Regional Grant Information Session 2021-2022
Welcome!
Agenda

1) Grant Process Overview
2) Application Instruction
3) Application Tips
4) Early Bird Incentive is BACK!
5) Important Dates
Grant Process

What is the intended purpose?

To support, sustain, and increase quality of childcare programs
Grant Process

Who can apply?

1. Child Care programs actively providing early learning services to children ranging from birth to school age
2. Currently Licensed with DHS or Tribal Government OR Legally licensed-exempt
3. No current negative actions –licensing violations
   - Temporary immediate suspension, suspension, revocation, or a maltreatment determination where the facility was found responsible
4. Parent Aware/Building Quality providers
5. Programs who have applied and received an award the previous year
6. Programs serving on the Grant Review Committee
Grant Process (cont.)

What kinds of things can my program purchase with the grant?

ALL items purchased must be NEW and purchased from a retail store, not private party

1) Learning Support

2) Technology

3) Education, Training, and Relationship Based Professional Development

4) Wages for Substitute

5) **Minor** Construction/Renovation Projects
   - Cost of materials for outdoor play area fencing
   - To dedicated physical childcare space as required by licensing to ensure child safety or meet other program standards
   - Will require a letter of recommendation
5) **Minor** Construction/Renovation Projects (cont.)

- Cost of assembly and/or installation covered by grant, labor is required to be performed by a contractor following applicable state and local laws and regulations regarding registration and licensure:


* Approved Items listed on the Grant Application Guide
(page 5 – 8 in the 5 spending categories)
Grant Process (cont.)

Purchase Limits

1) Electronic requests – computers, cameras
   - $500 maximum, limit of 1 for family child care, child care centers – 1 for each classroom

2) Furniture requests
   - Early childhood furniture – will require a picture
   - $500 maximum
What kinds of things can my program NOT purchase?

1) Major construction or renovations – no structural changes to the foundation, roof, floor, exterior, load-bearing walls, extension of a facility
2) Religious based curricula, activities, materials or counseling
3) Expendable supplies (diapers, wipes, soap, paper products), except for PPE (cleaning products, masks, hand sanitizer
4) Office supplies - supplies that are not directly used for early childhood quality improvement activities
5) Expenses associated to conferences and trainings – food, lodging, and mileage
6) One-time field trips
7) Child Care tuition
Grant Process (cont.)

What kinds of things can my program \textbf{NOT} purchase? (Cont.)

8) Items prohibited by licensing

9) Costs of doing business
   - Accounting and legal fees
   - Advertising
   - Banking service charges
   - Food
   - Insurance
   - Licenses
Grant Process (cont.)

What are the 5 Spending Categories?

1) Health and Well-Being
   - Items to ensure the environment is safe and healthy – alarms and detectors, items for transporting children safely, emergency preparedness, playground safety and healthy eating
   - Items flagged by licensing as required – examples: egress window, outdoor fencing

2) Teaching and Relationships with Children
   - State-approved curricula
   - Toys, games, books, classroom furniture and supplies to support that curricula
   - Learning activities for all ages
What are the 5 Spending Categories? (cont.)

3) Assessment and Planning for Each Individual Child
   • Assessment tools to help gather information through observation in a natural setting – camera, or video camera to record classroom activities, journaling materials, laptop, tablet, desktop computer for online assessments

4) Professionalism
   • Learning Opportunities – trainings, EC conferences, Professional Resources - books, professional journals, professional association fees.

5) Relationships with Families
   • Items to help communicate with families – bulletin boards, family events, parent conferences, etc.
Grant Process (cont.)

How much money is my program eligible to receive?

➢ The total award is dependent on:
  ❑ Funding received from the State/Federal
  ❑ Program type – Family Child Care, Child Care Center

➢ Award amount:
  ❑ Family Child Care – up to $2000
  ❑ Child Care Center – up to $3000
Grant Process (cont.)

What are the requirements?

1. Training requirement
   - Required training of **12** hours must be completed **January 1, 2021 - March 31, 2022**
   - Achieve approved training and trainer
     Examples of Achieve approved trainings – Think Small, Child Care Aware of MN, Eager-to-Learn
   - Family Child Care - assistants’ and helpers’ training hours do not count unless they are on the provider license
   - Child Care Centers - teachers and staff may tag team to count towards total hours so long as the trainings are different.
Training requirement (cont.)

