

## Completing the Application

### Pages 1 and 2

- Complete all information for your program. If you are applying for a center, the organization is the center name.
- CCAP: if you accept CCAP, but currently have not children enrolled that use the program enter “none at this time”
- High needs children: review what criteria is considered “high needs” in the description above the numbers
- Race of children: if not known, enter the number of children that you do know the race for. The total number of children listed does not need to match the number of children enrolled (since all races may not be known)
- Check all days and times that your program is licensed to offer
  - You should only indicate weekends or evenings if you are licensed to provide care at these times, not if you occasionally are available for families

### Page 3

- Review state and local priorities. Requested items should relate to these priorities. Explain how your requests meets these priorities. Do not include any identifying information related to your program

### Page 4 (wish list items)

- Number each expenditure starting with #1
- Choose a category that the expenditure falls under (only choose one)
  - Use one copy of page 4 for each category
  - Put all requested items for each category on the same form
  - Culturally Inclusive (Multi-Cultural) items that are requested should all be requested on one form under the category “Requirements”
- Choose the type of items you are requesting: Material or Professional Development
- Goal: write a simple goal. The review committee will not be scoring on this item.
- Strategy: this can be left blank. The review committee will not be scoring on this item
- Description: list all specific items in the category here, with the cost of each item
  - Example: books (\$25), puzzles (\$40), manipulatives (\$100), dramatic play clothes (\$75)
- Cost: Enter the total cost of all the items
  - In the example above, the total cost would be \$240
- Amount Requested: List how much you are requesting for these items
- Cost to Program: Enter what amount the program will be paying for these items. Note: This is if the cost of all the items is more than the amount that can be awarded OR you are requesting less than the cost of all items. If the total amount requested and the total cost are the same, you would enter \$0 on this line.
- Population Served: Indicate what age groups the items being requested will be used for
- Select if items are Culturally Inclusive
  - “No” should be selected for all categories **except** for “Requirements” that you are completing for the requested Culturally Inclusive items

*Take care in listing your budget requests. You will be asked to purchase items exactly as listed, except in circumstances such as items being discontinued or price changes. In these cases, you **MUST** get prior approval from the Grant Administrator. All change requests must be made prior to March 31, 2020.*

### Page 5

- Number of Expenditures: This is the total number of copies of page 4 that you completed
- Total Grant Request: Add up the total “Amount Requested” area from each page 4. This will be the total grant amount that you are requesting.
- Total Program Contribution: Add up the total “Cost to Program” area from each page 4. This will be the total amount your program will be paying for the items requested, if anything,
- Total Investment: Enter Total Grant Request + Total Program Contribution

### Page 6

- Read through each line carefully. Sign and date form on the bottom.

## Child Care Services Grant Application Checklist

Fill out your application form completely in ink. (*No pencil*) Your application should be neat and easy to read, stapled together in order. Do not submit grant applications in folders or binders, professionally bound or store-bought.

Your application packet to your Child Care Aware must include:

- Application form**, with all questions completed (including any additional copies of page 4 needed/completed)
- Copy of your current child care license**
- Copies of Knowledge and Competency Framework (KCF) Learning Records for all lead teachers or the lead child care provider for the last 12 months**
- Copies of Parent Aware Certificate**
- Estimate or bid** - This is required for fences, windows, or construction (as required by licensing), or assembly projects where you are requesting the cost of labor. This must be a bid from a licensed and bonded contractor.
- Pictures (ONLY 1 page per spending category)**: A picture from a catalog or the internet is recommended **only** if the items may be questioned by the reviewers.

### Submission Instructions

1. Send in all items listed above PLUS
2. Three extra copies of pages 3-5 of the application (this includes 3 additional copies of each page 4 completed). Do not include any identifying information related to your program on these pages
3. Keep 1 (one) copy of the completed application form and all required attachments for your records. You will need to refer back to your application form if you are awarded a grant. REMINDER: You will be asked to purchase items exactly as listed, except in certain circumstances such as items being discontinued by the manufacturer. In these cases, you must get prior approval for a budget change from the Grant Administrator.
4. Staple attachments to Original Application Only.
5. Mail or email the original completed application form with all required attachments stapled to it and 3 copies of pages 3-5 (including 3 additional copies of each page 4 completed) without attachments.

Applications must be postmarked on or before **September 25, 2019**. Late and incomplete applications will not be considered.

Mail applications and all attachments to:

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

Award/Denial letters will be mailed November 1, 2019