

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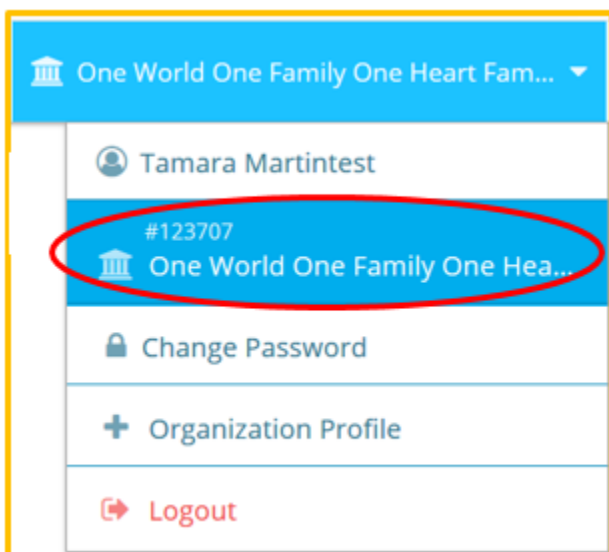
Have a copy of [this year's grant priorities](#) when beginning an application.

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.

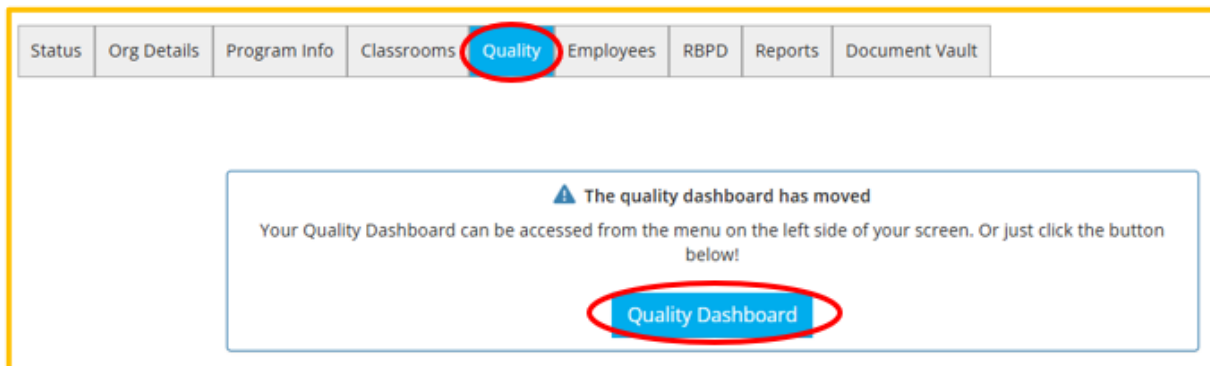
PART 2: ACCESSING THE GRANT APPLICATION

1. Log into Develop at 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 **Quality Dashboard** sub-tab.

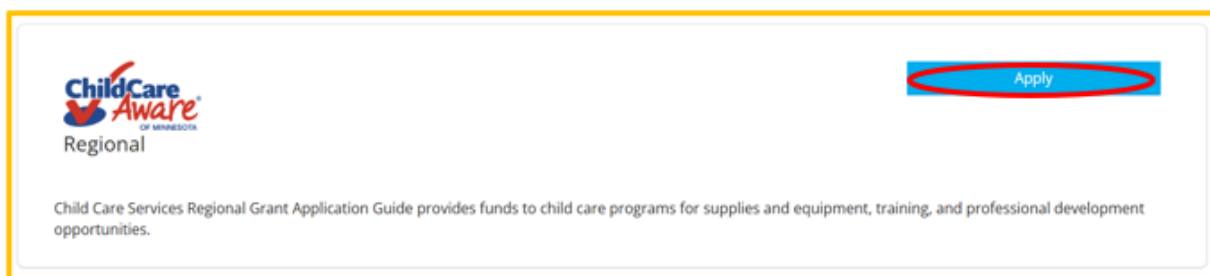


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- From the **Quality Dashboard** click **Apply for Cases**.



Then scroll down and click **Apply** next to the Child Care Aware Regional Grant option.



The program will be taken to the Regional Application page. Programs can choose with section to review first and be able to click **Close** to save and exit and return at a later time or Exit Application to leave the application without saving. Applicants should review all sections for the **Submit Application** button to be available.

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This screenshot shows the 'Regional Application' form. The form is titled 'Regional Application' and features the 'ChildCare Aware of Minnesota' logo. It contains several sections: 'General Information', 'Licensing & Affiliations', 'Enrollment', 'Grant Priorities Summary', and 'Grant Expenditures'. Each section has a 'Review' button. A callout box points to the 'Review' button for the 'General Information' section, stating: 'Click here to Save and Exit and return at a later time or Exit Application to leave the application without saving.' Another callout box points to the 'Submit Application' button at the bottom right, stating: 'When all sections have been reviewed and saved, the Submit Application button will be available.'

