

2010-2011  
**CENTER AND SCHOOL-AGE  
 CHILD CARE SERVICES GRANT  
 APPLICATION PACKET**

Resources for Child Caring

Region #11

Counties Served: Anoka

working in cooperation with

Minnesota Department of Human Services

<b>Who is this grant application for?</b>	<ul style="list-style-type: none"> <li>• Rule 3 licensed child care centers</li> <li>• Legally exempt school-based, school-age care programs</li> <li>• Head Start programs</li> <li>• Public schools</li> </ul>	<ul style="list-style-type: none"> <li>• Educational institutions</li> <li>• Public agencies (city/county)</li> <li>• Tribal governments that provide direct child care services</li> <li>• Employer-based or church-based Rule 2 licensed child care programs</li> </ul>
<b>What is the purpose of this grant?</b>	Center and School-age Child Care Services Grants are available for Professional Development, Learning Environment, and Health and Safety support.	
<b>What is the deadline for submitting my application?</b>	<b>September 25, 2010.</b> All applications must be received by the CCR&R agency (see address below) or postmarked by this date to be submitted for review of and recommendation for a grant award. <i>(Drop Box will be emptied at 8:00 AM, Monday, September 27, 2010)</i>	
<b>Who do I send my application form to?</b>	Grant Department Resources for Child Caring 10 Yorkton Ct St Paul, MN 55117-1065	
<b>Who do I contact if I have questions?</b>	Grant Line: 651-287-6919	
<b>Is this application available in other languages?</b>	If you would like to talk about this program with someone who speaks Spanish, Hmong or Somali, please call the Language Access Line at 651-665-0150 or 1-888-291-9811.	
	<b>Si necesita ayuda en Español por favor llame al siguiente numero de teléfono</b>	<b>Yog koj xav paub txiv los yog nrog ib tus neeg Hmong tham hu rau tu xov tooj</b>
	<b>Hadii aad dooneysid in aad ku hadashid af Soomaali, Fadlan wac</b>	
	<b>Language Access Line: 651-665-0150 or 1-888-291-9811</b>	
<b>Do I have to use this application form to apply for this grant?</b>	Yes. Applications will not be accepted if altered.	
<b>What is included in this application packet?</b>	This cover page and attached Guide, and the application form.	

**Please read all materials carefully before filling in the application form.**

**Applicants: Do not fill in or change areas that are greyed out. These areas are for office use only.**

## FREQUENTLY ASKED QUESTIONS

- 1. Question: Who can apply for these grants?**  
**Answer:** The following programs are eligible to apply: Rule 3 licensed child care centers; employer-based or church-based Rule 2 licensed child care programs; legally exempt school-based, school-age care programs; and Head Start programs, public schools, educational institutions, public agencies (city/county), and tribal governments that provide direct child care services. *Programs that are administered by the same umbrella organization which also administers the CCR&R District site are not eligible to apply for these grants.*
- 2. Question: What kinds of things can my program apply for?**  
**Answer:** Programs may apply for funds to support child care and school-age care services through the **Grant Types** on pages 3 through 5 of this Guide. The items you apply for must directly affect the quality and safety of your program. Please note that a minimum of 10 percent of the total funding available for Child Care Services grants will be used to fund applications addressing culturally responsive activities.
- 3. Question: What kinds of things should my program NOT apply for?**  
**Answer:** These grant funds may not be used for construction or major renovations. Also, grant dollars may not be used for religious-based curricula or counseling.
- 4. Question: How many grants is my program eligible to receive?**  
**Answer:** Programs may only receive ONE grant award each year (with the exception of Emergency Grants).
- 5. Question: How much money can I apply for?**  
**Answer:** See page 3 of this Guide for information about **Grant Types**. You may apply for up to

