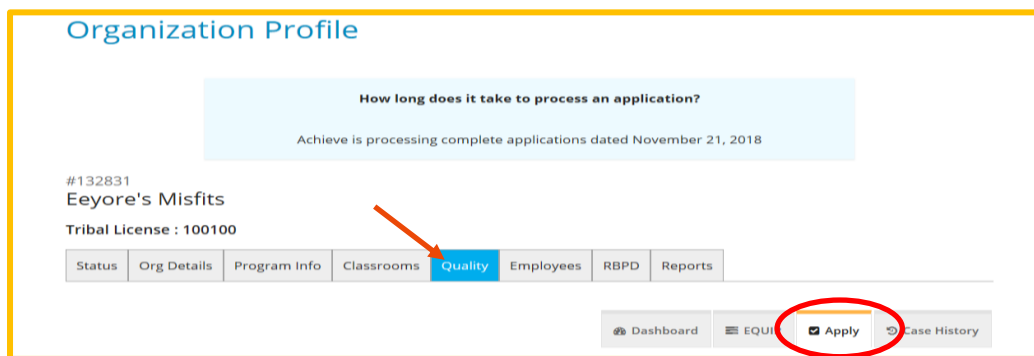


The Minnesota Quality Improvement & Registry Tool

How to apply for Regional Grants in Develop

Organizations will now be able to apply for Regional Grants in Develop. Regional Grants are available to all direct care organizations. You can only apply from September 1 to September 25 of each year.

1. Log into your Develop Profile with your email address and password.
2. Choose the organization you want to use for the Regional Grant Application.
3. From your **Organization Profile**, click on the **Quality Tab** and click on **Apply**.

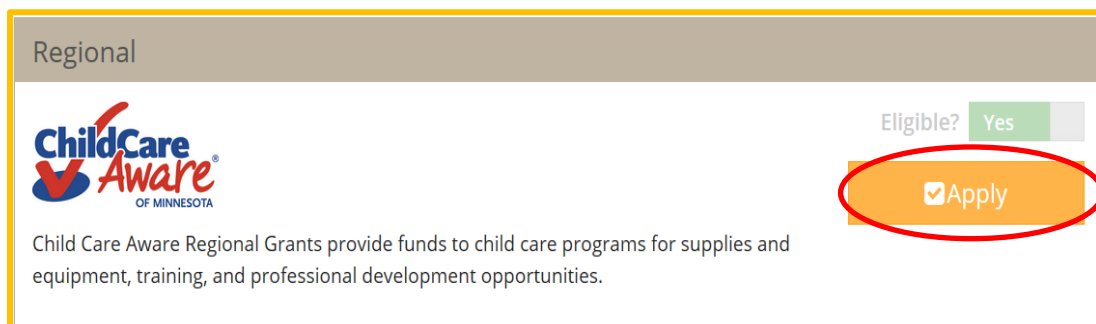


4. This page lists options to apply for Parent Aware (full rating), Parent Aware Building Quality, MNTRECC and Regional Grants.

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

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

5. Click on **Apply** to start the Regional Grant application.



Regional Grants in Develop

- 6. Fill out the application with the information requested. Click on **Next** to continue. At any time, you can click on **Save and Exit** to finish later.

#132831
Eeyore's Misfits

Save and Exit Exit Application

Contact Info ID Numbers Accreditation Enrollment Address Participation Terms

Contact Information

Email Address*
katherine.wintertest+cr@gmail.com

First Name* Christopher Last Name* Robin

Phone - - Ext.

Next

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

#132831
Eeyore's Misfits

Contact Info ID Numbers Accreditation Enrollment Address Participation Terms

Organization Identification

You indicated that this organization provides early learning and/or school age care to children. Let's gather some identifying information for this organization. **Answer Yes or No to all questions.**

- 8. Validate the information is correct and click on **Continue**.

Attention!

It is extremely important that you provide all relevant Program IDs before proceeding with this application. If your program is part of Head Start or is affiliated with state-funded PreK, please ensure you provided that information on the previous screen. Program administrators must have complete information about your program in order to ensure you have access to the appropriate resources and support.

Go Back Continue

Regional Grants in Develop

9. Enter **Program Accreditation**, if any. Click on **Next** to continue.

Save and Exit Exit Application

#132831
Eeyore's Misfits

Contact Info
ID Numbers
Accreditation
Enrollment
Address
Participation
Terms

Program Accreditation

+ Accreditation

National Association for the Education of Young Children (NAEYC) Accreditation

ID -- / Effective Jan 2019 / Expires Jan 2020 / / Pending

Previous
Next

10. Enter the Program Enrollment for your program. Make sure you fill out the form, including adding zeros where needed. Click **Next**.