4. Review the **General Information** page and update the program information, if needed. Click **Confirm** when done.

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.

This screenshot shows the 'Case Application' form. The form is titled 'Case Application' and features the 'ChildCare Aware of Minnesota' logo. It contains several sections: 'General Information', 'Contact Information', 'Physical Address', 'Mailing Address', and 'Additional Information'. Each section has a 'Manage' button. A callout box points to the 'Manage' button for the 'General Information' section, stating: 'To make changes click on Manage button and this brings you to the Organizational Profile page to update information. Click Return to Application, then click Review on the section you updated and click Confirm. This applies to all sections of the application.' Another callout box points to the 'Confirm' button at the bottom left, stating: 'Click Confirm to return to the Regional Application to review other sections.'

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5. Review the **Licensing & Affiliations** page and update the information, if needed. Click **Confirm** when done.

Case Application

Licensing & Affiliations

To make changes click on Manage button and this brings you to the Organizational Profile page to update information. Click Return to Application, then click Review on the section you updated and click Confirm. This applies to all sections of the application.

Manage

DCYF License
ID: 800003 / Status: Approved / Effective: 01/01/2025 - 12/31/2025 / Capacity: 94

Head Start Number
ID: 05CH5108 / Status: Approved / Type: Licensed Child Care Center / Selection: Child Care Resource & Referral, Inc.

CCAP Number
ID: 1071 / Status: Approved

NACCRRAware Provider ID
ID: 10691 / Status: Approved

ELSA ID
ID: 122529 / Status: Approved

Click Confirm to return to the Regional Application to review other sections.

Confirm Close

6. Review the **Enrollment** page and update the information, if needed. Programs will be awarded points based on the age group(s) and population(s) they serve. Click **Confirm** when done.

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To make changes click on Manage button and this brings you to the Organizational Profile page to update information. Click Return to Application, then click Review on the section you updated and click Confirm. This applies to all sections of the application.

Case Application

Enrollment

The total number of children in each age group for which you are currently providing care under this license (inclusive of all classrooms). This can be updated at any time to reflect any changes that may occur in enrollment.

Total Number of Children Enrolled 64

Infants	12	High Needs	3
Toddlers	12	High Needs	8
Preschoolers	20	High Needs	13
School Age	20	High Needs	3

Race of Children Enrolled

American Indian/Alaskan Native	Total 0	Percent 0%
Asian/Pacific Islander	Total 0	Percent 0%

Confirm Close

Black/African American	Total 0	Percent 0%
Hispanic/Latino	Total 0	Percent 0%
Bi/Multi-Racial	Total 0	Percent 0%
White	Total 0	Percent 0%

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

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

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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:

No Selection

Click Confirm to return to the Regional Application to review other sections.

Confirm Close

7. Click review in the **Grant Priorities Summary** section to fill out priorities. All Priorities must be completed.

NOTE: Type "Not Applicable or N/A" if there's nothing to enter. The **Save and Confirm** button is only enabled once all Priorities are entered.

Case Application

Grant Priorities Summary

Please indicate how your expenditures meet one or more of the priorities listed in the Grant Application Guide. Do not include your name or your program's name in your answer or anywhere on this page.

Priority #1

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.](#)

Priority # 1

Click the link in the text to see this year's priorities.

Priority #2

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.](#)

Priority # 2

12 out of 1000 characters

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Priority #3
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.
Priority #3
12 out of 1000 characters

Priority #4
Please indicate how your grant proposal meets Regional Priority #4 as outlined by your regional grant committee. Click here to find out what Priority #4 is.
Priority #4
12 out of 1000 characters

Priority #5
Please indicate how your grant proposal meets Regional Priority #5 as outlined by your regional grant committee. Click here to find out what Priority #5 is.
Not Applicable

The Save & Confirm button is available once all Priorities are completed. Click here to save and exit to Regional Application.

Save & Confirm Close

8. Click review on **Grant Expenditures** section to add Expenditures.

Case Application

Grant Expenditures

Below describe the items you would like to purchase with your grant.

No Expenditures Entered
No expenditures have been entered for your organization.

Add Expenditure

Click here to add Expenditures.

At least one Expenditure must be entered before you can hit Confirm and return to the Regional Application page.

Confirm Close

9. 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.

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- 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. Click **Save & Open** to proceed to next window and add costs.
- 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.

