

Ramsey County Early Childhood Academy 50/50 Match Financial Support

Application & Agreement

Full Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone Number: _____

Program Name: _____

Program type: (select one)

☐ Licensed Family Child Care

☐ Licensed Child Care Center

o If licensing a Family Child Care Program, how many people over the age of 13 live in the home?:

Stage of the licensing process: (select one)

☐ Pre-application

☐ Preparing Space

☐ Application Submitted

☐ Undergoing Inspections

☐ Licensed

☐ Other:

Capacity Coach's Name: _____

Are you currently caring for, or planning to care for children on the Child Care Assistance Program? (CCAP):

☐ Yes

☐ No

☐ Undecided

Are you planning to participate in Parent Aware (MN's Quality Rating and Improvement System)?:

☐ Yes

☐ No

☐ Undecided

Anticipated License Capacity: _____

Number of Classrooms/Groups (if applicable): _____

What are your proposed operating hours? (select all that apply):

☐ Full Day

☐ Part Day

☐ Full Week

☐ Part Week

☐ Evenings

☐ Weekends

☐ All-Year

☐ School Year

☐ Other

Has your licensor visited your location?:

☐ Yes

☐ No

Licensor's Name: _____

Has the fire marshal visited your location?:

☐ Yes

☐ No

Are you aware of or anticipating any required modifications to your space?:

-If yes, what is the assumed cost of the required modifications?: _____

What date do you plan to open your program? (estimate): _____

What are you hoping to spend the Ramsey County Early Childhood Academy 50/50 Match Financial Support funds on?: (Funds must be used on project, service, program materials, or lease cost)

Which regulatory authority, if any, identified these needs? (Licensor, Fire Marshal, Municipality, health department, etc.): _____

Contractor Name or Company: _____

Contractor License Number: _____

If using these funds to purchase program materials, which approved vendor(s) do you plan on purchasing from?

☐ Lakeshore Learning

☐ Kaplan

☐ Discount School Supply

☐ Constructive Playthings

Program Responsibilities

I understand to be eligible to apply for the Ramsey County Early Childhood Academy 50/50 Match Financial Support I must be opening a new licensed child care program (creating more child care slots) in Ramsey County.

I understand that if my program knowingly submits false or fraudulent information during any part of the RCECA 50/50 Match Financial Support application process, my program will no longer be eligible for funds. Any funds distributed during the RCECA 50/50 Match Financial Support program would be required to repay a prorated amount and all appropriate parties would be immediately notified.

I understand that prior to receiving any funds, I must:

- Be actively working with a Child Care Capacity Coach
- Agree to use a licensed contractor or purchase from approved vendor(s)
- Complete all required licensing trainings prior to licensure
- Create a Bill.com account for funds to be transferred to

Upon application and notification of funding award, I agree to:

- Provide active licensed child care in Minnesota for a minimum of two years to children, other than my own, from the date the program is initially licensed
- Not use funds to cover expenditures for which there is another federal, state, tribal and/or local public funding source (unless original funding source only covers partial project completion)
- Provide child care to families regardless of race, color, creed, religion, national origin, sex, marital status, disability, public assistance, age, sexual orientation, or familial status
- Participate in any requested surveys and forms related to funding requirements

Data Sharing

I understand that by signing this participation agreement, I am agreeing to allow Think Small to share information with contracted agencies for the following purposes:

- Analyze data on use of RCECA 50/50 Match Financial Support program
- Analyze effectiveness of RCECA 50/50 Match Financial Support program
- Compile and share aggregate data for reporting purposes to promote available services

Disbursing Funds

I understand that if my program is awarded funds, they are:

- Paid after I have paid at least 50% of the cost
- OR reimbursed after I have paid 100% of the cost
- Paid after I submit itemized quote from licensed contractor including description of services and anticipated renovation cost or invoice from the property owner including lease cost
- Paid after I submit receipt(s) of program materials purchased from approved vendor(s)
- Will be paid through Bill.com account

Do you currently have a Bill.com account?:

☐ Yes

☐ No

If yes, what is your Bill.com PIN Number?: _____

Payment Method Preference:

E-Payment via Bill.com

Check via mail

Submitting Your Application

Please submit all required documents together via-

Email to: **childcarestartup@thinksmall.org** with line *"RCECA 50/50 Application"*

Mail to: **Think Small
ATTN: RCECA
10 Yorkton Court
St Paul, MN 55117**

Your submission must include:

- Completed application/participation agreement
- Copy of background study clearance – for all required parties
- Completed W-9
- Itemized quote from licensed contractor including description of services and anticipated renovation cost or invoice from the property owner including lease cost
- If applicable, itemized receipt of program materials from approved vendor(s)

Print Name: _____

Program Name: _____

Signature: _____

Date: _____

Questions?

For questions, to request a paper copy, or support completing this application in another

language please reach out via email to:

childcarestartup@thinksmall.org