  - \$ 2000 for a Learning Environment grant
  - \$ 2000 for a Health and Safety grant
  - \$ 1000 for a Professional Development grant
  - \$ 5000. Maximum total for all grant types
- 6. Question: If my program receives a grant, are there any requirements that my program has to meet?**  
**Answer:** Yes. If you receive a grant, you will be required to complete a certain amount of training, as well as other requirements. See **Grantee Requirements** beginning on page 6 of this Guide. If, for any reason, you do not continue to provide active licensed child care in Minnesota during this time, or you are out of compliance with your grant requirements, you will be required to repay your grant.
- 7. Question: If my program is awarded a grant, how will my program receive the money?**  
**Answer:** All grants are paid on a reimbursement basis. If you receive an award, you will be reimbursed only for purchases made after the date of the award letter and after all grant requirements have been met.
- 8. Question: How is it determined whether or not my program will receive funding?**  
**Answer:** Once you submit an application to the CCR&R agency listed on the front page of this application packet, it will be reviewed to see if it is complete and includes all of the required attachments. If your application is not complete, it will not be considered for funding. Your current licensing status will be verified by a county licenser. Your application will then be reviewed by a review committee. Due to limited resources, your application may only receive partial funding.
- 9. Question: How does my program apply for this grant?**  
**Answer:** You must fill out the attached application form and mail it to the address listed on the front page of this application packet by the deadline date. See **Grant Submission Instructions and Application Checklist** on page 9 of this Guide.

## CHILD CARE SERVICES GRANTS

You may request grant funding for the following (for detailed lists, see **Grant Types** beginning on page 3 of this Guide):

- Items or training that are related to the care of preschool children and/or improvements that will increase the quality of care provided to children of all ages
- Items or training that are directly related to providing quality care for infants and toddlers (ages birth to 24 months)
- Items or training that are directly related to the care of school-age children during their out-of-school time (you must care for a minimum of 10 school-age youth)
- Items or training that are used to increase the availability of culturally responsive child care programs and services that are high quality and affordable. For this purpose, the term “culturally responsive” is used to refer to individuals, practices and/or programs that respond to and reflect the needs of diverse cultural, ethnic, and linguistic communities
- Items or training that are required by licensing or the Fire Marshal. You must attach documentation from your licensor or the Fire Marshal.

**Please Note:** If you are including training expenses in your grant application, you must estimate, to the best of your ability, the cost of training that you anticipate, including the topic and sponsor of the training. Training expenses (training registration fees, provider in-state travel expenses, child care expenses and substitute provider reimbursement) may be eligible for grant funding.

### State Grant Priorities

The Department of Human Services (DHS) has identified special services related to child care. These grants are a way to provide these services to all children. The special services include providing:

- Care for infants/toddlers
- Care for school-age children
- Care for children with special needs
- Care that promotes school readiness for children
- Care for non-English speaking or English as second language families
- Care for families receiving child care assistance (subsidy)
- Culturally responsive child care (see additional information below)
- Professional development opportunities for providers
- Care for refugee/immigrant children

### Regional Grant Priorities

In addition to the state priorities set by DHS, there are regional priorities set by your local CCR&R grants advisory committee to address child care needs in your area. The local priorities are:

- **Promote social and emotional skills in all children.**
- **Advance your professional development (such as resource books, training and mentoring) in the areas of language development, literacy, environment and/or care of children with special needs.**
- **Promote health and fitness in your program.**

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### Increasing the Cultural Responsiveness of Minnesota’s Child Care System

While all Child Care Services Grants should address issues related to cultural responsiveness, the State has determined that a minimum of 10 percent of grant funds will be specifically targeted to strategies and activities that will increase the capacity of providers to provide culturally responsive child care programs and services. See your local requirement below:

- **Individual applications are not required to include 10% culturally responsive purchases. Requests that do focus on increasing culturally responsive child care may be more likely to be funded; however, funding is still not guaranteed.**

## GRANT TYPES

The following grant type definitions are designed to assist grant administrators and child care providers determine what activities the Child Care Services Grants can be used for.

Learning Environment	Health and Safety	Professional Development
<p>The learning environment is the arrangement of the classroom or home setting that sets the stage for teaching and learning. It includes the physical environment, including interest areas and establishing daily routines and schedules.</p> <ul style="list-style-type: none"> <li>• Purchase of curricula</li> <li>• Child-focused items, consumable materials, tools</li> <li>• Purchase of materials, toys, equipment, activity centers, assessment tools</li> <li>• Purchase of multicultural and/or multilingual resources such as books, videos, posters, games, etc.</li> <li>• Accessing on-site consultation services to implement culturally responsive caregiving practices, setting up culturally inclusive environments, etc.</li> </ul> <p><b>Also see list of items below.</b></p>	<p>All equipment should meet recognized safety standards.</p> <p><i>Caring for Our Children: National Health and Safety Performance Standards: Guidelines for Out-of-Home Child Care Program, 2nd Edition</i>, a publication of the U.S. Department of Health and Human Services, the American Academy of Pediatrics and the American Public Health Association, lists safety standards, procedures and resources for child care providers. This publication is available through the National Resource Center for Health and Safety in Child Care and Early Education in online and print versions at <a href="http://nrc.uchsc.edu/CFOC/index.html">http://nrc.uchsc.edu/CFOC/index.html</a>.</p> <p><b>Also see list of items below.</b></p>	<p>Professional development consists of training and education combined with quality professional experience that lead to increased knowledge and high-quality practice.</p> <p><b>Also see list of items below.</b></p>