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+ Expenditures

Category

Relationships with Families

Type

Materials

Indicator

R1.2 Shares information with families

Goal

Improve Communication with families

① 35 out of 500 characters

Strategy

Purchase items to post notices to families

① 42 out of 500 characters

Population Served

☒ Infants & Toddlers

☒ Preschool

☐ School-Age

Expenditure Detail

Total Cost

\$ 53.16

Amount Requested

\$ 53.16

Cost to Program

\$ 0

Description of Purchase

Dry erase board, magnets, dry erase markers

① 43 out of 500 characters

Save

Close

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10. If the program has additional expenditure requests, click **Save** and a pop up will confirm the Expenditure is saved and ask to add an additional item or not. Follow steps 10-11 until all expenditures are requested, then click **Save & Close**.

Expenditure Detail

Total Cost	Amount Requested	Cost to Program
\$ 53.16	\$ 53.16	\$ 0

Description of Purchase

Dry erase board, magnets, dry erase markers

43 out of 500 characters

Save

Close

Item Saved

Would you like to create an additional item?

Clicking **Yes** will allow you to create another action item.

No

Yes

Click on the appropriate answer.

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11. After finishing adding your Expenditures, the application will return to the **Case Application** page, where the expenditure totals and a breakdown of expenditures by population(s) served are available. The program will see a list of entered expenditure requests. The expenditures can be edited prior to submitting the application. Click **Confirm** at the bottom of the page when all expenditures are complete to return to the Regional Grant Application.

The screenshot displays the 'Case Application' interface. At the top, a blue header bar contains the text 'Case Application'. Below this, the main content area is divided into several sections. On the left, there is a 'Grant Expenditures' section with a sub-header 'Below describe the items you would like to purchase with your grant.' This section contains two tables: 'Expenditure Totals' and 'Breakdown of Investment by Population Served'. The 'Expenditure Totals' table shows 'Program Contribution' at 0% (\$0.00), 'Grant Request' at 100% (\$53.16), and 'Total Investment' at \$53.16. The 'Breakdown of Investment by Population Served' table shows 'Infants & Toddlers' at 100% (\$53.16), 'Preschool' at 100% (\$53.16), and 'School-Age' at 0% (\$0.00). A note below these tables states: '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.' To the right of these tables is a list of expenditure items. The first item is 'Item #102338: Improve Communication with families', with details on category, indicator, and total cost. A red arrow points from a text box 'Click here to add additional expenditures.' to an 'Add Expenditure' button. Another red arrow points from a text box 'Click the ellipsis to delete or edit the expenditure request.' to an ellipsis menu icon next to the first item, which has 'Manage' and 'Remove' options. At the bottom of the page, there is a blue bar with a 'Confirm' button and a grey bar with a 'Close' button. A red arrow points from a text box 'Click here to return to the Regional Grant Application when you are done entering and editing your expenditures.' to the 'Confirm' button.

Category	Percentage	Amount
Program Contribution	0%	\$0.00
Grant Request	100%	\$53.16
Total Investment		\$53.16

Population	Percentage	Amount
Infants & Toddlers	100%	\$53.16
Preschool	100%	\$53.16
School-Age	0%	\$0.00

Item #102338
Improve Communication with families
Category Relationships with Families / Type Materials
Indicator R1.2 Shares Information with families / Population Served Infants & Toddlers, Preschool
Total Cost \$53.16 / Grant Request \$53.16 / Program Contribution \$0.00
Description of Purchase Dry erase board, magnets, dry erase markers

Manage
Remove

Confirm Close

12. On the Regional Application page, you will now see that all sections have been reviewed and confirmed, and the Submit Application is now available. Click on the **Submit Application** to submit your application.

Note: Once you submit your application, you will no longer have access to make changes to your Grant Priorities. You will continue to have access to edit and add expenditures as long as your application status remains in "Applied" status.

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★ Regional Application

ChildCare Aware
OF MINNESOTA

General Information General organization information such as contact information.	confirmed	Review
Licensing & Affiliations Organization licensing, affiliations, and applicable identification numbers.	confirmed	Review
Enrollment Organization capacity and number of children enrolled.	confirmed	Review
Grant Priorities Summary A description of how your expenditure(s) meet one or more of the priorities.	confirmed	Review
Grant Expenditures Please enter the known expenditures in which you intend to use rewarded grant monies on.	confirmed	Review

All sections of the Regional Application have been confirmed. The Submit Application button is now available.

Submit Application

13. A Participation Agreement will appear. Read the terms of participation and check the consent box, then click **Save**.

