

2010-2011  
**EMERGENCY**  
**CHILD CARE SERVICES GRANT**  
**APPLICATION PACKET**

Minnesota Tribal Resources for Early Childhood Care  
**Region MnTRECC**

Counties Served: State-wide meeting grant eligibility requirements  
 working in cooperation with  
 Minnesota Department of Human Services

<b>Who is this grant application for?</b>	<ul style="list-style-type: none"> <li>• Licensed child care providers</li> <li>• Licensed child care programs</li> <li>• School-based school-age care programs</li> </ul>						
<b>What is the purpose of this grant?</b>	This grant is available to assist existing family child care providers, child care centers and school-age care programs in the event of an emergency.						
<b>What is the deadline for submitting my application?</b>	Ongoing as funds allow.						
<b>Who do I send my application form to?</b>	Leech Lake Early Childhood Programs Attention: Diane Smith/MnTRECC 115 Sixth St. N.W. Suite E Cass Lake, MN 56633						
<b>Who do I contact if I have questions?</b>	Diane Smith (800) 551-0969 ext. 8344 OR (218) 335-8344						
<b>Is this application available in other languages?</b>	<p>If you would like to talk about this program with someone who speaks Spanish, Hmong or Somali, please call the Language Access Line at 651-665-0150 or 1-888-291-9811.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;"><b>Si necesita ayuda en Español por favor llame al siguiente numero de teléfono</b></td> <td style="text-align: center; padding: 5px;"><b>Yog koj xav paub txiv los yog nrog ib tus neeg Hmong tham hu rau tu xov tooj</b></td> <td style="text-align: center; padding: 5px;"><b>Hadii aad dooneysid in aad ku hadashid af Soomaali, Fadlan wac</b></td> </tr> <tr> <td colspan="3" style="text-align: center; padding: 5px;"><b>Language Access Line: 651-665-0150 or 1-888-291-9811</b></td> </tr> </table>	<b>Si necesita ayuda en Español por favor llame al siguiente numero de teléfono</b>	<b>Yog koj xav paub txiv los yog nrog ib tus neeg Hmong tham hu rau tu xov tooj</b>	<b>Hadii aad dooneysid in aad ku hadashid af Soomaali, Fadlan wac</b>	<b>Language Access Line: 651-665-0150 or 1-888-291-9811</b>		
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<b>Do I have to use this application form to apply for this grant?</b>	Yes. Applications will not be accepted if altered.						
<b>What is included in this application packet?</b>	This cover page and attached Guide, and the application form.						

**Please read all materials carefully before filling in the application form.**

**Applicants: Do not fill in or change areas that are greyed out. These areas are for office use only.**

## FREQUENTLY ASKED QUESTIONS

- 1. Question: Who can apply for an Emergency grant?**  
**Answer:** Existing licensed family child care providers, licensed child care centers and school-age care programs experiencing an immediate emergency are eligible to apply for this grant.
- 2. Question: What is the definition of Emergency?**  
**Answer:** An emergency includes occurrences that disrupt a provider/program's immediate ability to provide care for the children enrolled in their program, or occurrences that jeopardize the health and safety of the children in the program.
- 3. Question: What kinds of things can I apply for?**  
**Answer:** You may only apply for items that are directly related to the emergency and your ability to provide care. Your application may include consultation services to assist with business management strategies to keep your child care business in place. Items/services that do not fit within the realm of child care, licensing requirements, or the emergency you are experiencing, will not be considered.
- 4. Question: What kinds of things should I NOT apply for?**  
**Answer:** You cannot receive grant funds for cosmetic improvements or new additions to your home or business. You may not apply for funds for things that are not directly related to the child care program and the emergency being experienced. You may not apply for routine monthly expenses (i.e., utility bills, rent, etc.).
- 5. Question: How many Emergency Grants can I receive?**  
**Answer:** Unless you have extremely extenuating circumstances, you are eligible to receive only ONE Emergency Grant a year.
- 6. Question: How much money can I apply for?**  
**Answer:** You may apply for no more than a total of \$350.00.
- 7. Question: Are these grants or loans? Do I have to pay the money back?**  
**Answer:** This is a grant program, not a loan. You will not be required to pay the money back UNLESS you are out of compliance with the grant requirements or you give up or lose your child care license for any reason between the time you receive your award and two years from the date of your award letter. For example, if you receive an award letter on January 1, 2010, you will be required to provide licensed care in Minnesota through December 31, 2011. If for any reason you do not continue to provide licensed care during that time, or you are out of compliance with your grant requirements, you will be required to repay your grant.
- 8. Question: How is it determined whether or not I will receive funding?**  
**Answer:** Once you submit an application to the CCR&R agency listed on the front page of this application packet, 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 current licensing status will be verified by a county licenser. If your license is in good standing and your application is complete and includes the required attachments, it will be forwarded to a minimum of three reviewers who are a part of the Grants Review Committee. They will score your application and determine whether or not the application will be funded, as well as the amount of funding. Due to limited resources, you may only receive partial funding.
- 9. Question: If I receive a grant, are there any requirements that I have to meet?**  
**Answer:** Yes. See page 2 of this Guide, **Your Responsibilities and Grant Requirements**.
- 10. Question: How do I apply for this grant?**  
**Answer:** You must fill out the attached application form, and mail it to the address listed on the front page of this application packet. See **Grant Submission Instructions and Application Checklist** on page 3 of this Guide.

