GRANTS – APPLICATION INSTRUCTIONS

Organizations will be able to apply for Grants in Develop starting in fall 2020. Regional Grants are available to all direct care organizations. Applications are only accepted from September 1 to September 25 of each calendar year.

1. Log into your Develop Profile with your email address and password.
2. From the drop down menu, choose the organization you want to use for the Regional Grant Application.

3. From your Organization Profile, select the Quality Tab and click Apply.

4. This page lists options to apply for Parent Aware (full rating), Parent Aware Building Quality, MNTRECC and Child Care Services Grant.

You may apply for one or more of the following Quality Improvement cases listed below.

Please note, if no "Apply" button is visible then your organization does not meet the required standards for that applicable case or a case is in progress. Please contact your local Child Care Aware agency at 888-291-9811 for more information about eligibility requirements.

5. Scroll down to Child Care Services Grant application and click Apply.
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6. Please update any missing or incorrect information. Click **Next** to continue. At any time, you can click on **Save and Exit** to finish later.

7. Verify your **Organization Identification**. Scroll to the bottom of the page and click **Next**.

8. Please make sure the information is correct and click **Continue**.

9. Enter **Program Accreditation**, if any, by clicking on the **+Accreditations** button. Click on **Next** to continue. Click **Previous** at any time to go back and view your application.
10. Enter the **Program Enrollment** to the best of your ability. These numbers do not affect the scoring of your grant. Make sure you fill out the form, including adding zeros. Develop will not let you proceed unless all boxes are filled.

Check the box for programming, select from the drop down when you are open and explain any closure for more than two weeks. Click **Next**.
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11. Verify your Organization Address and phone number. Click **Next**.

Click Previous at any time to review your application.
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12. On the Participation tab, you will answer a series of questions in regards to the grant. Please answer the questions as best you can, there is a limit to how much you can type. Do not leave any answers blank. If you do not have a request for a specific priority, add N/A.

<table>
<thead>
<tr>
<th>Purpose for requesting this grant</th>
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<tbody>
<tr>
<td>Give a brief summary of the purpose of your grant request (approximately 50 words). This will help our committee understand the purpose and rationale for your request. Do not include your name or your program’s name in your answer.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Priority #1</th>
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<tbody>
<tr>
<td>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 for your region.</td>
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<tr>
<th>Priority #2</th>
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<tr>
<td>Please indicate how your grant proposal meets Regional Priority #2 as outlined by your regional grant committee. Click here to find out what Priority #2 is for your region.</td>
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<tr>
<th>Priority #3</th>
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<tr>
<td>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 for your region.</td>
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<th>State Priority</th>
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<tr>
<td>Please indicate how your grant proposal meets the State Priority as outlined by the MN Department of Human Services. Click here to find out what the State Priority is this year.</td>
</tr>
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</table>

13. Expenditures is where you add what you specifically want to purchase with the grant money. Click on +Expenditures to add items.
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14. For each proposed expenditure, provide the following:
   (A more in depth explanation is available in the Grant Guide.)

   **Category and Indicator**: Select a category and an indicator. Depending on the category you choose, the list of indicators will change. For Regional Grants, please choose **Other**.

   **Type**: Materials or Training/Professional Development
   **Goal**: Enter what you hope to accomplish with this purchase
   **Description of purchase**: Create expenditures based on category – using the Culturally Responsive category first. List all the items you are going to purchase in this category, separated by commas, and indicate the price of the item in parentheses behind each item. The Grant Application Guide can help you determine which category your purchases should be assigned to.
   **Example**: 48”X36” child sized table ($199.00), 5 12” chairs ($250.00) 5 Storage bins ($45.00)
   **Total cost of purchase**: Add all the parentheses and put the total here. ($494.00 in the above example)
   **Amount Requested**: How much of the above total will the grant pay for?
   **Cost to Program**: How much of the total will you pay for?
   **Population Served**: Who will benefit from this purchase? Infants & Toddlers, Preschoolers, or School-Age children – check all that apply.
   **Cultural Responsiveness**: Is this item culturally responsive? Make a separate Action Item for Culturally Responsive purchases using the Requirements category. Check the Cultural responsive box only for the expenditure for culturally responsive items.
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15. After you add the Expenditures, the page will be updated with your entries. Check to make sure that you have meet the grant requirements. If you are a Center, the program contribution line must be at least 25%. For all programs, the Culturally Responsive purchases must be at least 10%.

16. The last page is the Participation Agreement. Please read carefully. You can review your Application by clicking on Previous, or come back later to finish the application by clicking on Save and Exit. Check the box for consent and click Submit when finished.

Once you click Submit, your application will be submitted to Child Care Aware and you cannot change it.
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17. You will receive an email when your application is submitted. The email will alert you to look for a letter in the mail detailing the terms of your grant. If you do not receive an email within 24 hours, please contact your Grant Administrator.

18. After submission, your Regional Grant application will show on your Organization Profile Dashboard. Click Case Info to see details.

19. The Case Status will be updated by your Grant Administrator. They can also add notes to your case if needed.

Once your grant has been approved, an Action Item will be automatically created that reminds you to complete 12 hours of training before you can be reimbursed for items you have purchased, or before items can be purchased for you.

Questions?  8/26/2019
Please contact your Grant Administrator
20. The Grant Administrator will indicate how the money will be distributed. You will need to upload receipts or shopping carts for reimbursement, depending on who will be purchasing your items. On your Dashboard, scroll down to your Regional Grant Case. Click on the title of the action item where you need to add documentation.

22. Click on Documents. You can upload receipts or screen shots (shopping carts) by clicking on +Files and choosing which file from your computer to upload. When finished, click Save.

23. As you exit the screen, you’ll be reminded to Click on Save and Close.

25. You will be returned to the Quality Dashboard for your organization.