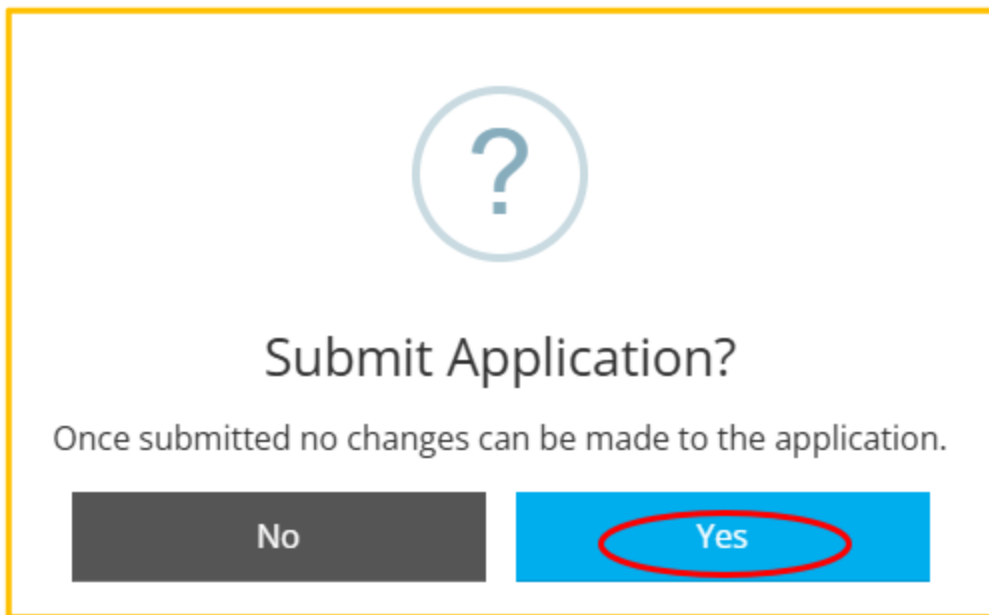
Note: In order to enable the save button, you must check the consent box, or it will be greyed out as demonstrated in the screenshot below.

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

Save Close

14. A pop up will appear. Click "No" to return to your application. Click "Yes" to submit your application.

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A dialog box with a yellow border. At the top center is a light blue circle containing a question mark. Below it, the text "Submit Application?" is centered. Underneath that, a smaller line of text reads "Once submitted no changes can be made to the application." At the bottom, there are two buttons: a dark gray button labeled "No" on the left and a blue button labeled "Yes" on the right. The "Yes" button is circled in red.

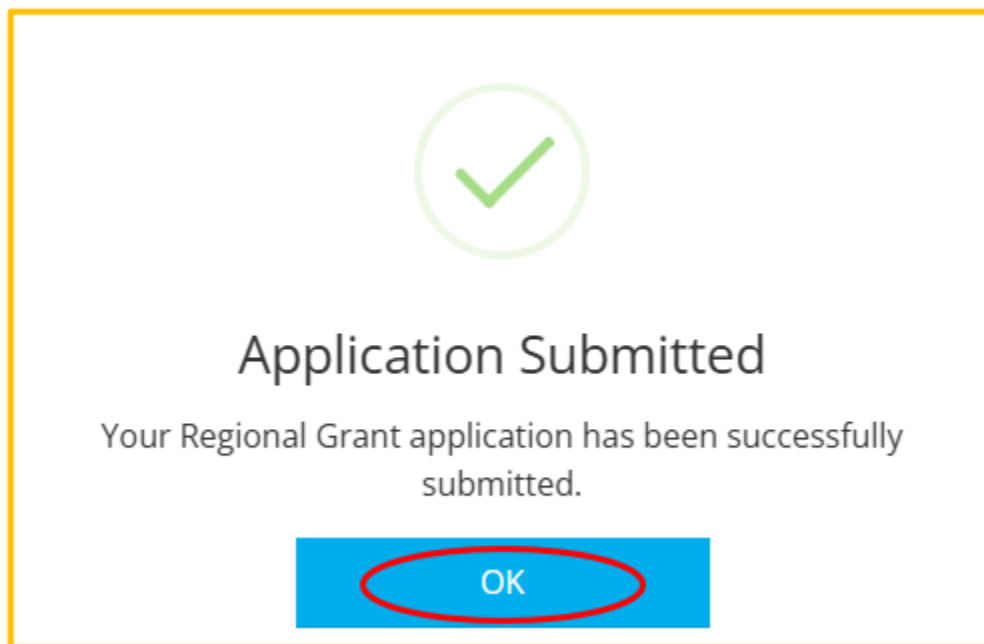
?

Submit Application?

Once submitted no changes can be made to the application.

No Yes

15. Congratulations, your Regional Grant application has been successfully submitted. Click "Ok" to return to the Quality Dashboard.

A confirmation dialog box with a yellow border. At the top center is a light green circle containing a checkmark. Below it, the text "Application Submitted" is centered. Underneath that, a smaller line of text reads "Your Regional Grant application has been successfully submitted." At the bottom center is a blue button labeled "OK", which is circled in red.

✓

Application Submitted

Your Regional Grant application has been successfully submitted.

OK

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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.