2010-2011

START-UP FAMILY CHILD CARE PROVIDER

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

Who is this grant application for?	Licensed and soon-to-be licensed family child care providers		
What is the purpose of this grant?	Family Child Care Start-up Grants are available to support family child care providers who are in the process of meeting Health and Safety licensing requirements.		
What is the deadline for submitting my application?	Ongoing, subject to available funds.		
Who do I send my application form to?	Leech Lake Early Childhood Development Programs Attention: Diane Smith/MnTRECC 115 Sixth St. N.W. Suite E Cass Lake, MN 56633		
Who do I contact if I have questions?	Diane Smith (800) 551-0969 ext. 8344		
Is this application available in other languages?	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.		
	Si necesita ayuda en Español por favor llame al siguiente numero de telèfono	**Yog koj xav paub txiv los yog nrog ib tus neeg Hmong tham hu rau tu xov tooj**	**Hadii aad dooneysid in aad ku hadashid af Soomaali, Fadlan wac**
	Language Access Line: 651-665-0150 or 1-888-291-9811		
Do I have to use this application form to apply for this grant?	Yes. Applications will not be accepted if altered.		
What is included in this application packet?	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 these grants?**
   Answer: Any family child care provider who is licensed, or is soon-to-be licensed and has been visited by the licensor, is eligible to apply for these grants.

   Employer/Church-Based Rule 2 programs are not eligible for these grant programs, but may apply for grants under the Center and School-age Child Care Services grant.

2. **Question:** **What kinds of things can my program apply for?**
   Answer: Programs and providers may apply for funds to meet health and safety licensing requirements. The items you apply for must directly affect the quality and safety of your program. See the list on page 3 of the Guide for examples of eligible items.

3. **Question:** **What kinds of things should my program NOT apply for?**
   Answer: These grant funds may not be used for major construction or renovations. Also, grant dollars may not be used for religious-based curricula or counseling.

4. **Question:** **How many grants am I eligible to receive?**
   Answer: You may receive only ONE start-up grant award each year.

5. **Question:** **How much money can my program apply for?**
   Answer: You may apply for up to $1000.00 for a start-up grant.

6. **Question:** **If my program receives a grant, are there any training requirements that my program has to meet?**
   Answer: Yes. If you receive a grant you will be required to complete a certain amount of training. See **Grantee Requirements** beginning on page 4 of this Guide. The grant reimbursement may be awarded before completion of the training.

7. **Question:** **If my program receives a grant, are there any other requirements that my program has to meet?**
   Answer: Yes. See **Other Requirements** on page 5 of this Guide.

   If, for any reason, you do not continue to provide active licensed child care in Minnesota during this time, or you are out of compliance with your grant requirements, you will be required to repay your grant.

7. **Question:** **If my program is awarded a grant, how will my program receive the money?**
   Answer: All grants are paid on a reimbursement basis. If you receive an award, you will be reimbursed only for purchases made after the date of the award letter and after all grant requirements have been met.

8. **Question:** **How is it determined whether or not my program 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 licensor. Your application will then be reviewed by a review committee. Due to limited resources, your application may only receive partial funding.

9. **Question:** **How does my program apply for this grant?**
   Answer: Please contact your local CCR&R Grants Administrator for additional guidance about this grant funding. You must fill out the attached application form, and mail it to the address listed on the front page of this application packet by the deadline date. See **Grant Submission Instructions and Application Checklist** on page 7 of this Guide.

CHILD CARE SERVICES GRANTS

You may request grant funding for items or training that are required by licensing or the Fire Marshal. See page 3 of this Guide for a more detailed list of eligible items. You must attach documentation from your licensor or the Fire Marshal. This is for providers who are in the process of becoming licensed, have been licensed for less than six months, or are adding new child care services that require a licensing change.

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. The special services include providing:

- Care for infants/toddlers
- Care for school-age children
- Care for children with special needs
- Care that promotes school readiness for children
- Care for non-English speaking or English as second language families
- Care for families receiving child care assistance (subsidy)
- Culturally responsive child care (see additional information below)
- Professional development opportunities for providers
- Care for refugee/immigrant children

Regional Grant Priorities

In addition to the state priorities set by DHS, there are regional priorities set by your local CCR&R grants advisory committee to address child care needs in your area. The local priorities are:

- Health & Safety of child care environment

- Increase marketing/advertisement activities

- Enhancement of literacy skills in children

START-UP GRANT ITEMS LIST

The following definition is designed to assist grant administrators and child care providers determine what activities the Child Care Services Start-up Grants can be used for.

