

Regional and MNTRECC Grants – Program Application Instructions

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

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

Programs are strongly encouraged to apply for Regional & MNTRECC grants in Develop. If you are unable to apply in Develop and need a paper application, contact your Grant Administrator.

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, your application must be received by 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 anonymous to Grant Reviewers and helps to avoid potential conflicts of interest.

Regional and MNTRECC Grants – Program Application Instructions

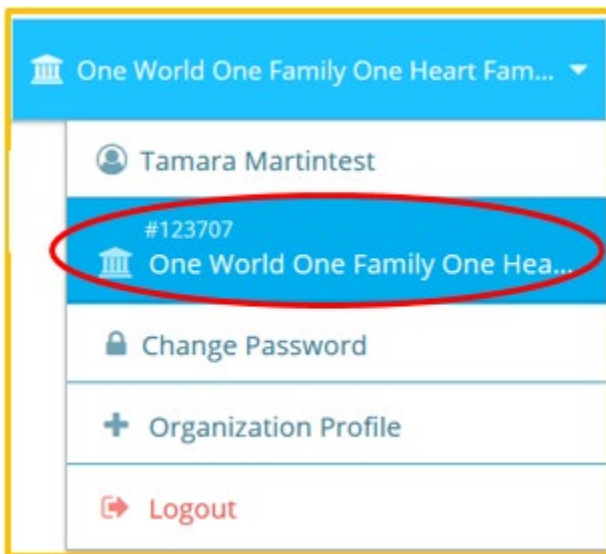
Have a copy of [this year's grant priorities](#) when you begin your application.

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.

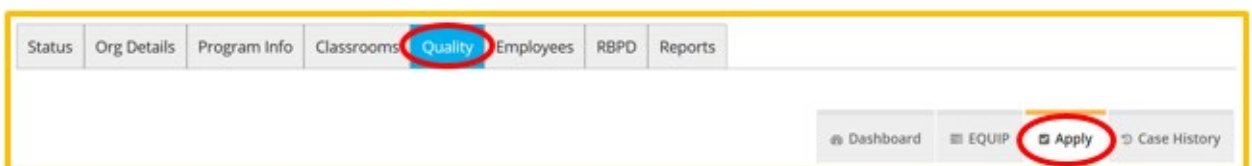
PART 2: ACCESSING THE GRANT APPLICATION

1. Log into Develop at 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.

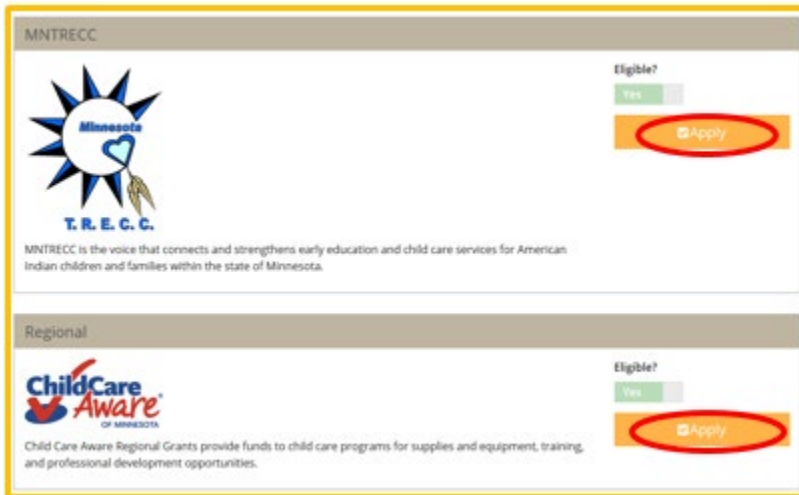


2. Click the **Quality** tab, then the **Apply** sub-tab.



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.

Regional and MNTRECC Grants – Program Application Instructions



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.

