

In addition, grants are not allowed to be spent on items considered to be part of the cost of doing business. This includes the following items:

- |                             |                    |
|-----------------------------|--------------------|
| • accounting and legal fees | • licenses         |
| • advertising               | • taxes            |
| • banking service charges   | • rent or mortgage |
| • cleaning                  | • transportation   |
| • food                      | • utilities        |
| • insurance                 |                    |

**4. How much money is my program eligible to receive?**

For Child Care Services Grants, family providers are eligible to receive a maximum amount of \$1,000. Center programs are eligible to receive a maximum of \$2,500.

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

Your program will need to sign a Participation Agreement that details the requirements. Please read the agreement carefully before signing.

**6. When are grants available?**

Applications for Child Care Services Grants are available September 1 and must be completed by September 25.

**7. Why is it important to have multicultural (or Culturally Responsive) resources in my program if all my children and families are of one race?**

To receive a Child Care Services grants, it is a requirement that 10% of your purchases be multicultural resources. 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 and entitlement. This is crucial in order for children to be able to develop unbiased and successful relationships with others as adults. (Additional information in *What If All the Kids Are White: Anti-Bias Multicultural Education with Young Children and Families*, by Louise Olsen Derman-Sparks and Patricia G. Ramsey.)

**GRANT SPENDING CATEGORIES**

The following charts 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.

<b>Health and Well-Being</b>			
<b>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.</b>			
<b>Household alarms and detectors</b>		<b>Transportation safety</b>	
<ul style="list-style-type: none"> <li>Smoke alarms</li> <li>Carbon monoxide alarms</li> <li>Radon detectors</li> <li>Lead content detectors (for toys and other child items which could be put in the mouth)</li> </ul>		<ul style="list-style-type: none"> <li>Appropriate child restraint systems for the ages of the children in care</li> <li>Safety helmets for children riding bicycles or tricycles</li> <li>Strollers that meet safety specifications</li> </ul>	
<b>Household emergencies</b>		<b>Household safety</b>	
<ul style="list-style-type: none"> <li>First aid kits</li> <li>Fire extinguishers</li> <li>Choke tubes (for gauging choking potential of small objects)</li> <li>Disaster kits</li> </ul>	<ul style="list-style-type: none"> <li>Hand-washing kits and posters</li> <li>Healthy habits posters</li> <li>Food group activities</li> <li>Safety kits and posters</li> </ul>	<ul style="list-style-type: none"> <li>Safety gates</li> <li>Appliance locks</li> <li>Electrical outlet covers</li> <li>Refrigerator thermometer</li> <li>Hot liquids thermometer</li> <li>Window blind and curtain cord tension or tie-down devices</li> <li>Air purifiers, humidifiers, dehumidifiers</li> <li>Light fixtures containing shielded or shatterproof bulbs</li> </ul>	<ul style="list-style-type: none"> <li>Fireplace, heater and wood-burning stove screen covers</li> <li>Closet door latches to prevent a child from being trapped inside a closet</li> <li>Locks for cabinets or locked storage units for medicines and cleaning agents</li> <li>Panic hardware for exterior doors</li> </ul>
<b>Child safety</b>		<b>Facilities and operations</b>	
<ul style="list-style-type: none"> <li>Child toothbrushes and individual toothpaste containers</li> <li>Cribs, mattresses that meet safety standards</li> <li>Cots, mats and linens for sleeping</li> <li>Highchairs that meet safety standards</li> <li>Changing tables</li> </ul>		<ul style="list-style-type: none"> <li>Egress windows</li> <li>Lead-free environment</li> <li>Facility improvements such as repairing steps, installing railing if flagged by licensing.</li> <li>Gates</li> </ul>	
<ul style="list-style-type: none"> <li>Playground safety surfacing</li> <li>Large outdoor umbrella</li> <li>Sandbox covers</li> <li>Infant bucket swings for outdoor playground swing sets</li> <li>Swings with soft or flexible seats</li> <li>Fencing</li> </ul>	<ul style="list-style-type: none"> <li>Shock-absorbent or loose material such as sand under outdoor climbing equipment</li> <li>Outdoor play equipment that meets safety standards</li> <li>Replacement of wooden barriers that contain creosote or arsenic</li> <li>Guardrails on stairs</li> </ul>	<ul style="list-style-type: none"> <li>Antibacterial wall dispensers</li> <li>Secured garbage cans and wastebaskets; hands-free covered waste disposal cans</li> <li>Purchase of safe plastics that do not contain polycarbonates for serving food</li> <li>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</li> <li>Bibs and Eating utensils</li> <li>Special needs items such as positioning equipment, eating utensils, cups and plates, adapted toys</li> </ul>	