Health and Safety

All equipment should meet recognized safety standards.

Caring for Our Children: National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Program, 2nd Edition, a publication of the U.S. Department of Health and Human Services, the American Academy of Pediatrics and the American Public Health Association, lists safety standards, procedures and resources for child care providers. This publication is available through the National Resource Center for Health and Safety in Child Care and Early Education in online and print versions at http://nrc.uchsc.edu/CFOC/index.html. **Also see list of items below.**

Health and Safety - Items			
Household alarms and detectors		**Transportation safety**	
• Smoke alarms • Carbon monoxide alarms • Radon detectors • Lead content detectors (for toys and other child items which could be put in the mouth)		• Appropriate child restraint systems for the ages of the children in care • Safety helmets for children riding bicycles or tricycles • Carriages and strollers that meet safety specifications	
Household emergencies		**Household safety**	
• First aid kits • Fire extinguishers • Choke tubes (for gauging choking potential of small objects) • Disaster kits: emergency water supply containers, food items requiring no refrigeration or cooking, camp stove, fuel, matches, flashlight and extra batteries, battery-operated radio, National	Oceanic and Atmospheric Administration (NOAA) radio, diaper supply, pre-sealed sanitary wipes, paper/plastic products for eating and drinking, gloves, antibacterial hand sanitizer, flashlights and radios that can be hand-operated and do not require batteries	• 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	• Fireplace, heater and wood-burning stove screen covers • Closet door latches to prevent a child from being trapped inside a closet • Locked storage unit for medications • Locks for cabinets or locked storage units for cleaning agents • Panic hardware for exterior doors
Child safety		**Facilities and operations**	
• Child toothbrushes and individual toothpaste containers • Cribs, mattresses that meet safety standards • Cots, mats and linens for sleeping • Highchairs that meet safety standards		• Egress windows • Lead-free environment • Facility improvements such as repairing steps, installing railing • Gates	
Outdoor safety		**Health**	
• Playground safety surfacing • Large outdoor umbrella • Sandbox covers • Infant bucket swings for outdoor playground swing sets • Swings with soft or flexible seats • Fencing	• 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	• Antibacterial wall dispensers • Secured garbage cans and wastebaskets; hands-free covered waste disposal cans • Plastic/latex gloves • Disposable covering for diapering area • 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	

GRANTEE REQUIREMENTS

Training Requirement

The Minnesota Department of Human Services (DHS) has implemented the Training Linked to Grants requirement for the Child Care Services Grants awarded to family child care providers in Minnesota. It is the goal that linking this training requirement to the grant process will increase the quality of child care provided and lead to improved child outcomes.

If your program receives a grant, your staff will be required to participate in 12 or 16 hours of training. The timeline for completing the training requirement for each staff member included in the training plan will be outlined in your award letter if you receive this grant.

Tribal programs and providers who are eligible for this grant within both the CCR&R 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 or 16 hours will be determined first. The training requirement for the MnTRECC district grant will consist of the remaining 4 or 8 hours, for a total of 20 hours of training.

All CCR&R Child Care Services Grant recipients must complete the required training before they can receive any reimbursed funding.

The grant reimbursement may be awarded before completion of the training.

What types of training will be accepted?
In order to meet the training requirement for the Child Care Services Grant, the 12 or 16 hours of training you complete must be included in:

- The following list of Approved Training and Curricula (page 6 of this Guide)
- The CCR&R Regional Training Catalog
- The MNSTREAMS website (www.mnstreams.org).

Note: All CCR&R sponsored trainings are considered approved training options.

If you receive a grant award:

1. If your grant request is approved, your grant award letter will require you to select 12 or 16 hours of training for your center staff. This will be the training that your staff will complete to meet the grant requirement.

2. You must complete the training requirement after the date of the grant award and before receiving reimbursement for your award. The grant reimbursement may be awarded before completion of the training. The timeline for completing the training requirement will be outlined in your award letter if you receive this grant.

3. The cost of participating in this required training is your responsibility.

4. You must submit a Learning Plan (detailed in your award letter if you receive this grant). The training that you select for your staff must relate to the items that you have requested funds for and/or the individual training needs of your staff. You will be required to explain how the training that you have selected relates to the items requested and/or your staff's individual training needs.