The image shows a contact information page in a grant application. At the top right, there are two buttons: "Save and Exit" (blue) and "Exit Application" (grey). Below these is the organization name "#123707 One World One Family One Heart Family Child Care LLC". A navigation bar contains tabs for "Contact Info", "ID Numbers", "Accreditation", "Enrollment", "Address", "Participation", and "Terms". The "Contact Information" section includes the following fields:

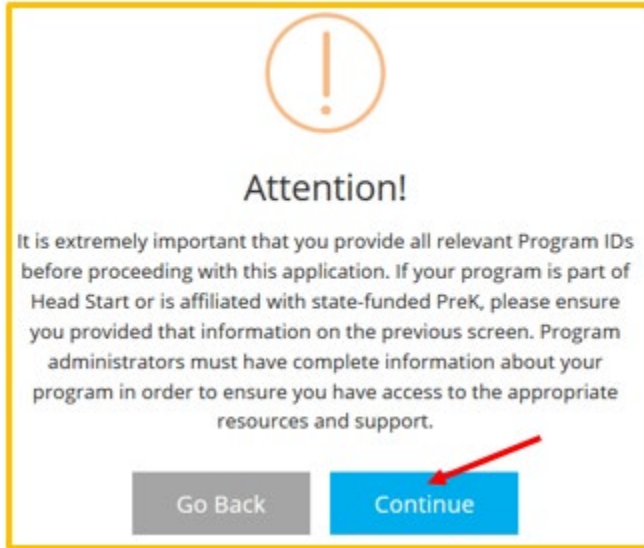
- Email Address*: ABC123@email.com
- First Name*: ABC
- Last Name*: 123
- Phone: 952 - 555 - 1234
- Ext.:

A red arrow points to a "Next" button in the bottom right corner.

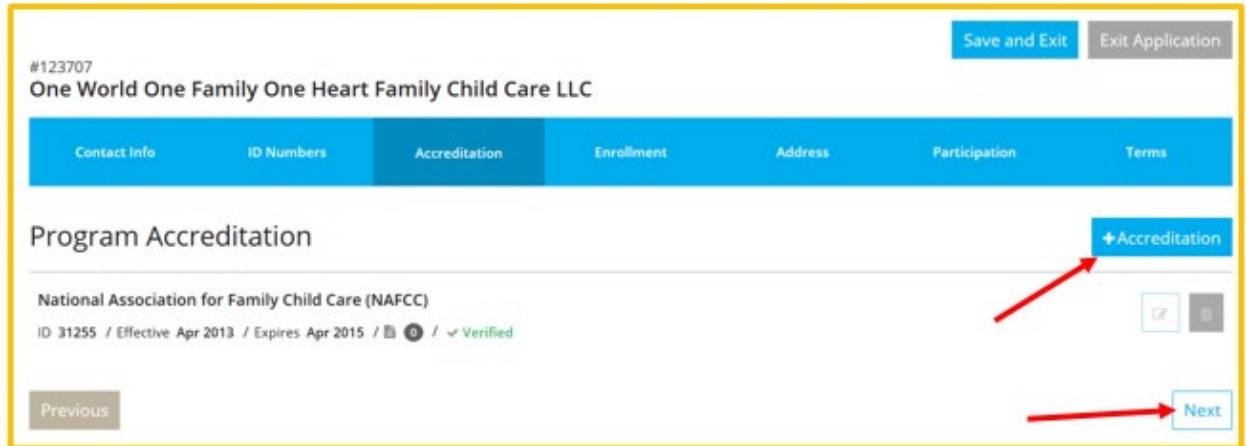
5. On the Organization Identification page, update information about your program and the type(s) of care and education offered to children. You must answer **Yes** or **No** to all questions. Click **Next** when done.

Regional and MNTRECC Grants – Program Application Instructions

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.



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.

Regional and MNTRECC Grants – Program Application Instructions

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"/> |

- 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**.

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%

Regional and MNTRECC Grants – Program Application Instructions

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

Previous Next



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.

Physical Address

Address Line 1* Line 2

123 Main Street

Zip* City* State*

55555 Young America MN

County* Country

Carver United States

Regional and MNTRECC Grants – Program Application Instructions

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...

- a. NOTE: You must enter a response for each priority text box. If you do not have anything to enter, type NA.

Priority questions are scored on a scale of 1-5. **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

Regional and MNTRECC Grants – Program Application Instructions

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.

The screenshot displays the 'Expenditures' section of a grant application. At the top right, there is a blue button labeled '+ Expenditure' with a red arrow pointing to it. Below this, the 'Expenditure Totals' table shows:

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

To the right, the 'Breakdown of Grant Investment by Population Served' table shows:

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

Below these tables, there is a 'Proposed Expenditures' section with a message: 'No data available.' At the bottom of the page, there are 'Previous' and 'Next' navigation buttons.

