



Frequently Asked Questions about Regional Grants

1. Who can apply for these grants?

Any Early Childhood program or provider who is licensed, or is soon-to-be licensed and has been visited by the licensor, or is exempt from licensing is eligible to apply for these grants. Applicants must have an organization ID on Develop to qualify.

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. The State has determined that grant funds will be specifically targeted to strategies and activities that will increase the capacity of providers prepare young children for Kindergarten and beyond.

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

These grant funds may not be used for major construction or renovations. Minor construction or renovations are allowed with documentation that the project is required by licensing. Also, grant dollars may not be used for religious-based curricula or counseling. Expendable supplies (diapers, wipes, soap, paper products) or office supplies (ink, paper, printers, etc.) for the program. Please see pages 3, 4 and 5 of this document for a guide to approved items.

4. How much money can my program apply for?

	FCC	CENTER
Physical Health & Well Being	400	400
Teaching & Relationships (combine w/below)		
Assessment of Child Progress	400	600
Professional Development	100	50

5. If my program receives a grant, are there any requirements that I have to meet?

YES. If you receive a grant, you will be required to:

- *Complete a certain amount of training,*
- *Remain licensed for 2 years beyond the date of the grant.*
- *Maintain a membership in Develop. (Develop is Minnesota’s Early Childhood Professional Registry. For more information, go to www.developtoolmn.org)*

6. If my program is awarded a grant, how will my program receive the money?

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

7. How is it determined whether or not my program will receive funding?

Once you submit an application it will be reviewed to see if it is complete and includes all of the required attachments. If your application is not complete, it will not be considered for funding. Your application will then be reviewed by a review committee. Due to limited resources, your application may only receive partial funding. A denial or award letter will be sent to you November 1.

8. When is this grant available?

Applications are available September 1 and are due in our office or postmarked by September 25.

9. Why might I want to have multicultural resources in my program if all of the children and families are white, or if all the children and families are the same race?

All children in America are growing up in a multiracial society. Research has shown that children begin to create ideas about race very early on – typically, by ages 3 and 4, children have developed a limited concept of race. Helping all children learn about differences and develop individual and group identities based on personal abilities and interests, rather than based on race, helps them develop unbiased and successful relationships with others as adults. Additional information on this topic can be found in “What If All the Kids Are White: Anti-Bias Multicultural Education with Young Children and Families”, written by Louise Olsen Derman-Sparks and Patricia G. Ramsey.

Child Care Service Grants

State Grant Priorities

The Department of Human Services (DHS) has identified special services related to child care. These grants are a way to provide these services to all children, including those who

- Speaks English as a second language
- Has an Individual Education Plan or Individual and Family Service Plan through a special education program
- Is enrolled in the Child Care Assistance Program
- Is enrolled in Minnesota Family Investment Plan
Is eligible for or enrolled in the free and reduced lunch program
- Is enrolled in Head Start
- Lives in an out-of-home placement (foster care)

The state has also identified grants that address school readiness as a priority.

Regional Grant 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. Requested items should relate to these priorities. You will be asked to explain how your grant request meets these priorities.

The local priorities are:

Describe how your requests support school readiness, infant through school age in areas such as literacy, social & emotional growth, science, technology, engineering and math (STEM)

Example – including curriculum support pieces

Describe how arts & music materials your purchase will enhance or increase culturally responsive creativity outcomes.

Describe how equipment and materials will promote health, safety & emergency preparedness, nutrition or fitness

Spending Categories

The following pages 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 page of the application (page 6).

Physical Health and Well-Being	
These grants may not be used for construction or capital improvements, unless it is flagged by licensing as a need (ex. Egress window, fence), and then only if work is completed by a licensed and bonded contractor.	
Household alarms and detectors	Transportation safety
<ul style="list-style-type: none">• Smoke alarms• Carbon monoxide alarms	<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

Physical Health and Well-Being

These grants may not be used for construction or capital improvements, unless it is flagged by licensing as a need (ex. Egress window, fence), and then only if work is completed by a licensed and bonded contractor.

<ul style="list-style-type: none"> • Radon detectors • Lead content detectors (for toys and other child items which could be put in the mouth) 		<ul style="list-style-type: none"> • 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 	
Outdoor safety		Health/Nutrition	
<ul style="list-style-type: none"> • Playground safety surfacing • Large outdoor umbrella • Sandbox covers • Infant bucket swings for outdoor playground swing sets • Swings with soft or flexible seats • Fencing 	<ul style="list-style-type: none"> • Shock-absorbent or loose material such as sand under outdoor climbing equipment • 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"> • Antibacterial wall dispensers • Secured garbage cans and wastebaskets; hands-free covered waste disposal cans • 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 	

Teaching and relationships

State-approved curricula – See list of state approved curriculum here:

<http://parentaware.org/content/uploads/2016/06/PA-031-Aligned-Curricula-JUNE-2016-FINAL.pdf>

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"> • Bicycles, Tricycles, • Wagons • Scooters, scooter boards • Balance beams • Tumbling mats • Play tunnels or hoops • Basketball hoops, balls
<ul style="list-style-type: none"> • Cots or mats • Classroom activity carpets • Activity mats and gyms • Classroom displays 	<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"> • Exploration kits • Nature activities and materials • Magnifying glasses, microscopes • Weather charts
<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"> • Minerals/rocks • Magnets • Prisms • Science kits • Computers • Educational computer software

Teaching and relationships

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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 	<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.
<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"> • Geometric forms and boards • Patterning activities and materials • Math awareness materials • Tactile numbers and tracing activities • Measurement kits

