

Emergency Grant Application Guide

FREQUENTLY ASKED QUESTIONS

1. Who can apply for these 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 finding 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 replace or repair materials damaged or lost due to an emergency, or to correct infractions flagged by licensing. The items you apply for must directly affect the quality and safety of your program, and meet licensing requirements. The items you apply for must be comparable to the items lost. See the list of some examples on page 4 of this guide. Your local Child Care Aware agency may have additional guidance about allowed purchases

Space for local guidance

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.

These grants can be used for technology and software to replace lost business management systems.

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

Child Care Aware 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*

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
- cleaning
- food
- insurance
- licenses
- taxes
- rent or mortgage
- transportation
- utilities

For Family Child Care providers, items that are covered under your homeowners insurance are not covered under this grant. Items that are jointly used between your family and your business must be a shared expense. No more than half of any such item will be covered by the grant. These may include appliances, home heating and cooling systems and repair work.

4. How many grants am I eligible to apply for?

You may receive only ONE emergency grant per fiscal year (July 1 – June 30). Programs receiving an Emergency grant are still eligible to apply for annual Regional grants.

5. How much money can my program apply for?

You can apply for up to \$5000.

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

With each type of grant, your program will need to sign a Participation Agreement that details the requirements. Please read the agreement carefully before signing.

7. 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.

8. 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 members of a review committee. Due to limited resources, your application may only receive partial funding.

9. When is this grant available?

On-going, subject to available funds.

11. How does my program apply for this grant?

Please contact your local CCA 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

Changes in store for next year:

- Starting in the fall of 2021, all emergency grant applications will be found on Develop – www.developtoolmn.org – and all documentation for the grant will be recorded there. You must have an organization ID to apply.

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 <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) 		Transportation safety <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 	
Child Care emergencies		Safety	
<ul style="list-style-type: none"> First aid kits Fire extinguishers Choke tubes (for gauging choking potential of small objects) Disaster/Emergency Preparedness 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, or motion detectors. 	<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 Security Cameras Alarm system (initial equipment cost) Lock boxes for dangerous items.
Child safety <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 		Facilities and operations <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"> 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 	

Program Materials as Required by Licensing

Items that have been damaged or lost as a result of an emergency situation.

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 • 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 • 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 • 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 • 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 • 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 • 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 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

Additional Requirements

- **Two-Year Requirement**

Programs receiving Emergency grants must remain licensed and actively caring for children other than the provider's own children for a period of two years, and remain free from licensing sanctions, including temporary immediate suspension; suspension; revocation; or a maltreatment determination where the facility was found responsible. 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.

- **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.

Grant payment information: Emergency Grants are paid on a reimbursement basis after all requirements are complete. The receipts for purchases will be scanned and uploaded to Develop for approval by your regional Grant Administrator.

Preparing to Submit an Application

Here is a checklist of steps to complete prior to completing your online application. The last page of this guide contains a worksheet to help you organize your request.

- ✓ Create a Develop Membership ID. Directions can be found at www.developtoolmn.org
- ✓ Link your Develop Membership ID with your program's Organization ID. Directions can be found at www.developtoolmn.org
- ✓ Create a "wish list" of items, resources and/or training and explain how these items meet your needs. (A wish list template can be found on the last page of this document)
- ✓ Review the Categories listed on pages 3 – 4.
- ✓ Please contact your local Grant Administer at with questions or concerns.

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.

1. Send in one complete packet including the full application with all attachments stapled to it PLUS
2. **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.
3. **Mail** or e-mail the original completed application form with all required attachments stapled to it.

Mail or e-mail applications and all attachments to: **Local CCA office and mailing address and e-mail**

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, and documentation from your licensor that the items in your grant application are needed to meet licensing requirements.**
- Estimate or bid** - This is required for the professional installation of windows, or construction (as required by licensing), or major equipment assembly projects **where you are requesting that the cost of labor be covered by the grant.** This must be a bid from a licensed and bonded contractor.
- Pictures (ONLY 1 page)**: A picture from a catalog or the internet is recommended **only** if the items may be questioned by the reviewers.

WISH LIST

Item	Price	Category	Goal

Total Amount of Requested Items:

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