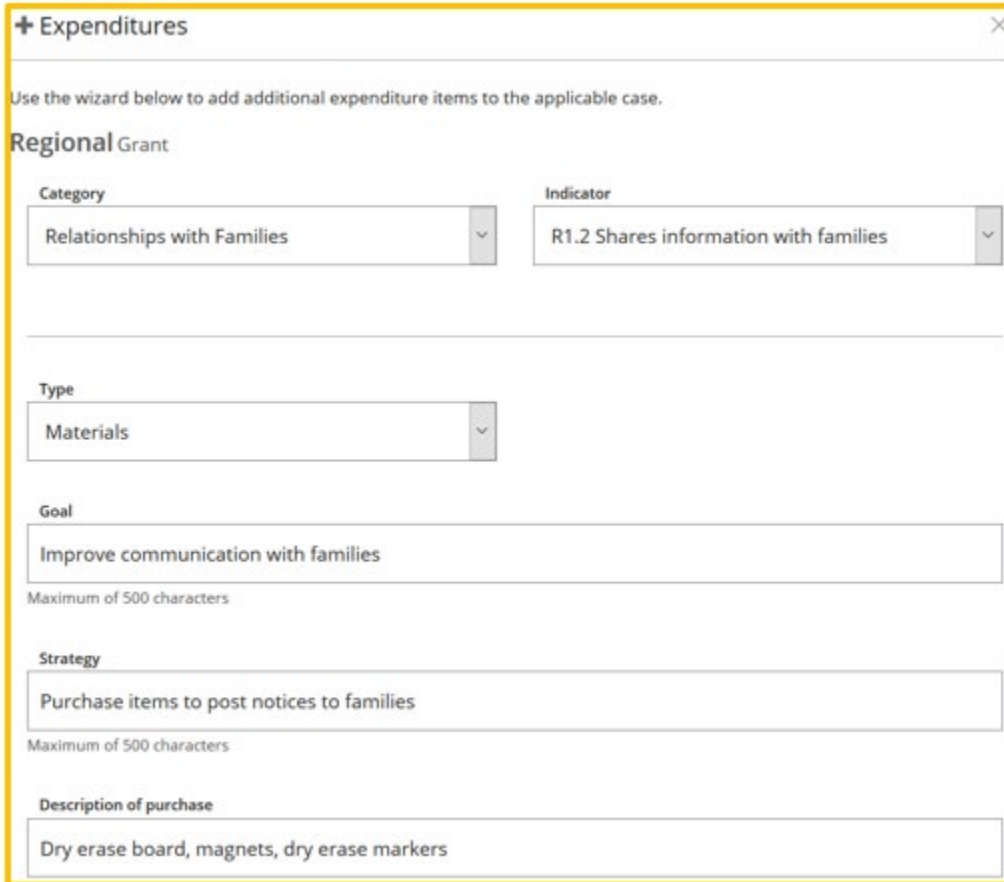
11. A pop-up window will appear, asking you to enter the details of what you want to buy.

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.

- 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.
- 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.
- Type: Select if the expenditure is Materials or Professional Development.
- Goal: Enter the goal you hope to accomplish by getting the materials or completing the professional development.
- Strategy: Enter the strategy you will use to accomplish your goal.

Regional and MNTRECC Grants – Program Application Instructions

- 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.



+ 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 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.

Regional and MNTRECC Grants – Program Application Instructions

- 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. Do NOT check this box. You do not need to purchase culturally responsive items for this year's grant round. Contact your Grant Administrator for more information.
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**.

The screenshot displays 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** (blue) and **Save & Close** (grey). Red arrows point from both buttons to the 'Cultural Responsiveness' checkbox.

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**.

Regional and MNTRECC Grants – Program Application Instructions

Expenditures

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

[+ Expenditure](#)

| 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. 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.

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 | | | | |

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**.

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](#)

Regional and MNTRECC Grants – Program Application Instructions

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 [Regional and MNTRECC Grants – Award Instructions for Programs \(PDF\)](#) available at on the Develop [How do I?](#) webpage.

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