

## Regional and MNTRECC Grants – Program Application Instructions

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

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

Programs are strongly encouraged to apply for Regional and MNTRECC Grants in Develop. If they are unable to apply in Develop and need a paper application, contact a Grant Administrator.

### PART 1: TIPS BEFORE GETTING STARTED

Accessing the grant application in Develop:

- Programs can only apply for a Regional or MNTRECC Grant in their Develop Organization Profile. Programs cannot access the grant application in their Individual Profile. (See Part 2, steps 1-3.)
- To apply for a Regional or MNTRECC Grant, programs need to have a Registered Organization Profile in Develop. If they have not registered their organization yet, they can [follow these instructions](#). Register before the grant application period starts on September 1 to be ready to apply when the application is available.
- The application is available in Develop **September 1-25**. If programs apply with a paper application issued by a district Grant Administrator, their completed application must be received by their Grant Administrator by **September 20**.

Before applying, enter the following information into the Organization Profile to receive the maximum number of points available:

- Make sure that the Organization Profile Owner and staff, if applicable, have current Individual Memberships in Develop so that each person has their complete training history documented.
- Add or update the program's classroom(s) or group(s) on the Classrooms tab of the Organization Profile. **Do not use names for program classes or groups that could identify their program to a Grant Reviewer.** If they have already added their classroom(s) or group(s) to the Classrooms tab, make sure the names can't identify their program. This keeps programs anonymous to Grant Reviewers and helps to avoid potential conflicts of interest.

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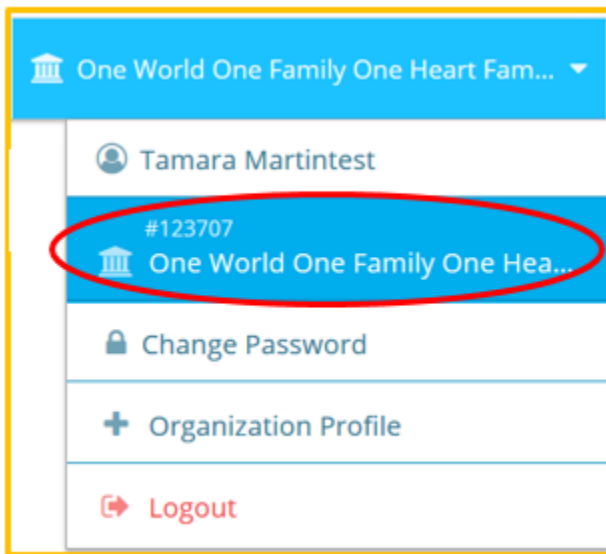
Have a copy of [this year's grant priorities](#) when programs beginning an application.

If possible, complete the application from start to finish. Click Save and Exit when stepping away or pausing to make sure information isn't accidentally lost.

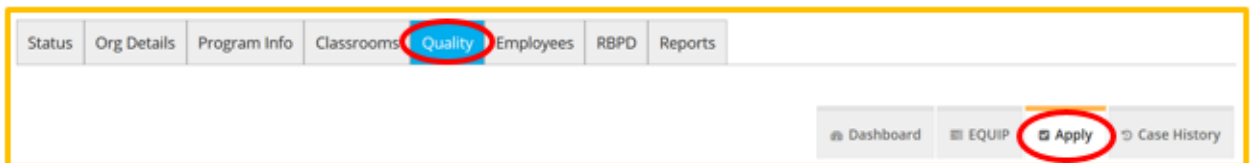
## PART 2: ACCESSING THE GRANT APPLICATION

1. Log in to Develop at [www.developtoolmn.org](http://www.developtoolmn.org) with the program's email address and password. Select Organization Profile from the context menu.

NOTE: Individuals will only see their Organization Profile if they 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.



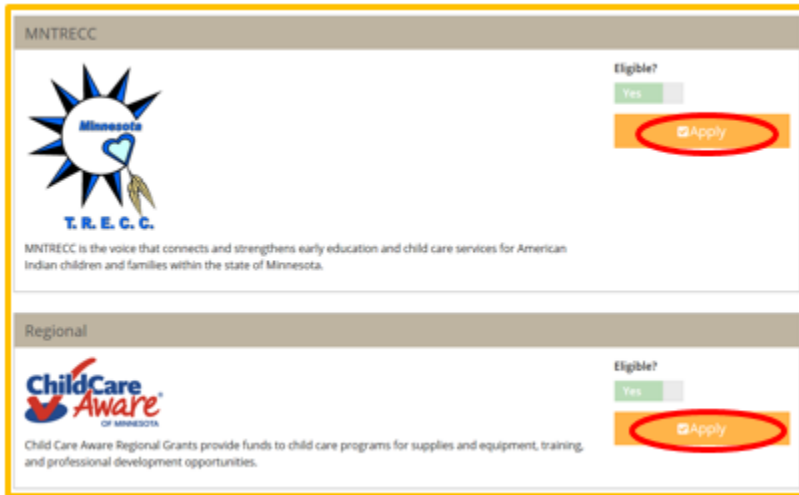
3. Scroll to the bottom of the page.
  - a. To apply for a MNTRECC Grant, click **Apply** next to the MNTRECC option.