## 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.

### Aligned Curricula

These tools align with the Minnesota Early Childhood Indicators of Progress (ECIPs) and meet Parent Aware curriculum requirements: [ParentAware.org/programs/full-rating-resources/](https://parentaware.org/programs/full-rating-resources/)

### Room equipment and furniture

- 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

### Active Play

- 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)

### Manipulatives

- 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

### Science and technology

- Exploration kits
- Nature activities and materials
- Magnifying glasses, microscopes
- Weather charts
- Magnets
- Prisms
- Science kits
- Computers, tablets
- Educational software
- Minerals/rocks

### Social Concepts

- Costumes
- Play masks
- Dramatic play equipment
- Dolls, doll houses and furniture
- Other play buildings (e.g., barn, firehouse, school, etc.)
- Animal collections
- Puppets
- Plush animals
- Miscellaneous such as purses, cameras, phones
- Multicultural games, activity kits, craft kits and books
- Bilingual language materials
- Youth cookbooks
- Cooking utensils, pots, pans, and food items
- Woodworking materials
- Posters

### Cognitive Development and Perception

- Age-appropriate books
- Storytelling kits and materials
- Materials that promote phonological awareness.
- Materials that promote print awareness.
- Materials that promote alphabet awareness.
- Early language concept activities such as object matching, sorting
- Infant and toddler toys
- Geometric forms and boards
- Patterning activities and materials
- Math awareness materials
- Tactile numbers and tracing activities
- Measurement kits
- Clocks and time activities and materials
- Calculators, money
- Discovery boxes

### Sensory

- Music, Headphones, rhythm instruments
- Art supplies including stencils and sponges
- Sand and water tables and toys
- Feely boxes
- Sensory balls
- Sight and sound tubes

## Assessment and Planning for Each Individual Child

**Children do better when their teachers and providers know them well, understand their levels of development, and use the information to plan instruction. Assessment information is accurate and fair when it is gathered in a way that includes observation in natural settings, and a child assessment tool that is valid and reliable.**

Purchase of an assessment tool for use in your program. See list of approved assessment tools on the Parent Aware website: [ParentAware.org/programs/full-rating-resources/](http://ParentAware.org/programs/full-rating-resources/)

- Camera or video camera for recording classroom activities (Does not include special lenses, etc.)
- Journaling materials
- Laptop, tablet, or desktop computer for on-line assessment

## 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.**

### Learning Opportunities

- Face-to-face training approved on Develop
- Credit-based classes
- Online learning approved on Develop
- Professional organization conferences approved on Develop

### Professional Resources

- Textbooks, subscriptions to education and professional journals
- Child care association fees
- Professional texts
- Laptop or tablet for taking on-line courses

## Relationships with Families

**Children do better when families are engaged in their children’s education and development. Building two-way relationships with families helps strengthen a sense of belonging among all children in the program as they experience respect and support for their home cultures and languages.**

- Face-to-face training approved on Develop about communicating with families
- Technology related to communicating with families (text programs, etc.)

- Bulletin boards
- Newsletters
- Family events
- Parent conferences

## Multicultural items and resources

**Multicultural items and resources promote healthy social and educational outcomes in children and youth, and help them understand the world they live in.**

