The Minnesota Quality Improvement & Registry Tool

REGIONAL & MNTRECC GRANTS – PROGRAM APPLICATION INSTRUCTIONS

This document is intended for programs to use when applying for Regional & MNTRECC grants in Develop. The information documents the necessary steps in Develop, start to finish, to complete and submit your application.

There is a second guide to use if your program is awarded a grant. This document only includes steps for applying.

Programs can apply for Regional & MNTRECC grants on paper or in Develop. If you would like a paper application, contact your Grant Administrator.

PART 1: TIPS BEFORE GETTING STARTED

Accessing the Grant application in Develop:

- You can only apply for a Regional or MNTRECC grant in your Develop Organization Profile. You cannot access the grant application in your Individual Profile. (See Part 2, steps 1-3.)

- In order to apply for a Regional or MNTRECC Grant, you need to have a Registered Organization Profile in Develop. If you have not registered your Organization yet, follow these instructions. Register before the grant application period starts on September 1, so you will be ready to apply when the application is available.

- The application is available in Develop September 1-25. If you apply on paper, submit your application to your Grant Administrator by September 20.

Before you apply, enter the following information into your Organization Profile so your program can receive the maximum number of points available to you:

- Make sure that you and staff, if applicable, have current Individual Memberships in Develop so that each person has their complete training history documented.

- Add or update your program’s classroom(s) or group(s) on the Classrooms tab of the Organization Profile. Do not use names for your classes or groups that could identify your program to a Grant Reviewer. If you have already added your classroom(s) or group(s) to the Classrooms tab, make sure the names can’t identify your program. This keeps your program is anonymous to Grant Reviewers and helps to avoid potential conflicts of interest.

Have a copy of this year’s grant priorities when you begin your application.

If you can, complete the application from start to finish. If you get interrupted and have to step away, click Save and Exit so you do not accidentally lose information you already entered.

PART 2: ACCESSING THE GRANT APPLICATION
1. Log into Develop at www.developtoolmn.org with your email address and password. Select your Organization Profile from the context menu. NOTE: You will only see your Organization Profile if you have registered or been given access to it. Contact the Help Desk for support, if needed.

2. Click the **Quality** tab, then the **Apply** sub-tab.

   ![Quality tab and Apply button]

3. Scroll to the bottom of the page. If you want to apply for a MNTRECC grant, click **Apply** next to the MNTRECC option. If you want to apply for a Regional Grant, click **Apply** next to the Child Care Aware Regional grant option.

   ![MNTRECC and Child Care Aware options]

You will be taken through the pages of the grant application. You can click **Save and Exit** to save what you have entered and return at a later time or **Exit Application** to leave the application without saving. To the best of your ability, enter complete information.
4. On the first page, update your contact information, if needed. Click **Next** when done.

5. On the Organization Identification page, update information about your program and the type(s) of care and education offered to children. You must answer **Yes** or **No** to all questions. Click **Next** when done.

   A pop-up window will appear, asking you to confirm that you have entered all relevant identification numbers for your program. If you are sure you have entered everything, click **Continue**. Otherwise, click **Go Back** to review your selections and follow step 6 again.

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**Attention!**

It is extremely important that you provide all relevant Program IDs before proceeding with this application. If your program is part of Head Start or is affiliated with state-funded PreK, please ensure you provided that information on the previous screen. Program administrators must have complete information about your program in order to ensure you have access to the appropriate resources and support.

[Go Back] [Continue]
6. Enter or review the information on the Accreditation tab, if relevant to your program. When done, click Next.

7. On the Program Enrollment page, enter or update the number of children your program serves by age group, race, languages spoken, and high needs. Your program will be awarded points based on the age group(s) and population(s) you serve. Enter 0 if your program does not serve any children in a particular group.
a. Enter or update the kind of programming offered, such as part-day, full-day, part-week, full-week, evenings, and weekends. Your program will be awarded points based on the type(s) programming you offer. When done, click **Next**.
8. Update your physical address and/or phone number, if needed.