Programs should choose the MNTRECC option if they:

- Are an enrolled member of a federally recognized Tribe, or
- Are a first or second generation descendent of an enrolled member, or
- Are licensed or funded by a Tribal Government, or
- 50% of children in care are of American Indian Descent

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- b. To apply for a Regional Grant, click **Apply** next to the Child Care Aware Regional Grant option.



The program will be taken through the pages of the grant application. Click Save and Exit to save what was entered and return at a later time, or Exit Application to leave the application without saving. Applicants should enter complete information to the best of their ability.

- 4. On the first page, update the program contact information, if needed. Click **Next** when done.

The screenshot shows a grant application page for "#123707 One World One Family One Heart Family Child Care LLC". At the top right are "Save and Exit" and "Exit Application" buttons. A navigation bar contains tabs for "Contact Info", "ID Numbers", "Accreditation", "Enrollment", "Address", "Participation", and "Terms". The "Contact Information" section contains the following fields:

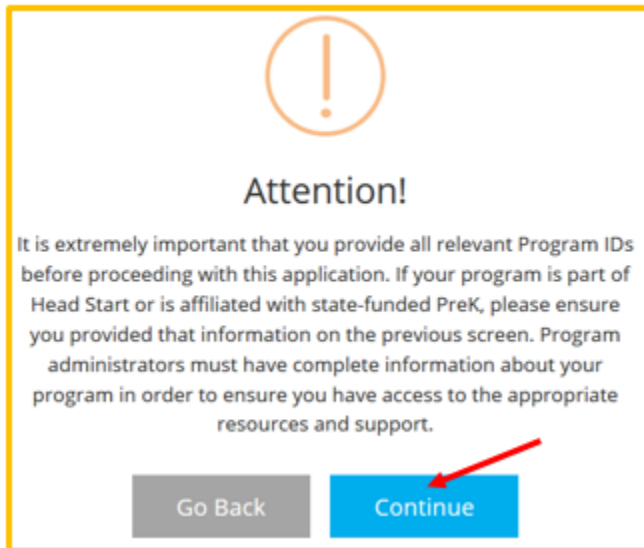
- Email Address\*: ABC123@email.com
- First Name\*: ABC
- Last Name\*: 123
- Phone: 952 - 555 - 1234
- Ext.:

A red arrow points to the "Next" button at the bottom right.

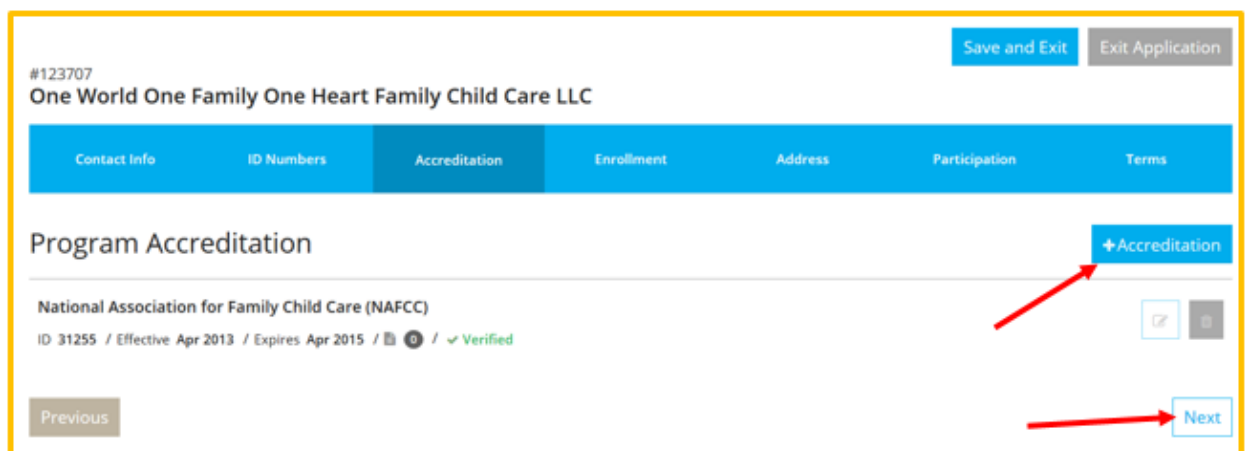
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5. On the Organization Identification page, update information about the program and the type(s) of care and education offered to children. Programs must answer **Yes** or **No** to all questions. Click **Next** when done.