Websites	Available Items	Useful Search Terms
<ul style="list-style-type: none"> <li>• Amazon <a href="https://www.amazon.com">amazon.com</a></li> <li>• Becker's School Supplies <a href="https://www.shopbecker.com">shopbecker.com</a></li> <li>• Discount School Supply <a href="https://www.discountsschoolsupply.com">discountsschoolsupply.com</a></li> <li>• Environments <a href="https://www.environments.com">environments.com</a></li> <li>• Hatch: The Early Learning Experts <a href="https://www.hatchearlylearning.com">hatchearlylearning.com</a></li> <li>• Kaplan Early Learning <a href="https://www.kaplanco.com">kaplanco.com</a></li> <li>• Lakeshore Learning <a href="https://www.lakeshorelearning.com">lakeshorelearning.com</a></li> </ul>	Multicultural books, music, classroom décor, toys, instruments and activities	Anti-bias, multicultural, diversity, inclusion, world, global
<ul style="list-style-type: none"> <li>• Culture for Kids <a href="https://www.cultureforkids.com">cultureforkids.com</a></li> </ul>	Multicultural books, music, classroom décor, puppets, software and activities	Everything is multicultural: Click on their catalog to browse for items
<ul style="list-style-type: none"> <li>• Grassroots Indigenous Multimedia <a href="https://www.gim-ojibwe.org/software">gim-ojibwe.org/software</a></li> </ul>	Ojibwe language books, activities and resources	No search terms needed, simply click on "products"
<ul style="list-style-type: none"> <li>• Birchbark Books <a href="https://www.birckbarkbooks.com/childrens-books">birckbarkbooks.com/childrens-books</a></li> </ul>	Native American children's books and music	
<ul style="list-style-type: none"> <li>• National Association for the Education of Young Children (NAEYC) <a href="https://www.store.naeyc.org">store.naeyc.org</a></li> </ul>	Books for providers	Anti-bias, multicultural, diversity, world
<ul style="list-style-type: none"> <li>• Redleaf Press <a href="https://www.redleafpress.org">redleafpress.org</a></li> </ul>	Multicultural books for children and providers	Multicultural, diversity, inclusion, world, global
<ul style="list-style-type: none"> <li>• The Brown Bookshelf: United in Story <a href="https://www.thebrownbookshelf.com/our-books">thebrownbookshelf.com/our-books</a></li> </ul>	African American children's books reviews and recommendations	

### Trainings on Develop

Approved multi-cultural trainings on Develop can be found by using the keyword search (multicultural, diversity, anti-bias, etc.), or looking for appropriate titles under KCF 3.

**You may want to ask yourself the following questions to determine if an item is multicultural (culturally inclusive):**

- What does this item teach the children in my care about less dominant cultures in our country?
- Does this item explore a culture/cultures or a language/languages other than my/their own?
- Does this item help celebrate cultural diversity?
- How does this item encourage and recognize the cultural differences among the children in my care?
- Does this item help white children understand the culture of others?

## Requirements (Program Materials as Required by Licensing)

These items may be required by licensing. You should consider purchasing these items if you don't already have them in your program or if they are in poor repair.

<b>Room equipment and furniture</b>		<b>Active Play</b>	
<ul style="list-style-type: none"> <li>• Tables</li> <li>• Chairs</li> <li>• Coat, cubby units</li> <li>• Storage units</li> <li>• Centers: book, listening, writing</li> <li>• Computer table</li> </ul>	<ul style="list-style-type: none"> <li>• Cots or mats</li> <li>• Classroom activity carpets</li> <li>• Activity mats and gyms</li> <li>• Classroom displays</li> </ul>	<ul style="list-style-type: none"> <li>• Bicycles, Tricycles, Wagons</li> <li>• Scooters, scooter boards</li> <li>• Balance beams</li> <li>• Tumbling mats</li> <li>• Play tunnels or hoops</li> <li>• Basketball hoops, balls</li> </ul>	<ul style="list-style-type: none"> <li>• Playground equipment, climbers, swing sets, slides</li> <li>• Large unit blocks</li> <li>• Rocking boats</li> <li>• Parachutes</li> <li>• Large motor games, such as bean bag, ring toss</li> </ul>
<b>Manipulatives</b>		<b>Science and technology</b>	
<ul style="list-style-type: none"> <li>• Materials that link, construction sets</li> <li>• Puzzles</li> <li>• Beads, lacing sets</li> <li>• Pegs and pegboards</li> <li>• Pre-writing stencils</li> </ul>	<ul style="list-style-type: none"> <li>• Pounding benches</li> <li>• Tools and tool benches</li> <li>• Block play materials</li> <li>• Small design blocks</li> <li>• Sensory materials</li> <li>• Manual dexterity vests</li> </ul>	<ul style="list-style-type: none"> <li>• Exploration kits</li> <li>• Nature activities and materials</li> <li>• Magnifying glasses, microscopes</li> <li>• Weather charts</li> </ul>	<ul style="list-style-type: none"> <li>• Minerals/rocks</li> <li>• Magnets</li> <li>• Prisms</li> <li>• Science kits</li> <li>• Computers</li> <li>• Educational computer software</li> </ul>
<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>	<ul style="list-style-type: none"> <li>• Miscellaneous such as purses, cameras, phones</li> <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> <li>• Woodworking materials</li> </ul>	<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> </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> <li>• Infant and toddler toys</li> </ul>
<b>Sensory</b>			
<ul style="list-style-type: none"> <li>• Music, 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>		