NOTE: This will only change the address or phone number for Develop, not licensing. If you need to edit or update your address or phone number for licensing, contact your licensor. Click **Next** when done.
9. On the Participation page, respond to the priority questions. Click the link in the text to see this year’s priorities.

   Please indicate how your grant proposal meets Regional Priority #1 as outlined by your regional grant committee. Click here to find out what Priority #1 is.

   My grant proposal meets regional priority 1 by...

   a. NOTE: You must enter a response for each priority text box. If you do not have anything to enter, type **NA**. If you type NA, this question will be given a score of 1 by the three Grant Reviewers assigned to score your application.

10. When you have entered responses into each of the priority textboxes, you will begin adding your expenditure requests (what you want to purchase if your grant is funded). Click **Expenditure** to begin adding your requested items.

   ![Expenditure](image)
11. A pop-up window will appear, asking you to enter the details of what you want to buy.

NOTE: Use the grant guide to help you fill in the requested information, including how to group the items you want to buy into expenditure requests. If you need a copy of the grant guide, contact your Grant Administrator.

a. Category: This is a drop-down menu of the Parent Aware Indicator categories. Select the category that best fits the item(s) you want to purchase.

b. Indicator: This is a drop-down menu of the Indicators within the Parent Aware category you selected. Select the Indicator that best fits the item(s) you want to purchase. You can select ‘Other’ if no Indicator fits well, or change the Category to see the Indicators within that Category.

c. Type: Select if the expenditure is Materials or Professional Development.

d. Goal: Enter the goal you hope to accomplish by getting the materials or completing the professional development.

e. Strategy: Enter the strategy you will use to accomplish your goal.

f. Description of Purchase: Enter the item(s) you will need to accomplish your goal. This should be a list of the items you want the grant to pay for from this Category and Indicator, if awarded. Again, follow the grant guide to help you enter.

g. Total Cost: Enter the entire cost of all the materials or professional development.
h. Amount Requested: Enter the amount you want the grant to pay for, if awarded. Enter only digits and periods, no commas (for example, 2000.00 rather than $2,000.00).

i. Cost to Program: The system will calculate the Total Cost minus the Amount Requested to show what your program would pay. If the Cost to Program field is incorrect, edit the amount(s) in the Total Cost and/or Amount Requested fields.

j. Population Served: Check the box(es) to indicate which age group will use or benefit from the items you want to purchase, keeping in mind the age group definitions for your type of program. You must select at least one but can select all three.

k. Culturally Responsive: cultural responsiveness is the ability to learn from and relate respectfully with people of your own culture as well as those from other cultures. Check this box if the materials or professional development you want the grant to pay for would increase the cultural responsiveness of your child care program.

12. If you have additional expenditure requests, click Save & Add Another. Follow steps 10-11 until you have entered all your expenditure requests, then click Save & Close.

13. After clicking Save & Close, you will return to the Participation page of the application, where you will see expenditure totals and a breakdown of expenditures by population(s) served. You can add a new expenditure request by clicking
a. You will see a list of the expenditure requests you have entered. You can remove, but not edit, expenditures you have already entered. Click the red trash can icon to delete an expenditure request.

14. When you are completely done responding to the participation questions, click Next at the bottom of the page.

15. You will be taken to the Participation Agreement. Read the terms of participation, and check the box On behalf of my program... Then, click Submit.
PART 3: NEXT STEPS

You will receive an automated email confirming that you have successfully applied for a grant.

Your Grant Administrator will assign three independent Grant Reviewers to review and score your grant application.

Your Grant Administrator will contact you around November 1 to let you know whether your grant application has been selected (chosen to receive funding) or waitlisted (not chosen at this time, but may be chosen later in the current fiscal year). You might also receive an auto email from Develop with similar information.

If/when your grant application is selected, use the guide called Grants – Award Instructions for Programs available at https://www.developtoolmn.org/guides.html.