



Northland Foundation – Greater St. Louis County Child Care Funding Child Care Sustainability Grant Application Instructions

Deadline: Ongoing

The Northland Foundation, in partnership with St. Louis County, has received funding to help existing licensed child care programs in Greater St. Louis County (programs outside of the City of Duluth, City of Hermantown, and City of Proctor) experiencing a challenge that jeopardizes the program's ability to maintain child care services due to a required repair outlined by a State or County/Tribal Child Care Licensor and/or Fire Marshal or an emergency that impacts ability to provide child care.

1. Who can apply for Sustainability Grants?

Licensed family-based or center-based programs located in Greater St. Louis County (outside of the City of Duluth, City of Hermantown, or City of Proctor) can apply for funding to address a challenge or situation that jeopardizes their ability to maintain child care services due to a required repair outlined by a State or County/ Tribal Child Care Licensor and/or Fire Marshal.

2. How much money can my program apply for?

- Licensed center-based programs can apply for up to \$10,000.
- Licensed family-based programs can apply for up to \$5,000.

Programs should only request what is needed to address the issue that jeopardizes their ability to provide child care.

3. What items can my program apply for?

- Programs may apply for funds to replace or repair materials damaged or lost due to an emergency, or to correct infractions flagged by licensing. The items you apply for must directly affect the quality and safety of your program and meet licensing requirements.
- All materials must be new and must be purchased from a retail store, not a private party.
- These grants can be used to cover the cost of materials for outdoor play area fencing or other minor construction projects as required by licensing to ensure child safety or meet other program standards. In the event that a child care program wishes to have the cost of assembly and/or installation covered by this grant, the labor must be performed by a contractor following applicable state and local laws and regulations regarding registration and licensure. See <https://www.dli.mn.gov/business/residential-contractors-remodelers-roofers> for more information.
- Below is a list of **possible uses for funds** that may be required by licensing:
 - Permanent fencing/fencing repairs
 - Window replacement or egress window installation
 - Repairing steps, installing railing, deck maintenance, if flagged by licensing
 - Replacement of wooden barriers that contain creosote or arsenic, and/or guardrails on stairs
 - Emergency equipment failure required by licensing and/or fire marshal such as: a refrigerator not keeping temperature (below 40 degrees F); furnace failure (required to keep indoor temperature of 68 degrees F); water heater breaking (required to have warm running water for hand washing); dishwasher breaking (required to clean & sanitize dishes), stove breaking; and/or washer/dryer breaking (required to keep bedding clean).

- Household alarms and detectors, smoke alarms, carbon monoxide alarms, radon detectors, lead content detectors (for toys and other child items which could be put in the mouth)
 - Water testing
 - Crib/pack and play purchase.
 - Fire doors when having an attached garage.
- Eligible items that are 100% for business use will be funded at 100%. Items that are shared with a household (licensed family-based child care program) or organization (such as a congregation) may be funded at 50% (e.g. furnace, water heater, dishwasher, etc.).

4. What items are not eligible?

- **Major Construction or Renovations:** Major renovation means structural changes to the foundation, roof, floor, exterior or load-bearing walls of a facility, or the extension of a facility to increase its floor area; or extensive alteration of a facility such as to significantly change its function and purpose, even if such renovation does not include any structural change. Funds may be expended for minor remodeling of the designated child care space and for upgrading the designated child care space to assure that providers meet state and local child care standards, including applicable health and safety requirements.
- **Religious-based Curricula, Activities, Materials, or Counseling:** Child care programs are allowed to purchase and/or use religious-based curricula or items in their program if they choose, but they must use their own funds.
- **Expendable Supplies:** Expendable supplies (diapers, wipes, soap, paper products), except as it pertains to Personal Protective Equipment (cleaning products, hand sanitizer, masks) used for recommendations from the Minnesota Department of Health to keep children and staff safe.
- **Office supplies that are not directly used for early childhood quality improvement activities:** Ink and paper used to print invoices for families would not be an allowed use of grant funds. Ink and paper used to print curriculum, worksheets, or a newsletter for families in the program would be allowed.
- One-time field trips for children
- Child care tuition (scholarships)
- Items prohibited by licensing
- In addition, grants are not allowed to be spent on items considered to be part of the cost of doing business (e.g., Accounting and legal fees, advertising, banking services, cleaning, mortgage or rent, taxes, utilities, etc.).

5. If my program receives a grant, how will my program receive the money?

The Northland Foundation is committed to reviewing funding requests as quickly as possible. Please allow a week to 10 days for review. Once awarded, please allow 2-4 weeks to receive funds.

If awarded, you will receive an email requesting you to electronically sign a grant agreement, complete and sign a ACH Authorization Form and a W-9. To move forward, you must sign and return the grant agreement and other documents.

Grants will be paid up front. You must maintain receipts of all expenses in which grant funding was used and provide a copy of receipts with your final report.

6. When is this grant available?

Funding is available on an ongoing basis, subject to available funds. All funds must be expended by June 15, 2024.

7. How do I submit my grant request?

Please submit your grant via email to Taylor Holm, Program Officer – taylor@northlandfdn.org

8. When can I start using my grant funds?

This funding should be used for expenses not incurred prior to the grant award date.



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Child Care Sustainability Grant Application**

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Please email your application to Taylor Holm, Program Officer, taylor@northlandfdn.org

If you have questions about the application or eligibility, please call Taylor Holm, Program Officer, at 218-409-5500 or email taylor@northlandfdn.org.

PROJECT APPLICATION:

Part I: Contact Information:

Name: _____

Child Care Name: _____

Address: _____

City, St., Zip _____

Email: _____

Phone Number: _____

Part II: Project Description:

1. **Please specify the business status:** _____ Nonprofit _____ For-Profit

2. **Please specify if your project is a:** _____ Center or _____ Family

3. **If you are licensed, what is your license number?** _____

What is your licensing capacity? _____

4. **Does your program have a Parent Aware Rating?** _____
If yes, what is your rating?

5. **How many years have you been working in the child care field?** _____

6. Briefly describe your need for sustainability funding, include how this funding will assist you with compliance with State, County or Tribal Licensing and/or Fire Marshall requirements.
7. Please explain the current situation you are experiencing and how does it affect your ability to provide care?
8. If a correction order was issued, please indicate the date that it was issued and the name of the Licensor and/or Fire Marshall.
9. Describe the steps you need to take to address the need (include information regarding estimates for repair and replacement, etc.)
10. Please include an estimate or bid (if applicable). This is required for the installation of fences, windows, or construction, as required by licensing, or equipment assembly projects.

Part II: Project Budget: Please complete the project budget template below and outline the timeline in which you are requesting funding (e.g., 3 months, 6 months, 12 months). Add additional rows if needed.

Amount Requested: _____

Project Start Date: _____

End Date: _____

Item Requested	Cost	Description of Use	Required by Licensing?
<i>Example: Window</i>	<i>\$1,000</i>	<i>New window and installation</i>	<i>Yes</i>
<i>Example 2 Refrigerator for family-based child care</i>	<i>\$600</i>	<i>50% of cost of new refrigerator which retails for \$1200</i>	<i>Yes</i>
Total Requested	\$		