<ul style="list-style-type: none"> • Plush animals • Posters 	<ul style="list-style-type: none"> • Early language concept activities such as object matching, sorting 	<ul style="list-style-type: none"> • Clocks and time activities and materials • Calculators, money • Discovery boxes • Infant and toddler toys
Sensory		
<ul style="list-style-type: none"> • Music selections, 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 	

Assessment of Child Progress	
Purchase of an assessment tool for use in your program. See list of approved assessment tools here: http://parentaware.org/content/uploads/2016/06/PA032-Approved-Assessment-Tools-JUNE-2016-FINAL.pdf	
Camera for recording classroom activities. (Does not include special lenses, etc.)	
Teacher Training and Education	
Learning Opportunities	Professional Resources
<ul style="list-style-type: none"> • Community-based training sessions that are approved on Develop • Credit –based classes • Online learning approved on Develop • Professional organization conferences approved on Develop 	<ul style="list-style-type: none"> • Professional resources: textbooks, subscriptions to education and professional journals • Child care association fees • Professional texts
Video camera for capturing child activities. Journaling materials Basic laptop, tablet or desktop computer for on-line assessment.	

Multicultural items and resources to promote healthy social and educational outcomes in children and youth.

Websites	Types of Available Items	Useful Search Terms for On-line Purchases
Amazon http://www.amazon.com/ Becker's School Supplies http://www.shopbecker.com/ Discount School Supply www.discountsschoolsupply.com Environments http://www.environments.com/ Hatch: The Early Learning Experts http://www.hatchearlylearning.com/ Kaplan https://www.kaplanco.com/ Lakeshore http://www.lakeshorelearning.com/	Multicultural books, music, classroom décor, toys, instruments and activities	Anti-bias, multicultural, diversity, inclusion, world, global
Culture for Kids http://www.cultureforkids.com	Multicultural books, music, classroom décor, instruments and activities	Everything is Multicultural: Click on their catalog to browse for items
Grassroots Indigenous Multimedia http://gim-ojibwe.org/software/	Ojibwe language books, activities and resources	No search terms needed, simply click on "products"
National Association for the Education of Young Children (NAEYC) https://store.naeyc.org/	Books for providers	Anti-bias, multicultural, diversity, world **Provider Books Only
Redleaf Press http://www.redleafpress.org/	Multicultural Books for Children and Providers	Multicultural, diversity, inclusion, world, global
The Brown Bookshelf: United in Story https://thebrownbookshelf.com/our-books/	African American Books	This website frequently updates its list of books, by clicking on the link you can read about their latest recommendations, or you can click on their archived lists, available on the right hand of the page **Books Only

Combine Search Terms With: books, children's books, classroom, education, toys, activities, music

Trainings on Develop, www.developtoolmn.org

- * Creating a Positive Multicultural Environment for All Children,
- * Supporting Conversations about Race and Culture in Early Childhood Setting,
- * Culture, Families and Providers,
- * Reconstructing Curriculum, Engaging Learners "Different" Than You,
- * Building Cultural Connections

Training Requirements

- Participate in 12 or 16 hours of training - approved by the Minnesota Center for Professional Development (MNCPD) <http://mncpd.org/>. Your award letter will tell you how much you need. Information on available training to meet this requirement can be found at www.developoolmn.org
- The timeline for completing this training requirement is **November 1 through March 31**. Up to six hours of prior training taken between August 1 and October 31 can be counted if it was approved by MNCPD.
- You must submit a Learning Plan indicating the training you have selected. The training must either relate to the items that you are requesting funds for, or your individual training needs. A form for this plan will be included in your award packet.
- 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. Classes taken between August 1 and October 31 are NOT eligible for reimbursement.

Tribal programs and providers who are eligible for this grant within both the Child Care Aware regions and MN TRECC 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 or 16 hours will be determined first. The training requirement for the MN TRECC district grant will consist of the remaining 4 or 8 hours, for a total of 20 hours of training.

Additional Requirements

- **Two-Year Requirement**
If you are awarded a grant, you will be required to provide active licensed 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.
- **Deadlines**
All documents required for requesting reimbursement must be submitted to the Grants Administrator by April 15, 2017.
- **Requests for a change in budget**

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 by the manufacturer. In these cases, you must get prior approval for a budget change from the Grant Administrator. Only one budget change will be allowed per grant, and all budget change requests must be made prior to March 31, 2017.

- **25% match**

Center programs must show a 25% match for the grant. 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, a 25% overall match for the grant amount will suffice. Use the fair market value of services/materials to calculate in-kind services. You will not be reimbursed until documentation of your 25% local match is received with each request for reimbursement.

Submission Instructions

Fill out your application form completely in ink or online. (*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.

1. Send in one complete packet including the full application and all attachments PLUS
2. **Three extra copies of** pages 4, 5 and 6 of application.
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.
4. Staple attachments to Original Application Only.
5. **Mail** the original completed application form with all required attachments stapled to it **and** 3 copies of Page 4, 5 and 6 without attachments.

Applications must be postmarked on or before **September 25, 2016**. Late and incomplete applications will not be considered. Mail applications and all attachments to:

Michele Fredrickson, Grants Coordinator
Leech Lake Early Childhood/MNTRECC Program
190 Sailstar Drive N.E.
Cass Lake, MN 56633

Application Checklist

Your application packet to your Child Care Aware must include:

- Application form**, with all questions completed. (ink or online)
- Copy of your current child care license**
- Copies of Learning Records for all lead teachers or the lead child care provider for the last 12 months**
- Copies of verification of Parent Aware Certificate, Career Lattice Step, accreditation and/or CDA certificate, Minnesota Child Care Credential Certificate.**
- Estimate or bid** - This is required for fences, windows, or construction (as required by licensing), or assembly projects. 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.

Award/Denial letters will be mailed November 1, 2016