Contact Info
ID Numbers
Accreditation
Enrollment
Address
Participation
Terms

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 **4**

Infants	<input style="width: 100%;" type="text" value="2"/>	High Needs	<input style="width: 100%;" type="text" value="0"/>
Toddlers	<input style="width: 100%;" type="text" value="0"/>	High Needs	<input style="width: 100%;" type="text" value="0"/>
Preschoolers	<input style="width: 100%;" type="text" value="2"/>	High Needs	<input style="width: 100%;" type="text" value="0"/>
School Age	<input style="width: 100%;" type="text" value="0"/>	High Needs	<input style="width: 100%;" type="text" value="0"/>

Race of Children Enrolled

American Indian/Alaskan Native	<input style="width: 100%;" type="text" value="0"/>	Percent	0%
Asian/Pacific Islander	<input style="width: 100%;" type="text" value="2"/>	Percent	50%
Black/African American	<input style="width: 100%;" type="text" value="0"/>	Percent	0%
Hispanic/Latino	<input style="width: 100%;" type="text" value="2"/>	Percent	50%
Bi/Multi-Racial	<input style="width: 100%;" type="text" value="0"/>	Percent	0%
White	<input style="width: 100%;" type="text" value="0"/>	Percent	0%

Number of enrolled children speaking English as a second language?

Percent 0%

Regional Grants in Develop

Number of enrolled children speaking English as a second language?
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 7pm)
- Weekends (Saturday and/or Sunday)

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:

Previous Next

11. Verify your Organization Address and phone number. Click **Next**.

#132831 Eeyore's Misfits Save and Exit Exit Application

Contact Info ID Numbers Accreditation Enrollment **Address** Participation Terms

Organization Address

Physical Address

Address Line 1* 444 Lafayette Line 2

Zip* 55144 City* Saint Paul State* MN

County* Ramsey Country United States

Regional Grants in Develop

12. On the Participation tab, you will answer a series of questions in regards to the grant.

Purpose for requesting this grant
Give a brief summary of the purpose of your grant request (approximately 50 words). This will help our committee understand the purpose and rationale for your request. Do not include your name or your program's name in your answer.

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 for your region.

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 for your region.

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 for your region.

State Priority
Please indicate how your grant proposal meets the State Priority as outlined by the MN Department of Human Services. Click [here](#) to find out what the State Priority is this year.

13. Expenditures is where you add what you specifically want to do with the grant money.

Expenditures

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

[+ Expenditure](#)

Expenditure Totals		Breakdown of Grant Investment by Population Served ⓘ	
Program Contribution	\$0.00	Infants & Toddlers	\$0.00
Grant Request	\$0.00	Preschool	\$0.00
Total Investment	\$0.00	School-Age	\$0.00
		Culturally Responsive	\$0.00

Attention! In order for your application to be considered, center-based programs must contribute at least 25% of the Total Investment.

ⓘ 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.

Regional Grants in Develop

14. For each proposed expenditure, provide the following:

Category and Indicator: Select a goal and an indicator. Depending on the goal you choose, will determine which indicator you can select

The image shows two screenshots of dropdown menus. The left screenshot is titled 'Category' and shows a list of options: 'Select Category', 'Teaching and Relationships with Children', 'Relationships with Families', 'Assessment and Planning for Each Individual Child', 'Professionalism', 'Health and Well-being', and 'Requirements'. The right screenshot is titled 'Indicator' and shows a list of options: 'Select Indicator', 'T1.1 Routines', 'T1.2 Lesson plans', 'T1.3a Curriculum use', 'T1.3b Classroom transitions', 'T2.3 Child-adult interactions', 'T2.4 Child-adult interactions (Instructional Support)', 'T3.2 Learning environment', 'T3.3 Cultural responsiveness', 'T4.2 Kindergarten transition plan', 'T4.3 Kindergarten transition activities', and 'Other'.

- Type:** Materials or Professional Development
- Goal:** Enter the Goal of the purchase or professional development
- Description of purchase:** List the items you are going to purchase.
- Total cost of purchase**
- Amount Requested**
- Cost to Program**
- Population Served:** Infants & Toddlers, Preschoolers, or School-Age children
- Cultural Inclusion:** Is this item culturally inclusive?

Regional Grants in Develop

+Expenditures ✕

Use the wizard below to add additional expenditure items to the applicable case.

Regional Grant

Category
Teaching and Relationships with Children

Indicator
T1.2 Lesson plans

Type
Materials

Goal
Purchase new lesson plans in Spanish. We want to add more Spanish speaking families and we need lessons in Spanish.
Maximum of 500 characters

Description of purchase
Lesson plan guides, and pens.

Total Cost 100

Amount Requested 100

Cost to Program \$0
Auto-generated based on Total cost minus Amount Requested.