Learning Environment - Items			
<b>Room equipment and furniture</b>		<b>Active Play</b>	
<ul style="list-style-type: none"> <li>• Tables</li> <li>• Chairs</li> <li>• Coat, cubby units</li> <li>• Storage units</li> <li>• Centers: book, listening, writing</li> <li>• Computer tables</li> <li>• Classroom displays</li> <li>• Mats</li> <li>• Dramatic play centers, including furniture</li> <li>• Puppet stage</li> <li>• Reading pillows</li> <li>• Safety wall mirrors</li> <li>• Changing tables</li> <li>• Cribs</li> </ul>	<ul style="list-style-type: none"> <li>• Cots</li> <li>• Highchairs</li> <li>• Table chairs</li> <li>• Classroom activity carpets</li> <li>• Adult rocker</li> <li>• Support pillows</li> <li>• Activity mats and gyms</li> <li>• Bibs</li> <li>• Eating utensils</li> <li>• Special needs items such as positioning equipment, eating utensils, cups and plates, adapted toys</li> <li>• Diapering supplies such as changing paper, cleaning supplies</li> </ul>	<ul style="list-style-type: none"> <li>• Bicycles, Tricycles, ride-ons</li> <li>• Wagons</li> <li>• Scooters, scooter boards</li> <li>• Balance beams</li> <li>• Tumbling mats</li> <li>• Play tunnels</li> <li>• Basketball hoops</li> <li>• Large balls</li> <li>• Hopper balls</li> <li>• Activity hoops</li> <li>• Parachutes</li> <li>• Large motor games, such as bean bag, ring toss</li> </ul>	<ul style="list-style-type: none"> <li>• Wheelbarrow</li> <li>• Playground equipment, such as climbers, swing sets</li> <li>• Large unit blocks</li> <li>• Rocking boats</li> <li>• Slides</li> <li>• Play rings</li> <li>• Crawling tunnels</li> <li>• Mat play centers</li> <li>• Toddler helmets</li> <li>• Outdoor playhouses</li> </ul>
<b>Manipulatives</b>		<b>Science and technology</b>	
<ul style="list-style-type: none"> <li>• Materials that link, push, twist or snap together such as snap and build cubes, Legos, Duplos, construction sets</li> <li>• Puzzles</li> <li>• Beads, lacing sets</li> <li>• Pegs and pegboards</li> <li>• Pre-writing stencils</li> <li>• Manual dexterity vests</li> </ul>	<ul style="list-style-type: none"> <li>• Pounding benches</li> <li>• Tools and tool benches</li> <li>• Block play materials such as vehicle sets, people, signs, buildings</li> <li>• Small design blocks</li> <li>• Sensory materials</li> <li>• Stacking cups</li> </ul>	<ul style="list-style-type: none"> <li>• Exploration kits</li> <li>• Nature activities and materials</li> <li>• Magnifying glasses, microscopes</li> <li>• Weather charts and materials</li> <li>• Plants</li> <li>• Insects</li> </ul>	<ul style="list-style-type: none"> <li>• Minerals/rocks</li> <li>• Magnets</li> <li>• Prisms</li> <li>• Science kits</li> <li>• Computers</li> <li>• Educational computer software, video games</li> </ul>