- The cost of training is provider’s responsibility
- Provider may choose to include the cost of the required training as part of the grant application by applying for dollars within the Professionalism spending category
- Timeline to take training: **January 1, 2021 – March 31, 2022**
- **ALL** required training must be completed before reimbursement can take place
Grant Process (cont.)

2. Culturally Responsive Requirement
   • 10% of your total purchase must be culturally responsive resources
   • Materials, toys, training must teach, spark conversation, reflect on, celebrate, their own culture, other differing cultures within their community, or cultural identity
   • Must be a separate Expenditure Request on Develop

3. Two-Year Requirement
   • Must carry an active license for a minimum of two years from the date of the award letter
   • If your program ceases to provide an active license within the required timeframe, you will be required to repay grant dollars, prorated basis
Grant Process (cont.)

How will my program receive the money if my program is awarded?

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

- 12 hours training requirement completed between January 1, 2021 – March 31, 2022
- Approved purchases made on or after November 1\textsuperscript{st} will be eligible for reimbursement
- Receipts and required documentation must be submitted by April 15, 2022
Grant Process (cont.)

How is it determined if my program would receive funding?

- Application is completed and submitted on Develop
- The application will be reviewed and scored by 3 Regional Grant Reviewers from the grant committee
- Highest score will be awarded first
- Those not awarded will be placed on a wait list
- Award letter will be emailed by November 1st
Early Bird Incentive

What is the Early Bird?

• Inception year 2017
• Encourage Grant recipients to spend award early
• Decreases bottle-neck of requests for reimbursement

How does it work?

• Complete required training and spend all of your award by December 31, 2021
• Receive Voucher Credit towards Constructive Playthings
Early Bird Incentive

- Family Child Care
  - First 100 programs
  - $250 credit

- Child Care Center, School-age Programs
  - First 50 programs
  - $500 credit

How is the Voucher Credit redeemed?

- If you are a recipient, you will receive an email and voucher with the credit amount
Early Bird Incentive

- Email shopping cart to Grant Administrator with the Voucher Credit as proof you were a recipient
- Grant Administrator will place the order
- Order will be shipped to your program location
- Voucher credit is good until June 30, 2022
WISH LIST

• Plan and organize your thoughts on paper
• Visually see items requested, cost, and total
• Transfer information to the Participation Page of the application
• Transfer information to Expenditure Pages of application
• Not required to be submitted
• HIGHLY recommended to complete prior to completing application on Develop
WISH LIST

This list is intended to help you plan your grant request before entering it into Develop. This is not to be submitted.

Priorities

#1 Health and Well-being
- Equipment and activities that promote health and fitness in your program

#2 Relationships with Families
- Materials that support the mental health of young children and their families

#3 Teaching and Relationships with Children
- Materials, activities, strategies, assessment, and curriculum development to promote social/emotional, physical, and intellectual development in all children

#4 Assessment and Planning for Each Individual Child
- Materials that support school readiness, infant through school-age, in areas such as literacy, social and emotional growth, science, technology, engineering and math (STEM), including assessment support pieces

#5 Professionalism
- Technology items for professional use including laptops, tablets, desktop computers, printers

#6 Culturally Responsive resources
- 10% of your total grant amount must be attributed to culturally responsive resources.

<table>
<thead>
<tr>
<th>Items (WHAT)</th>
<th>item(s) Cost</th>
<th>Category/Priority</th>
<th>Goal (HOW)</th>
<th>Strategy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crawl and Climb</td>
<td>$450</td>
<td>Health and Well-being</td>
<td>The Crawl and Climb Caterpillar will promote health and fitness by getting the kids outside. Climbing, crawling, and running will get them to use all of their muscle groups.</td>
<td>Purchase a climber</td>
</tr>
<tr>
<td>Caterpillar</td>
<td></td>
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<tr>
<td>1) Dry Erase Board</td>
<td>$50</td>
<td>Relationships with Families</td>
<td>The dry erase board, magnets, and dry erase markers will be used to communicate daily tips for families on mental health topics and issues</td>
<td>Post one tip each day on a topic families agree on</td>
</tr>
<tr>
<td>2) Magnets</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3) Dry Erase Markers</td>
<td></td>
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<tbody>
<tr>
<td>Lakeshore Calming</td>
<td>$669</td>
<td><strong>Teaching and Relationships</strong></td>
<td>The Lakeshore Calming Corner Bundle will promote social/emotional development of the kids by allowing them safe space to cool down when they are upset or overwhelmed</td>
<td>Create a safe and calming environment for kids to take a break or time-out</td>
</tr>
</tbody>
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## Priorities