Population Served
 Infants & Toddlers School School-Age

Cultural Inclusion
 This item is culturally inclusive

Select ALL that apply

Clicking either "Save" button above adds the action item to the applicable case.

Save & Close **Save & Add Another**

If you only have one request, click on **Save & Close**. If you need to add more, click on **Save & Add Another**.

Regional Grants in Develop

15. After you add the **Expenditures**, the page will update with your entries.

Expenditures

[+Expenditure](#)

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

Expenditure Totals		
Program Contribution	0%	\$0.00
Grant Request	100%	\$100.00
Total Investment		\$100.00

Attention! In order for your application to be considered, center-based programs must contribute at least 25% of the Total Investment.

Breakdown of Grant Investment by Population Served		
Infants & Toddlers	100%	\$100.00
Preschool		\$0.00
School-Age		\$0.00
Culturally Responsive	100%	\$100.00

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

#1769 [✕](#)

Category	Total Cost	Grant Request	Program Contribution
Teaching and Relationships with Children	\$100.00	\$100.00	\$0.00

[+Details](#)

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

16. Click on the **+Details** to see the information about Expenditures. Click on **Next**.

17. The last page is the **Participation Agreement**. Please read carefully. Check the box for consent and click on **Submit**. You can always go back by clicking on **Previous**, or come back later to finish the application by clicking on **Save and Exit**.

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 Grants in Develop

18. Your Regional Grant application will show on your Organization Profile Dashboard.

The screenshot displays the 'Electronic Quality Improvement Plan' section on a dashboard. It features a blue circular progress indicator with the number '1' inside, labeled 'In Progress'. To the right, there is a 'Parent Aware' logo and a summary box showing 'Parent Aware Rating: Not Rated' and 'Rating Expires: N/A'. Below this is an orange 'View EQUIP' button. At the bottom, a purple header indicates 'Regional, #16883, Applied' with '+Action Item' and 'iCase Info' buttons. A table below lists action items with columns for 'Action Items', 'Assigned to', 'Due by', 'Approval', and 'Completed?'. One item is listed: '#1769 - Purchase new lesson plans in Spanish. We want to add more Spanish speaking families and we need lessons in Spanish.' with 'Assigned to: Unassigned', 'Due by: Unassigned', 'Approval: Pending', and 'Completed?':

19. You can check the status of your Regional Grant Application by clicking on **Case Info**.

The screenshot shows the 'Regional Case #16874' details page. The header includes the case ID and the organization name 'ChildCare Aware of Minnesota'. There are tabs for 'Case Info' and 'Expenditures'. The 'General Case Information' section lists: Case ID: 16874, Case Type: Regional, Application Date: 04/09/2019, Fiscal Year: 2019, and Language: -- None Selected --. On the right, the 'Case Status' is 'Applied'. An 'Attention' box states: 'An application for a Regional Grant has been entered.' Below this, the 'Next Steps' section is circled in red and contains the text: 'Your local Child Care Aware Grant Administrator will assign three independent Grant Reviewers to review your program's Grant application.'

Regional Grants in Develop

20. Click on **Expenditures** to see a summary of your request.

The screenshot shows a web interface for a regional grant case. At the top, it says 'Regional Case #16874' and '#132831 Eeyore's Misfits'. The ChildCare Aware of Minnesota logo is on the left. There are tabs for 'Case Info' and 'Expenditures', with 'Expenditures' selected. A 'View Case EQUIP' button is on the right. The main content is divided into two sections: 'Expenditure Totals' and 'Breakdown of Grant Investment by Population Served'. The 'Expenditure Totals' table shows a 0% program contribution and a 100% grant award totaling \$250.00. The 'Breakdown of Grant Investment by Population Served' table shows 40% for Infants & Toddlers (\$100.00), 60% for School-Age (\$150.00), and 0% for Preschool and Culturally Responsive. A note at the bottom explains that population percentages can exceed 100% because expenditures can address multiple populations.

Category	Percentage	Amount
Program Contribution	0%	\$0.00
Grant Award	100%	\$250.00
Total Investment		\$250.00

Population Served	Percentage	Amount
Infants & Toddlers	40%	\$100.00
Preschool		\$0.00
School-Age	60%	\$150.00
Culturally Responsive		\$0.00

Attention! In order for your application to be considered, center-based programs must contribute at least 25% of the Total Investment.

Expenditures can address more than one population, so population percentages will often add up to more than 100%. Grant Investment totals are initially based on Amount Requested. Once the expenditure request is approved, the investment totals are based on the funded amount, regardless of what was requested. Grant Investment totals and percentages do not include Expenditure Requests that were denied.

QUESTIONS?

Contact your Region's Grant Administrator should you have questions regarding your submitted Regional Grant Application.