<b>Learning Environment - Items</b>	
<p><b>Social Concepts</b></p> <ul style="list-style-type: none"> <li>• Costumes</li> <li>• Play masks</li> <li>• Play sets (child size) such as kitchen, housecleaning, food items, cookware, appliances, mailbox, medical, grocery store, etc.</li> <li>• Baby dolls</li> <li>• Doll houses and furniture</li> <li>• Other play buildings (e.g., barn, firehouse, school, etc.)</li> <li>• Animal collections</li> <li>• Puppets</li> <li>• Plush animals</li> <li>• Miscellaneous props</li> <li>• World globes</li> <li>• Posters: community helpers, world communities, differing abilities, moods/emotions</li> </ul>	<p><b>Cognitive Development and Perception</b></p> <ul style="list-style-type: none"> <li>• Multicultural awareness activities and visuals</li> <li>• Hand-washing kits and posters</li> <li>• Healthy habits posters</li> <li>• Food group activities</li> <li>• Safety kits and posters</li> <li>• Miscellaneous such as purses, cameras, phones</li> <li>• Multicultural games, activity kits, craft kits and books</li> <li>• Bilingual language materials</li> <li>• Youth cookbooks</li> <li>• Cooking utensils, pots, pans, etc.</li> <li>• Food items</li> </ul>
<p><b>Sensory</b></p> <ul style="list-style-type: none"> <li>• Rhythm sets</li> <li>• Drums</li> <li>• Tone bells, tambourines and cymbals</li> <li>• Noisemakers</li> <li>• CDs and cassettes</li> <li>• CD and cassette players</li> <li>• Headphones</li> <li>• Educational DVDs</li> <li>• Paints, brushes, easels</li> <li>• Aprons</li> <li>• Playdoh, clay, cutting tools and forms</li> <li>• Markers, crayons, colored pencils</li> <li>• Collage supplies such as ribbons, feathers, pom poms, glitter, felt, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Age-appropriate children's books</li> <li>• Storytelling kits</li> <li>• Felt boards</li> <li>• Posters</li> <li>• Materials that promote phonological awareness such as alphabet sounds, rhyming games</li> <li>• Materials that promote print awareness such as alphabet letters, printing stencils, sight words, picture-word match</li> <li>• Materials that promote alphabet awareness such as alphabet games</li> <li>• Materials that promote oral language such as story boards</li> <li>• Early language concept activities such as object matching, category sorting</li> <li>• Theme boxes</li> <li>• Counters</li> <li>• One-to-one correspondence activities and materials</li> <li>• Geometric forms</li> <li>• Geoboards</li> <li>• Pattern blocks and patterning activities and materials</li> <li>• Sorting, graphing, counting activities and materials</li> <li>• Tactile numbers and tracing activities</li> <li>• Measurement kits</li> <li>• Clocks and time activities and materials</li> <li>• Calculators</li> <li>• Money</li> <li>• Shape sorters</li> <li>• Discovery boxes</li> <li>• Push and pull toys</li> <li>• Stacking toys</li> <li>• Rattle sets</li> <li>• Tracking toys</li> <li>• Activity boards (cause and effect actions)</li> </ul>
<p><b>Multicultural Materials</b></p> <ul style="list-style-type: none"> <li>• Multi-ethnic dolls</li> <li>• Bilingual board books</li> <li>• Multicultural play food</li> <li>• Occupational puzzles</li> <li>• World music CDs</li> <li>• Multicultural costumes and dress-up clothes</li> <li>• Multi-ethnic puppets</li> <li>• Multicultural music instruments</li> <li>• Training (Building Cultural Connections)</li> </ul>	<p><b>Cultural Diversity Resources</b></p> <p>These businesses offer many multicultural items. Visit their websites, or call for a free catalog:</p> <ul style="list-style-type: none"> <li>• Culture For Kids: <a href="http://www.cultureforkids.com">www.cultureforkids.com</a> or 800-765-5885</li> <li>• Lakeshore Learning Materials: <a href="http://www.lakeshorelearning.com">www.lakeshorelearning.com</a> or 800-778-4456</li> <li>• Environments: <a href="http://www.eichild.com">www.eichild.com</a> or 800-342-4453</li> <li>• Kaplan Early Learning: <a href="http://www.kaplanco.com">www.kaplanco.com</a> or 800-334-2014</li> <li>• Early Childhood Manufacturers Direct: <a href="http://www.ecmdstore.com">www.ecmdstore.com</a> or 800-896-9951</li> <li>• Discount School Supply: <a href="http://www.discountschoolsupply.com">www.discountschoolsupply.com</a> or 800-627-2829</li> <li>• Creative Diversity: <a href="http://www.creativediversity.com">www.creativediversity.com</a> or 888-802-9431</li> <li>• HATCH: <a href="http://www.hatchearlychildhood.com">www.hatchearlychildhood.com</a> or 800-624-7968</li> </ul>