5. You must submit training certificates for all of the training you completed to meet the grant requirements. You must submit all of your required training certificates before receiving any reimbursement from your grant award.

Other Requirements

Any grantee not fulfilling all the requirements listed below will be considered non-compliant and the grant award will be subject to repayment to your district CCR&R.

Licensing
Funding of start-up grants will be contingent upon the program becoming licensed, or offering care if legally exempt from licensing.

Two Year Requirement
If your program is 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.

Purpose
Grant recipients must use the grant funds for the intended purpose as stated in the grant award.

Reimbursement
These grants are paid on a reimbursement basis after the required training is completed. Any expenses incurred prior to the receipt of an award letter will not be reimbursed.

Services to Families Receiving CCAP
Grant recipients may not refuse services to families receiving assistance through the Child Care Assistance Program.

Completion of Surveys and Report Forms
Grant recipients are required to complete surveys and report forms requested by your district CCR&R.

Language Access
Programs receiving grant dollars are required to make their child care services available to families who are non-English speaking or use English as their second language.

Learning Plan
Applicants are required to complete and submit a Learning Plan (detailed in your award letter if you receive this grant).

APPROVED TRAINING and CURRICULA

For more information on all the trainings in this section, visit Minnesota State Registry for Education and Meaningful Supports website (MNSTREAMS), www.mnstreams.org. Or contact the CCR&R Training Coordinator for your region.

- Building Excellence and Success Training
- Infant Toddler Training Intensive (ITTI) Program
- Project EXCEPTIONAL Minnesota
- Building Cultural Connections
- Minnesota School-age Care Alliance's (MnSACA) Program Improvement and Accreditation (PIA) Grant
- SEEDS of School Readiness: An Early Literacy Training Program
- Dollars and Sense: Child Care Business Skills Training
- Essential Elements of Family Child Care
- Positive Indian Parenting: Honoring our Children by Honoring our Traditions
- NdCAD Training for Child Care Providers
- Second Step Training
- Geared for Growth
- Work Sampling System
- The Ounce Scale: A Curriculum and Assessment Resource for Infants and Toddlers and Their Parents

OTHER EDUCATIONAL/TRAINING OPPORTUNITIES

- **Mentoring and on-site consultations sponsored by statewide training projects**

- **Conferences sponsored by:**
  - Minnesota Association for the Education of Young Children (MNAEYC)
  - Minnesota Licensed Family Child Care Association (MLFCCA)
  - Minnesota Early Childhood and School-age Trainers Association (MECSATA)
  - Minnesota School-age Care Alliance (MNSACA)
  - Child Care Resource & Referral Agencies (CCR&Rs)
  - White Earth Reservation – Brain Development Conference

- **Trainings sponsored by:**
  - Higher education institutions
  - Head Start
  - Early Childhood Family Education (ECFE)*
  - Early Childhood Special Education (ECSE)*
  - Eager-to-Learn
  - E-LECT (e-learning for early childhood teachers at http://www.elect.mnscu.edu/index.php)
  - Resources for Child Caring Learning Center (online business courses)
  - Other local options that meet the criteria defined by the CCR&R content standards

- **CEED Online Courses**
  The Center for Early Education and Development (CEED), College of Education and Human Development, University of Minnesota, at http://www.cehd.umn.edu/ceed/profdev/onlinecourses/default.html.

- **Strong Foundations Birth-to-three conference**

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* Some trainings may be subject to DHS approval.

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 (if applicable):**

☐ A copy of your current child care license

☐ Copies of training certificates for the last 12 months

☐ Verification of completed accreditation and degrees (if applicable)

☐ **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 (ONLY 1 page):**
A picture from a catalog or the internet is 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.

☐ **Documentation:**
If the item(s) you are requesting are required by your licensor or fire marshal, you must include documentation from the licensor or fire marshal.

➡ **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:
☐ Make **4 copies** of the original completed application form and all required attachments. ☐ 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. ☐ Send the original completed application form with all required attachments and 3 copies of the original application form (with all required attachments). **Total of 4 complete sets (one original and 3 copies)**	☐ Make **one copy only** of the original completed application form and attachments. ☐ 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. ☐ Send only the original application form and attachments.

Submission Instructions

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