



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 determination where the facility was found responsible, 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 priorities are as follows (listed under the appropriate Parent Aware Category):

Health and Well-being

- Equipment and activities that promote health and fitness in your program

Relationships with Families

- Materials that support the mental health of young children and their families.

Teaching and Relationships with Children

- Materials, activities, strategies, assessment, and curriculum development to promote social/emotional, physical, and intellectual development in all children

Assessment and Planning for Each Individual Child

- Materials that support school readiness, infant through school age in areas such as literacy, social & emotional growth, science, technology, engineering and math (STEM) including assessment support pieces.

Professionalism

- Technology items for professional use including laptops, tablets, desktop computers, printers

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. If an item comes as a kit – with clear instructions for assembly, a program may assemble without hiring 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 Services 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

*Grant dollars may be used to purchase items to reduce the spread of the corona virus (Personal Protective Equipment, cleaning products, hand sanitizer)

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
- advertising
- banking service charges
- food
- insurance
- licenses
- taxes
- rent or mortgage
- transportation
- utilities

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

For Child Care Services Grants and Start-up grants, family providers are eligible to receive a maximum amount of \$2,000. Center programs are eligible to receive a maximum of \$3,000. The eligible amount for emergency grants will be determined on a case by case basis.

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.

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.			
Household alarms and detectors		Transportation safety	
<ul style="list-style-type: none"> Smoke alarms Carbon monoxide alarms Radon detectors Lead content detectors (for toys and other child items which could be put in the mouth) 		<ul style="list-style-type: none"> Appropriate child restraint systems for the ages of the children in care Safety helmets for children riding bicycles or tricycles Strollers that meet safety specifications 	
Household emergencies		Household safety	
<ul style="list-style-type: none"> First aid kits Fire extinguishers Choke tubes (for gauging choking potential of small objects) Disaster kits 	<ul style="list-style-type: none"> Hand-washing kits and posters Healthy habits posters Food group activities Safety kits and posters 	<ul style="list-style-type: none"> Safety gates Appliance locks Electrical outlet covers Refrigerator thermometer Hot liquids thermometer Window blind and curtain cord tension or tie-down devices Air purifiers, humidifiers, dehumidifiers Light fixtures containing shielded or shatterproof bulbs 	<ul style="list-style-type: none"> Fireplace, heater and wood-burning stove screen covers Closet door latches to prevent a child from being trapped inside a closet Locks for cabinets or locked storage units for medicines and cleaning agents Panic hardware for exterior doors
Child safety		Facilities and operations	
<ul style="list-style-type: none"> Child toothbrushes and individual toothpaste containers Cribs, mattresses that meet safety standards Cots, mats and linens for sleeping Highchairs that meet safety standards Changing tables 		<ul style="list-style-type: none"> Egress windows Lead-free environment Facility improvements such as repairing steps, installing railing if flagged by licensing. Gates 	
<ul style="list-style-type: none"> Playground safety surfacing Large outdoor umbrella 	<ul style="list-style-type: none"> Shock-absorbent or loose material such as 	<ul style="list-style-type: none"> Antibacterial wall dispensers Secured garbage cans and wastebaskets; hands-free covered waste disposal cans 	

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.

- | | | |
|---|--|---|
| <ul style="list-style-type: none"> ● Sandbox covers ● Infant bucket swings for outdoor playground swing sets ● Swings with soft or flexible seats ● Fencing | <p style="text-align: center;">sand under outdoor climbing equipment</p> <ul style="list-style-type: none"> ● Outdoor play equipment that meets safety standards ● Replacement of wooden barriers that contain creosote or arsenic ● Guardrails on stairs | <ul style="list-style-type: none"> ● Purchase of safe plastics that do not contain polycarbonates for serving food ● 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 ● Bibs and Eating utensils ● Special needs items such as positioning equipment, eating utensils, cups and plates, adapted toys |
|---|--|---|

Grant dollars may be used to purchase items to reduce the spread of the corona virus (Personal Protective Equipment, cleaning products, hand sanitizer), as well items to meet CDC and MDH guidelines. Here is a link to the **health guidance**: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

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

- | | |
|--|--|
| <ul style="list-style-type: none"> ● Tables ● Chairs ● Coat, cubby units ● Storage units ● Centers (book, listening, writing) ● Computer table | <ul style="list-style-type: none"> ● Cots or mats ● Classroom activity carpets ● Activity mats and gyms ● Classroom displays |
|--|--|