<b>Health and Safety - Items</b>			
<b>Household alarms and detectors</b>		<b>Transportation safety</b>	
<ul style="list-style-type: none"> <li>Smoke alarms</li> <li>Carbon monoxide alarms</li> <li>Radon detectors</li> <li>Lead content detectors (for toys and other child items which could be put in the mouth)</li> </ul>		<ul style="list-style-type: none"> <li>Appropriate child restraint systems for the ages of the children in care</li> <li>Safety helmets for children riding bicycles or tricycles</li> <li>Carriages and strollers that meet safety specifications</li> </ul>	
<b>Household emergencies</b>		<b>Household safety</b>	
<ul style="list-style-type: none"> <li>First aid kits</li> <li>Fire extinguishers</li> <li>Choke tubes (for gauging choking potential of small objects)</li> <li>Disaster kits: emergency water supply containers, food items requiring no refrigeration or cooking, camp stove, fuel, matches, flashlight and extra batteries, battery-operated radio, National</li> </ul>	<p>Oceanic and Atmospheric Administration (NOAA) radio, diaper supply, pre-sealed sanitary wipes, paper/plastic products for eating and drinking, gloves, antibacterial hand sanitizer, flashlights and radios that can be hand-operated and do not require batteries</p>	<ul style="list-style-type: none"> <li>Safety gates</li> <li>Appliance locks</li> <li>Electrical outlet covers</li> <li>Refrigerator thermometer</li> <li>Hot liquids thermometer</li> <li>Window blind and curtain cord tension or tie-down devices</li> <li>Air purifiers</li> <li>Humidifiers</li> <li>Dehumidifiers</li> <li>Light fixtures containing shielded or shatterproof bulbs</li> </ul>	<ul style="list-style-type: none"> <li>Fireplace, heater and wood-burning stove screen covers</li> <li>Closet door latches to prevent a child from being trapped inside a closet</li> <li>Locked storage unit for medications</li> <li>Locks for cabinets or locked storage units for cleaning agents</li> <li>Panic hardware for exterior doors</li> </ul>
<b>Child safety</b>		<b>Facilities and operations</b>	
<ul style="list-style-type: none"> <li>Child toothbrushes and individual toothpaste containers</li> <li>Cribs, mattresses that meet safety standards</li> <li>Cots, mats and linens for sleeping</li> <li>Highchairs that meet safety standards</li> </ul>		<ul style="list-style-type: none"> <li>Egress windows</li> <li>Lead-free environment</li> <li>Facility improvements such as repairing steps, installing railing</li> <li>Gates</li> </ul>	
<b>Outdoor safety</b>		<b>Health</b>	
<ul style="list-style-type: none"> <li>Playground safety surfacing</li> <li>Large outdoor umbrella</li> <li>Sandbox covers</li> <li>Infant bucket swings for outdoor playground swing sets</li> <li>Swings with soft or flexible seats</li> <li>Fencing</li> </ul>	<ul style="list-style-type: none"> <li>Shock-absorbent or loose material such as sand under outdoor climbing equipment</li> <li>Outdoor play equipment that meets safety standards</li> <li>Replacement of wooden barriers that contain creosote or arsenic</li> <li>Guardrails on stairs</li> </ul>	<ul style="list-style-type: none"> <li>Antibacterial wall dispensers</li> <li>Secured garbage cans and wastebaskets; hands-free covered waste disposal cans</li> <li>Plastic/latex gloves</li> <li>Disposable covering for diapering area</li> <li>Purchase of safe plastics that do not contain polycarbonates for serving food</li> <li>Consultation with a Child Care Health Consultant in Family Child Care Homes for health, safety, nutrition, infectious disease control and/or advice on the care of a child with special needs</li> </ul>	