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<tr>
<td>Video camera</td>
<td>$300</td>
<td><strong>Assessment and Planning</strong></td>
<td>The video camera will be used to record important milestones of each child’s development to show families</td>
<td>Capture each moment with the video camera</td>
</tr>
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<tr>
<td>Laptop</td>
<td>$500</td>
<td>Professionalism</td>
<td>The laptop will allow me to take on-line training to develop professionally.</td>
<td>Purchase a laptop</td>
</tr>
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</thead>
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<tr>
<td>Lakeshore</td>
<td>$229</td>
<td>Requirement-Culturally</td>
<td>The Multicultural Clothing Set will allow my children to experience clothing from other cultures around the world</td>
<td>Purchase</td>
</tr>
<tr>
<td>Multicultural</td>
<td></td>
<td>Culturally Responsive Care</td>
<td></td>
<td>diverse clothing sets that represent different parts of the world</td>
</tr>
<tr>
<td>Clothing Set ($229)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ANNOUNCEMENTS

Here’s how to get your free COVID-19 vaccination!

- Make an appointment through the Vaccine Connector.
  - Minnesota Department of Health COVID-19 Public Hotline
    - 1-833-431-2093
    - Mon-Fri, 9 a.m. – 7 p.m. & Sat, 10 a.m. – 6 p.m.
- Use the state’s Vaccine Locator Map to find a vaccine provider near you.
- Check for vaccine appointments using the Vaccine Finder. You can search for appointments by vaccine type (e.g., Pfizer).
- Contact your primary health care provider or a local pharmacy.
- Employers may also reach out with information about vaccination opportunities.

Questions about COVID-19 and child care may be directed to childrenscabinet.mmb@state.mn.us.
USER GUIDES

Creating an Individual Profile
Develop training participants - Searching for training
Develop training participants - completing the TTET
How to Print your Learning Record
Membership Application
Finding Your Career Lattice Step
Inviting Members
Verifying Employment for Employers
Creating an Organization Profile
Linking Organization and Individual Accounts
Requesting Organization Profile Access
Viewing an Organization Profile
Managing Organization Profiles
Regional Grants – How to Apply
Accelerated, Expedited and Automatic Pathways - Using Electronic Quality Improvement Plan for Parent Aware Grants
REGионаl & MNTRECC гранты — инструкции по программе подачи заявки

Этот документ предназначен для программ для использования при подаче заявок на региональные и MNTRECC гранты в Develop. Информация описывает необходимые шаги в Develop, от начала до конца, чтобы завершить и представить вашу заявку.

Есть второй руководство, чтобы использовать, если ваш программ получил грант. Этот документ включает в себя шаги для подачи заявки.

Программы могут подавать заявки на региональные и MNTRECC гранты на бумаге или в Develop. Если вы хотите получить бумажную заявку, обратитесь к своему Грантовому администратору.
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.
All Develop Membership applications are processed by Achieve in date order. Visit www.mncpd.org to view the processing date for each application type and for other helpful application resources.

DHS License: Active

Program Enrollment

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Licensed Capacity</td>
<td>12</td>
</tr>
<tr>
<td>Number of Classrooms</td>
<td>1</td>
</tr>
<tr>
<td>Number of Children</td>
<td>7</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Group</th>
<th>Capacity</th>
<th>Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infants</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Toddlers</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Preschoolers</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>
None

### Classrooms / Groups

<table>
<thead>
<tr>
<th>Lead Teacher</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher</td>
<td>None</td>
</tr>
<tr>
<td>Age Ranges</td>
<td>Infants, Toddlers, Preschoolers, School Age</td>
</tr>
<tr>
<td>Room Capacity</td>
<td>12</td>
</tr>
<tr>
<td>Hours Open Per Week</td>
<td>50</td>
</tr>
</tbody>
</table>

Name does not identify the program for anonymity.
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.
2021 Grant Priorities

Below are the 2021 Child Care Service Grant priorities.

On your grant application, you will indicate how your grant proposal meets the five priorities. Each priority will be scored on a scale of 1 to 5, with 5 being the highest score. Priorities that are left blank will be given a score of 1.

**Priority #1 - Health and Well-being**
Equipment and activities that promote health and fitness in your program.

**Priority #2 - Relationships with Families**
Materials that support the mental health of young children and their families.