A pop-up window will appear to confirm that all relevant identification numbers have been entered. Click **Continue** when sure that the numbers are correct. Otherwise, click **Go Back** to review the selections.



6. Enter or review the information on the Accreditation tab, if relevant. When done, click **Next**.



7. On the Program Enrollment page, enter or update the number of children that the program serves by age group, race, languages spoken, and high needs. Programs will be awarded points based on the age group(s) and population(s) they serve. Enter 0 if the program does not serve any children in a particular group.

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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

Total Number of Children Enrolled **8**

|              |                                |            |                                |
|--------------|--------------------------------|------------|--------------------------------|
| Infants      | <input type="text" value="2"/> | High Needs | <input type="text" value="1"/> |
| Toddlers     | <input type="text" value="2"/> | High Needs | <input type="text" value="1"/> |
| Preschoolers | <input type="text" value="3"/> | High Needs | <input type="text" value="1"/> |
| School Age   | <input type="text" value="1"/> | High Needs | <input type="text" value="1"/> |

- a. Enter or update the kind of programming offered, such as part-day, full-day, part-week, full-week, evenings, and weekends. Choose all options that are offered by the program. Programs will be awarded points based on the type(s) programming they offer. When done, click **Next**.

**Race of Children Enrolled**

|                                |                                |         |     |
|--------------------------------|--------------------------------|---------|-----|
| American Indian/Alaskan Native | <input type="text" value="1"/> | Percent | 12% |
| Asian/Pacific Islander         | <input type="text" value="1"/> | Percent | 12% |
| Black/African American         | <input type="text" value="3"/> | Percent | 37% |
| Hispanic/Latino                | <input type="text" value="0"/> | Percent | 0%  |
| Bi/Multi-Racial                | <input type="text" value="3"/> | Percent | 37% |
| White                          | <input type="text" value="2"/> | Percent | 25% |

Number of enrolled children speaking English as a second language?  
 Percent 0%

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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

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8. Update physical address and/or phone number, if needed.

NOTE: This will only change the address or phone number for Develop, not licensing. To edit or update address or phone number for licensing, contact your licensor.

Click **Next** when done.

Physical Address

Address Line 1\* Line 2

123 Main Street

Zip\* City\* State\*

55555 Young America MN

County\* Country

Carver United States

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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.

Next

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...

**NOTE:** Enter a response for each priority text box. Type NA if there's nothing to enter.

Priority questions are scored on a scale of 1-5. Questions answered NA will be given a score of 1 by the three Grant Reviewers assigned to score the 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 all priority textboxes have been entered, add the expenditure requests (items to be purchased if the grant is funded). Click **+Expenditure** to begin adding requested items.

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**Expenditures**

Click the add button to add expenditures to the proposed expenditure list.

**Expenditure Totals**

|                      |        |
|----------------------|--------|
| Program Contribution | \$0.00 |
| Grant Request        | \$0.00 |
| Total Investment     | \$0.00 |

**Breakdown of Grant Investment by Population Served ⓘ**

|                       |        |
|-----------------------|--------|
| Infants & Toddlers    | \$0.00 |
| Preschool             | \$0.00 |
| School-Age            | \$0.00 |
| Culturally Responsive | \$0.00 |

ⓘ Expenditures can address more than one population, so population percentages will add up to more than 100%. Percentages are calculated as a percent of the Total Amount Requested, not including the Cost to the Program.

**Proposed Expenditures**

ⓘ No data available.

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11. A pop-up window will appear, asking for the details of what the applicant wants to buy.

**NOTE: The grant guide can help fill in the requested information, including how to group wanted items into expenditure requests. Enter one expenditure group per category.** To request a copy of the grant guide, contact your Grant Administrator.

- a. Category: Select the category that best fits the item(s) wanted for purchase.
- b. Indicator: This is a drop-down menu of the Indicators within the category the program can select. Select the Indicator that best fits the item(s) wanted for purchase. 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 improvement goal intended to be accomplished.
- e. Strategy: Describe what is needed to reach the goal. Include the items needed for purchase in order to implement the strategy.
- f. Description of Purchase: Enter the item(s) needed to implement the strategy and accomplish the goal. This should be a list of the items that the grant can pay for from this Category and Indicator, if awarded. Again, programs should follow the grant guide to help in entering items correctly.