## **YOUR RESPONSIBILITIES AND GRANT REQUIREMENTS**

- Use the grant funds for the intended purpose as stated in the grant award.
- Continue to provide active licensed child care in Minnesota for a minimum of two years from the date of your award letter.
- Submit receipts and report forms to your district CCR&R agency for reimbursement. Original receipts are to be submitted. Keep a copy for yourself.
- Complete CCR&R surveys and report forms.
- Grant recipients are not allowed to refuse services to families receiving assistance through the Child Care Assistance Program.
- Grant recipients are required to make child care services available to families who are non-English speaking or speak English as their second language.

## **OTHER IMPORTANT INFORMATION**

- Do not make any purchases before receiving an award. Purchases made before the date of an official award letter will not be reimbursed.
- Any costs exceeding the award amount are considered out-of-pocket expenses for you and will not be reimbursed by the CCR&R.
- Grantees not in accordance with grant requirements will be notified in writing, required to pay back their grant, and may be ineligible for future grant programs.

**GRANT SUBMISSION INSTRUCTIONS and APPLICATION CHECKLIST**

- Fill out your application form completely in ink. 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.
- Be clear and to the point. Remember that grants review committees will be reviewing many grants – being concise will be a benefit.

**Checklist**

Your application package to your CCR&R must include:

➔ **Application form:**

- The application form, with all questions completed

➔ **Attachments:**

Be sure to include all required attachments. Incomplete applications will not be considered for funding.

- Copy of your child care license (if applicable)
- Copies of correction orders (if applicable)
- Copies of information from other sources pursued

**Estimate or bid:**

This is required for fences, windows, or construction projects. This may be a bid from a contractor or a materials list from a home improvement store if you will be doing the work yourself.

**Pictures:**

A picture from a catalog or the internet is highly recommended, especially for unique or expensive items (over \$100) that might be questioned by the reviewers. If you cannot find a picture, a written description on a separate piece of paper will be helpful.

- ➔ **Copies of application form and attachments: Contact the CCR&R staff person** noted on the front of the application form to determine how many copies to make.

Either, make the following copies:	Or:
<ul style="list-style-type: none"> <li><input type="checkbox"/> Make <b>4 copies</b> of the original completed application form and all required attachments.</li> <li><input type="checkbox"/> Keep 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. Your original application will not be returned to you.</li> <li><input type="checkbox"/> Send the original completed application form with all required attachments and 3 copies of the original application form (with all required attachments). <b>Total of 4 complete sets (one original and 3 copies)</b></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Make <b>one copy only</b> of the original completed application form and attachments.</li> <li><input type="checkbox"/> Keep the 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. Your original application will not be returned to you.</li> <li><input type="checkbox"/> Send only the original application form and attachments.</li> </ul>

**Submission Instructions**

Send the entire package to the **CCR&R address listed on the front page of this application packet.**