## APPLYING FOR A CHILD CARE SERVICES GRANT

**Training Requirement:** Participate in 12 hours of training, approved by Achieve, which can be found on Develop, [www.developoptool.org](http://www.developoptool.org). Training must be completed between April 1, 2019 and March 31, 2020. 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 MNTRECC 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 MNTRECC district grant will consist of the remaining 8 hours, for a total of 20 hours of training. If you are licensed by a tribal government or serve American Indian children, please see [www.mntrecc.net](http://www.mntrecc.net) for more information about resources, technical assistance and outreach to Tribal Early Childhood Programs provided by MNTRECC.

**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.

**Reimbursement timeline.:** All documents required for requesting reimbursement must be submitted by April 15, 2020 for Grant Administrator review.

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

- **State Priorities:** Items relating to school readiness, specifically targeted to strategies and activities that will increase the capacity of providers to prepare young children for Kindergarten and beyond.
- **Local Priorities:**
  1. **Grant requests that support health and safety in child care settings.**
  2. **Grant requests for indoor and outdoor play equipment.**
  3. **Grant requests that support the mental health of young children.**

**Budget: Be specific on your budget pages.** Only items that were approved on your application will be reimbursed. If any substitution needs to occur, this must be approved by the Grant Administrator, (in writing?) prior to making the purchase. A budget change can only occur once in a grant cycle, prior to March 31, 2020.

**Centers 25% match:** Center programs must show a 25% match for the total amount of the grant requested. 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; Use the fair market value of services or materials to calculate in-kind matches. You will not be reimbursed until documentation of your 25% local match is received with each request for reimbursement. Your Local Grant Administrator has a form to help you determine your match.

**Grant payment information:** All Child Care Services, paid on a reimbursement basis after all requirements are complete.

**Grant Application Review Process.** Once you submit 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. A denial or award letter will be sent to you on November 1, 2019 via email or U.S mail.

## SAMPLE WISH LIST

Sample Priorities:

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

Expenditure (item requested)	Price	Category	Priority	Goal	Multi-Cultural	Match?
Multi-Cultural Board Books	\$100.00	Teaching & Relationships	School Readiness	Create an environment which acknowledges and values human differences, and that helps children learn positive, appropriate responses to differences.	YES	
Puppets and Puppet Storage	\$400.00	Teaching & Relationships	Social & Emotional Skills	Provide opportunities for children to work on social skills, communication and identifying their emotions.	NO	
Large Bulletin Board and Supplies	\$200.00	Communication with Families	Family Involvement	Encourage parent involvement by displaying notices, sharing family values, children's, art work and child accomplishments	YES	\$100
Disaster Kit	\$75.00	Physical Health and Well-Being	Health and Safety of Young Children	Update my Emergency Preparedness Plan	NO	
Training: Child Care Emergencies: Be Prepared	\$30.00	Professionalism	Health and Safety of Young Children	Update my Emergency Preparedness Plan	NO	\$18.75

<b>Total amount you are requesting: (Price column total minus match column total)</b>	<b>\$475</b>
<b>Total Amount of Multi-Cultural Items: (Must equal at least 10%)</b>	<b>\$300</b>
<b>Child Care Centers Only: Total amount of match minus amount the program will pay for. (Must equal at least 25% of total)</b>	<b>\$118.75</b>

## WISH LIST

(Fill in Priorities Here:)

- State: School Readiness
- Local: \_\_\_\_\_
- Local: \_\_\_\_\_
- Local: \_\_\_\_\_

Expenditure (item requested)	Price	Category	Priority	Goal	Multi-Cultural	Match?
Totals						

<b>Total amount you are requesting: (Price column total minus match column total)</b>	
<b>Total Amount of Multi-Cultural Items: (Must equal at least 10%)</b>	
<b>Child Care Centers Only: Total amount of match minus amount the program will pay for. (Must equal at least 25% of total)</b>	