**Priority #3 - Teaching and Relationships with Children**
Materials, activities, strategies, assessment, and curriculum development to promote social/ emotional, physical, and intellectual development in all children.

**Priority #4 - Assessment and Planning for Each Individual Child**
Materials that support school readiness, infant through school-age, in areas such as literacy, social & emotional growth, science, technology, engineering, and math (STEM), including assessment support pieces.

**Priority #5 - Professionalism**
Technology items for professional use, including laptops, tablets, desktop computers, and printers.
1. Log into Develop at [www.developtoolmn.org](http://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.

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.

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.
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.

![Program Enrollment Form]

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**Program Enrollment**

Enter the number of children by age group for which you provide care. In addition, enter the number of high needs children in each age group. A child should be counted as "high needs" if meets one or more of the following criteria: children from low-income families (at or below 200% poverty rate) or otherwise in need of special assistance and support: Including children with disabilities or developmental delays, who are English Language Learners, who reside on "Indian lands", who are migrant, homeless or in foster care.

**Number of Classrooms / Groups**

8

**Total Number of Children Enrolled**

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Infants</th>
<th>Toddlers</th>
<th>Preschoolers</th>
<th>School Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Needs</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

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42
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.
What kind of programming does your Organization offer? (Select all that apply)

- Part day (less than 5 hours per day) [✓]
- Full day (5 or more hours per day) [✓]
- Part week (less than 5 days per week)
- Full week (5 or more days per week) [✓]
- Evenings (after 6pm)
- Weekends (Saturday and/or Sunday)
- No Selection

When is your program open and serving children? (Please choose the one answer that best fits.)

- Full calendar year

If your program closes (is not serving children) for two or more consecutive weeks at any time during the year, please describe below when your program is closed. Please be as specific as possible.

This program is closed during the following timeframe each year:

- N/A
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.

Please indicate how your grant proposal meets Regional Priority #3 as outlined by your regional grant committee. Click here to find out what Priority #3 is.

NA
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.
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.
Use the wizard below to add additional expenditure items to the applicable case.

**Regional Grant**

**Category**
- Relationships with Families

**Indicator**
- R1.2 Shares information with families

**Type**
- Materials

**Goal**
- Improve communication with families

Maximum of 500 characters

**Strategy**
- Purchase items to post notices to families

Maximum of 500 characters

**Description of purchase**
- Dry erase board, magnets, dry erase markers
g. Total Cost: Enter the entire cost of all the materials or professional development included in this expenditure request, including tax.

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**.
Total Cost | Amount Requested
53.16 | 53.16

Cost to Program
$0
Auto-generated based on Total cost minus Amount Requested.

Population Served
☑ Infants & Toddlers
☑ Preschool
☐ School-Age
Select ALL that apply

Cultural Responsiveness
☐ This item is culturally responsive

Clicking either “Save” button above adds the action item to the applicable case.

Save & Add Another | 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 **+Expenditure**.
Phone*  
651 - 555 - 1234  

Fax  

Primary Website  
Organization's primary website  

Additional Info  
Enter any additional information about your organization that you would like to appear on this web site.
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.
Application Tips

1. Complete the WISH List found on the Grant Application Guide
   - Help organize thoughts on paper
   - Be specific – Graco car seat ($100)
   - Make sure the items are approved (refer to the Spending Categories on the application guide, page 5 – page 8

2. The “What” it is you are requesting and the “How” it will support the priority

3. Request more than 10% of the total cost for multicultural items
Important Dates

September 1, 2021 – applications available on-line
September 20, 2021 – Paper application
September 25, 2021 – Online Application
November 1, 2021 - Award / Denial letter received
December 31, 2021 – Early Bird Incentive Deadline
March 31, 2022 - All required training must be completed and on your learning record
April 15, 2022 – ALL receipts and required documentation DUE
Submission of Application

Two ways to submit your application

1) Develop
https://www.developtoolmn.org/

2) Paper Application - reserved for programs without internet access, by request only

Drop off site: Think Small East
10 Yorkton Court
Saint Paul, MN 55117
(White mailbox outside)

Email: grantsrequest@thinksmall.org
Contact Info

Grant Administrator: Charlene Nhotsavang
Phone: 651-366-6797
Grants Fax: 651-287-6909
Email Address: grantsrequest@thinksmall.org