Active Play

- | | |
|--|--|
| <ul style="list-style-type: none"> ● Bicycles, Tricycles, ● Wagons ● Scooters, scooter boards ● Balance beams ● Tumbling mats ● Play tunnels or hoops ● Basketball hoops, balls | <ul style="list-style-type: none"> ● Playground equipment (climbers, swing sets, slides) ● Large unit blocks ● Rocking boats ● Parachutes ● Large motor games (such as bean bag, ring toss) |
|--|--|

Manipulatives

- | | |
|---|--|
| <ul style="list-style-type: none"> ● Materials that link, construction sets ● Puzzles ● Beads, lacing sets ● Pegs and pegboards ● Pre-writing stencils | <ul style="list-style-type: none"> ● Pounding benches ● Tools and tool benches ● Block play materials ● Small design blocks ● Sensory materials ● Manual dexterity vests |
|---|--|

Science and technology

- | | |
|--|---|
| <ul style="list-style-type: none"> ● Exploration kits ● Nature activities and materials ● Magnifying glasses, microscopes ● Weather charts | <ul style="list-style-type: none"> ● Magnets ● Prisms ● Science kits ● Computers, tablets ● Educational software ● Minerals/rocks |
|--|---|

Social Concepts

Cognitive Development and Perception

<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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			
<ul style="list-style-type: none"> • 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/](https://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

Multicultural items and resources

For the purpose of these grants, the terms “multicultural” and “culturally responsive” are used to refer to child care that responds to and reflects the needs of ethnic and linguistically diverse communities.

Websites	Available Items	Useful Search Terms
<ul style="list-style-type: none"> • Amazon amazon.com • Becker's School Supplies shopbecker.com • Discount School Supply discountschoolsupply.com • Environments environments.com • Hatch: The Early Learning Experts hatchearlylearning.com • Kaplan Early Learning kaplanco.com • Lakeshore Learning lakeshorelearning.com 	Multicultural books, music, classroom décor, toys, instruments and activities	Anti-bias, multicultural, diversity, inclusion, world, global
<ul style="list-style-type: none"> • Culture for Kids cultureforkids.com 	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"> • Grassroots Indigenous Multimedia gim-ojibwe.org/software 	Ojibwe language books, activities and resources	No search terms needed, simply click on "products"
<ul style="list-style-type: none"> • Birchbark Books birckbarkbooks.com/children's-books 	Native American children's books and music	
<ul style="list-style-type: none"> • National Association for the Education of Young Children (NAEYC) store.naeyc.org 	Books for providers	Anti-bias, multicultural, diversity, world
<ul style="list-style-type: none"> • Redleaf Press redleafpress.org 	Multicultural books for children and providers	Multicultural, diversity, inclusion, world, global
<ul style="list-style-type: none"> • The Brown Bookshelf: United in Story thebrownbookshelf.com/our-books 	African American children's books reviews and recommendations	
<p>Trainings on Develop</p> <p>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 Knowledge and Competency Framework 3.</p>		

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.

- | | |
|--|---|
| <ul style="list-style-type: none"> • Face-to-face training approved on Develop about communicating with families • Technology related to communicating with families (text programs, etc.) | <ul style="list-style-type: none"> • Bulletin boards • Newsletters • Family events • Parent conferences |
|--|---|

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.

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

*Grant dollars may be used to purchase items to reduce the spread of the corona virus (Personal Protective Equipment, cleaning products, hand sanitizer)

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.developtoolmn.org. Training must be completed between January 1, 2020 and March 31, 2021. 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 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, 2021 for Grant Administrator review.

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, prior to making the purchase. A budget change can only occur once in a grant cycle, prior to March 31, 2021.

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, 2020 via email or U.S mail.

WISH LIST

PRIORITIES

Health and Well-being

- Equipment and activities that promote health and fitness in your program

Relationships with Families

- Materials that support the mental health of young children and their families.

Teaching and Relationships with Children

- Materials, activities, strategies, assessment, and curriculum development to promote social/emotional, physical, and intellectual development in all children

Assessment and Planning for Each Individual Child

- Materials that support school readiness, infant through school age in areas such as literacy, social & emotional growth, science, technology, engineering, and math (STEM) including assessment support pieces.

Professionalism

- Technology items for professional use including laptops, tablets, desktop computers, printers

Item	Price	Category	Priority	Goal	Multi-Cultural
Totals					

Total amount you are requesting: (Price column total minus match column total)	
Total Amount of Multi-Cultural Items: (Must equal at least 10%)	