<b>Professional Development</b>		
<b>Learning Opportunities</b>	<b>Professional Resources</b>	
<ul style="list-style-type: none"> <li>Community-based training sessions</li> <li>Credit classes</li> <li>State Approved online learning</li> <li>Professional organization conferences</li> <li>Attending training on issues related to culturally responsive caregiving, culture and/or language</li> <li>Training (Building Cultural Connections)</li> <li>Training expenses (as noted on page 2 of this guide)</li> </ul>	<ul style="list-style-type: none"> <li>Professional resources: textbooks, subscriptions to education and professional journals</li> <li>Childcare association fees</li> <li>Professional texts</li> </ul>	<ul style="list-style-type: none"> <li>State-approved curricula                             <ul style="list-style-type: none"> <li>Creative Curriculum</li> <li>High/Scope</li> <li>Program for Infant/Toddler Care (PITC)</li> <li>Opening the World of Learning (OWL)</li> <li>High Reach</li> <li>North American Montessori Curriculum 0-3</li> <li>North American Montessori Curriculum 3-6</li> <li>Core Knowledge for Preschool</li> </ul> </li> </ul>

## **GRANTEE REQUIREMENTS**

### **Training Requirement**

The Minnesota Department of Human Services (DHS) has implemented the Training Linked to Grants requirement for the Child Care Services Grants awarded to center-based child care programs and family child care providers in Minnesota. It is the goal that linking this training requirement to the grant process will increase the quality of child care provided and lead to improved child outcomes.

If your program receives a grant, your staff will be required to participate in 12 or 16 hours of training. The timeline for completing the training requirement for each staff member included in the training plan will be outlined in your award letter if you receive this grant.

Tribal programs and providers who are eligible for this grant within both the CCR&R regions and MN TRECC tribal district are required to complete a maximum of 20 hours of training if they receive grants in both categories. The Child Care Services Grant training requirement of 12 or 16 hours will be determined first. The training requirement for the MN TRECC district grant will consist of the remaining 4 or 8 hours, for a total of 20 hours of training.

All CCR&R Child Care Services Grant recipients must complete the required training before they can receive any reimbursed funding.

### **What types of training will be accepted?**

In order to meet the training requirement for the Child Care Services Grant, the 12 or 16 hours of training you complete must be approved by the Center for Professional Development <http://mncpd.org/>.

### **If you receive a grant award:**

1. If your grant request is approved, your grant award letter will require you to select 12 or 16 hours of training for your center staff. This will be the training that your staff will complete to meet the grant requirement.
2. You must complete the training requirement after the date of the grant award and before receiving reimbursement for your award. The timeline for completing the training requirement will be outlined in your award letter if you receive this grant.
3. Up to six hours of prior training taken between August 1 and November 1 may qualify for the training requirement.
4. The Center Director will designate the particular staff person(s) who will attend the training that is selected. The staff person(s) will be required to complete all of the training.
5. The costs of participating in this required training are the responsibility of the grantee. However, you may choose to include the costs of the required training as part of the grant application by applying within the Professional Development grant type. Classes taken between August 1 and November 1 are not eligible for reimbursement.
6. You must submit a Learning Plan (detailed in your award letter if you receive this grant). The training that you select for your staff must relate to the items that you have requested funds for and/or the individual training needs of your staff. You will be required to explain how the training that you have selected relates to the items requested and/or your staff's individual training needs.
7. You must submit training certificates for all of the training you completed to meet the grant requirements. You must submit all of your required training certificates before receiving any reimbursement from your grant award.

Training expenses (training registration fees, provider in-state travel expenses, child care expenses and substitute provider reimbursement) may be eligible for grant funding.

### **Other Requirements**

Any grantee not fulfilling all the requirements listed below will be considered non-compliant and the grant award will be subject to repayment to your district CCR&R.

#### **Registry**

Register with the MN Center for Professional Development <http://mncpd.org/>

#### **Licensing**

Funding of grants will be contingent upon the program becoming licensed, if not already so or offering care if legally exempt from licensing.

#### **Two-Year Requirement**

If your program is awarded a grant, you will be required to provide active licensed child care services in Minnesota for a minimum of two years from the date of your award letter. If for any reason your program ceases to provide active child care services within the required timeframe, you will be required to return purchased equipment and/or repay grant dollars on a prorated basis.

#### **Purpose**

Grant recipients must use the grant funds for the intended purpose as stated in the grant award.

#### **Reimbursement**

These grants are paid on a reimbursement basis after the required training is completed. Any expenses incurred prior to the receipt of an award letter will not be reimbursed.

#### **Services to Families Receiving CCAP**

Grant recipients may not refuse services to families receiving assistance through the Child Care Assistance Program.