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**+ Expenditures**

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 wanted for 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 the 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 the program wants to purchase, keeping in mind the age group definitions for their program type. At least one age group must be selected, but all three can be selected.
- k. Culturally Responsive: Cultural responsiveness is the ability to learn from and relate respectfully with people of their own culture as well as those from other cultures. This checkbox is disabled and cannot be used at this time. Programs can contact their Grant Administrator for more information.

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12. If the program has additional expenditure requests, click **Save & Add Another**. Follow steps 10-11 until all expenditures are requested, then click **Save & Close**.

The screenshot shows a form with the following sections:

- Total Cost:** 53.16
- Amount Requested:** 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

At the bottom, there are two buttons: **Save & Add Another** (highlighted in blue) and **Save & Close** (highlighted in grey). Red arrows point from the text above to these two buttons.

13. After clicking Save & Close, the application will return to the Participation page, where the expenditure totals and a breakdown of expenditures by population(s) served are available. Add a new expenditure request by clicking **+Expenditure**.

The screenshot shows the Expenditures page with the following data:

Click the add button to add expenditures to the proposed expenditure list.

| Expenditure Totals   |      |            |
|----------------------|------|------------|
| Program Contribution | 0%   | \$10.87    |
| Grant Request        | 100% | \$2,510.00 |
| Total Investment     |      | \$2,520.87 |

| Breakdown of Grant Investment by Population Served ⓘ |      |            |
|--|------|------------|
| Infants & Toddlers                                   | 100% | \$2,510.00 |
| Preschool  | 100% | \$2,510.00 |
| School-Age   |      | \$0.00     |
| Culturally Responsive                                |      | \$0.00     |

ⓘ Expenditures can address more than one population, so population percentages will add up to more than 100%. Percentages are calculated as a percent of the Total Amount Requested, not including the Cost to the Program.

A red arrow points to the **+Expenditure** button in the top right corner.

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The program will see a list of entered expenditure requests. The expenditures can be edited prior to submitting the application. Click the red **trash can icon** to delete an expenditure request.

Proposed Expenditures

#28912  
**Buy TS Gold**

| Category  | Total Cost | Grant Request | Program Contribution |
|---|------------|---------------|----------------------|
| Assessment and Planning for Each Individual Child | \$214.99   | \$210.00      | \$4.99               |

[Details](#)

#28913  
**Buy a curriculum package**

| Category                                 | Total Cost | Grant Request | Program Contribution |
|--|------------|---------------|----------------------|
| Teaching and Relationships with Children | \$2,305.88 | \$2,300.00    | \$5.88               |

[Details](#)

This screenshot shows two expenditure items. A red arrow points to a trash can icon in the top right corner of the first item's card.

- Click **Next** at the bottom of the page when the participation questions are completely finished.

Proposed Expenditures

#61110  
**Purchase items to post notices to families**

| Category                    | Total Cost | Grant Request | Program Contribution |
|-----------------------------|------------|---------------|----------------------|
| Relationships with Families | \$53.16    | \$53.16       | \$0.00               |

[Details](#)

[Previous](#) [Next](#)

This screenshot shows one expenditure item. A red arrow points to a trash can icon in the top right corner of the item's card. Another red arrow points to the 'Next' button at the bottom right of the page.

- A Participation Agreement will appear. Read the terms of participation, and check the box **On behalf of my program...** Then, click **Submit**.

On behalf of my program, I consent for my program to participate in the grant application process according to the terms outlined above.

[Previous](#) [Submit](#)

This screenshot shows a participation agreement checkbox that is checked. A red arrow points to the checkbox, and another red arrow points to the 'Submit' button at the bottom right.

# Regional and MNTRECC Grants – Program Application Instructions

## PART 3: NEXT STEPS

A confirmation email will be sent after successfully applying to the grant. The program's Grant Administrator will assign three independent Grant Reviewers to review and score the grant application.

The program's Grant Administrator will contact them around November 1 to let them know whether their 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). The program might also receive an auto email from Develop with similar information.

If/when the program's grant application is selected, use the guide [Regional and MNTRECC Grants – Award Instructions for Programs \(PDF\)](#) available at on the Develop [How do I?](#) webpage.

If/when the program's grant application is not selected for funding in the current fiscal year, the program's Grant Administrator will update the grant to denied. Develop will send an automated email with this information as well.