#### **Completion of Surveys and Report Forms**

Grant recipients are required to complete surveys and report forms requested by your district CCR&R.

#### **Language Access**

Programs receiving grant dollars are required to make their child care services available to families who are non-English speaking or use English as their second language.

#### **Learning Plan**

Applicants are required to complete and submit a Learning Plan (detailed in your award letter if you receive this grant).

## APPROVED TRAINING and CURRICULA

For more information on all the trainings in this section, visit Minnesota Center for Professional Development <http://mncpd.org/>

- Building Excellence and Success Training
- Infant Toddler Training Intensive (ITTI) Program
- Project EXCEPTIONAL Minnesota
- Building Cultural Connections
- Minnesota School-age Care Alliance's (MNSACA) Program Improvement and Accreditation (PIA) Grant
- SEEDS of School Readiness: An Early Literacy Training Program
- Dollars and Sense: Child Care Business Skills Training
- Essential Elements of Family Child Care
- Positive Indian Parenting: Honoring our Children by Honoring our Traditions
- NdCAD Training for Child Care Providers
- Second Step Training
- Geared for Growth
- Work Sampling System
- The Ounce Scale: A Curriculum and Assessment Resource for Infants and Toddlers and Their Parents

## OTHER EDUCATIONAL/TRAINING OPPORTUNITIES

- **Mentoring and on-site consultations sponsored by statewide training projects**
- **Conferences sponsored by:**
  - Minnesota Association for the Education of Young Children (MNAEYC)
  - Minnesota Licensed Family Child Care Association (MLFCCA)
  - Minnesota Early Childhood and School-age Trainers Association (MECSATA)
  - Minnesota School-age Care Alliance (MNSACA)
  - Child Care Resource & Referral Agencies (CCR&Rs)
  - White Earth Reservation – Brain Development Conference
- **Trainings sponsored by:**
  - Higher education institutions
  - Head Start
  - Early Childhood Family Education (ECFE)\*
  - Early Childhood Special Education (ECSE)\*
  - Eager-to-Learn
  - E-LECT (e-learning for early childhood teachers at <http://www.elect.mnscu.edu/index.php>)
  - Resources for Child Caring Learning Center (online business courses)
  - Other local options that meet the criteria defined by the CCR&R content standards
- **CEED Online Courses**

The Center for Early Education and Development (CEED), College of Education and Human Development, University of Minnesota, at <http://www.cehd.umn.edu/ceed/profdev/onlinecourses/default.html>.
- **Strong Foundations Birth-to-three conference**

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\* Some training may be subject to DHS approval.

## GRANT SUBMISSION INSTRUCTIONS and APPLICATION CHECKLIST

- Fill out your application form completely in ink. Your application should be neat and easy to read, stapled together in order. Do not submit grant applications in folders or binders, professionally bound or store-bought.
- Be clear and to the point. Remember that grants review committees will be reviewing many grants — being concise will be a benefit.

### Checklist

Your application package to your CCR&R must include:

#### ➔ Application form:

- The application form, with all questions completed. This includes the following forms. Check off each section to assure that your application is complete and in the order listed below.
  - Application Cover Sheet, Form 1
  - Program Overview (Narrative), Form 2
  - Community Overview (Narrative), Form 3
  - Grant Request (Itemized Lists), Form 4
  - Budget Information, Form 5
  - Grant Request (Narrative), Form 6
  - Continuation of Program (Narrative), Form 7
  - Requirements (Signature Required), Form 8

#### ➔ Attachments:

- A copy of your current child care license
- Accreditation certificate (if applicable)
- Documentation:**  
If the item(s) you are requesting are required by your licenser or fire marshal, you must include documentation from the licenser or fire marshal.

#### ➔ Copies of application form and attachments:

- Make 4 copies of the original completed application form and all required attachments.
- Keep one copy of the completed application form and all required attachments for your records. You will need to refer back to your application form if you are awarded a grant.
- Send the original completed application form with all required attachments and 3 copies of the original application form (with all required attachments). **Total of 4 complete sets (one original and 3 copies)**

### Submission Instructions

- ➔ Applications must be postmarked on or before **September 25, 2010**. Late and incomplete applications will not be considered. (*Drop Box will be emptied at 8:00 AM, Monday, September 27, 2010*)
- ➔ Send the entire package to **the CCR&R address listed on the front page of this application packet.**