

Minnesota Facility Revitalization Grant Manual

212 North Third Avenue, Suite 310
Minneapolis MN 55401

(612) 473-6020

grants@firstchildrensfinance.org

Revised September 2022



Introduction

First Children's Finance (FCF) is pleased to offer Facility Revitalization Grants, funding for which is provided through the federal American Rescue Plan Act and an appropriation of those funds through the Minnesota Department of Human Services. These grants are available to Minnesota child care programs through June 2024 as part of the State of Minnesota's ongoing effort to stabilize the child care sector.

Grants will be awarded to both family child care providers, child care centers, certified centers, and legal unlicensed providers registered with CCAP, and will be distributed across geographic regions. Particular emphasis will be given to high need areas and child care businesses serving low-and moderate-income families. The intent is to assist existing child care businesses with facility revitalization support, help new providers meet licensing requirements, and expand the number of child care slots available to help stabilize the child care market across the state. FCF's mission is to grow the supply and business sustainability of excellent child care.

During an open application cycle, a technical assistance help line will be live for calls from 9 a.m. – 4 p.m. Monday–Friday and from 6:30 – 8:30 p.m. on Tuesday, Wednesday and Thursday evenings during each period that the grant program is open for applications. This help line number is 612-473-6020. Interpreter services are available and may be connected by phone or by appointment arranged by emailing grants@firstchildrensfinance.org.



First Children's Finance



Grant Purpose

Applicants may apply for facility improvements, minor renovations, related equipment and services, including assistance to meet licensing requirements needed to establish, maintain, or expand licensed and legal unlicensed child care and early childhood education sites.

These grants are allocated from the federal Child Care Development Fund, which prohibits spending on new construction or major renovation of facilities. By statute, major renovation is defined as 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.

Grants may be used for minor repairs to child care facilities, child care-related equipment and services, and costs related to meeting health, safety and licensing needs.





FACILITY DEFINITION: For the purposes of the Facility Revitalization Grant, your facility is the space within which your program is operated.

Eligibility

All facilities must be located within Minnesota. Applicants must be a licensed family child care provider; the director or owner of a licensed or certified child care center; a legal, unlicensed provider who is registered for the Child Care Assistance Program (CCAP); or a new provider seeking licensure. New start-ups without a license must show proof that their license application has been submitted, provide a copy of their background clearance study, and items requested in the grant must be the final needs not yet addressed from the pre-licensure checklist.

If awarded funds, applicants must continue to provide care to children other than their own for a minimum of 2 years after the award is received. If your business closes, for any reason, you will be required to repay a pro-rated amount of awarded funds back. If your business moves within that two years you maybe required to repay any funds that were applied to uses that are not movable.

Timelines



Please check the First Children's Finance website for up-to-date information as application cycle dates may change based on the needs of the program.

- March 29, 2022 – April 12, 2022
- May 31, 2022 – June 6, 2022
- August 8 – August 15, 2022
- October 24, 2022 – October 31, 2022
- January 23, 2023 – January 30, 2023
- April 24, 2023 – May 1, 2023
- July 24, 2023 – July 31, 2023
- October 23, 2023 – October 30, 2023
- January 22, 2024 – January 29, 2024
- April 22, 2024 – April 29, 2024

- Application cycles are open for one week. Because quarterly grant rounds are planned through early 2024, please wait to apply until your project is ready to implement.
 - **Grants are NOT first come-first serve.** Pre-determined criteria is used to award grants competitively based on all applications received during a grant period.
 - Because we hope to fund as many child care providers in Minnesota as possible, please use exact costs in your budget, and request only what you need.
 - The grant review process can take up to 8 weeks. Notifications letters are sent to all applications informing them of an award or declination.
- Awardees will be given a deadline to sign and return a grant agreement. Providers may begin their projects on or after the date that this agreement is received by First Children's Finance.
 - First Children's Finance will process and send 90% of the award within 30 days of receiving the grant agreement.

Minimum and Maximum Grant Size by Provider Type



- \$100 – \$20,000 – Licensed Child Care Centers – both Nonprofit and For-Profit
- \$100 – \$10,000 – Certified Child Care Centers
- \$100 – \$15,000 – Licensed Family Child Care
- \$100 – \$500 – Legal, Unlicensed Provider Registered with CCAP

Providers may apply, and grants may be awarded, for amounts less than the highest grant award levels listed above. As funding is limited, not all applications can be funded, and some may be funded partially depending upon eligibility of requests. An estimated \$2 million – \$2.25 million will be available during each application cycle.

Applications should reflect actual costs and should not be rounded to the nearest dollar. Applications may include more than one item – providers should not submit more than one application per license per round. If an addition to an application needs to be made, the submitter may request to have their application opened for editing to make the needed changes to the existing application.

If more than one application is submitted by a provider for the same license in an open application round, it will disqualify both submissions.

Providers may submit more than one application, in separate rounds, between Spring 2022 and Spring 2024. Combined grant totals may not exceed the maximum grant size shown above. To be eligible to apply for another grant, the status of the first grant must be changed to “COMPLETE” in the grant portal. This means that a final report has been submitted with receipts and has been fully reconciled and closed by FCF.

Providers that own more than one location must submit a separate application for each license/location, and the physical location address must be used in the application for each license. The maximum grant amount applies to each license.



Rented Space

If you rent or lease your space, you are eligible to apply for this grant. We strongly recommend that you discuss any non-equipment facility needs with your property owner/manager first to ensure that:

- 1) the property owner will allow changes to be made to the property
- 2) if you make improvements, that the terms of the lease will not change (such as a substantial increase in rent that would force you to move) and
- 3) the property owner has no plans to sell the property within 2 years after grant award.

Each child care provider will be required to remain in business serving children for at least two years after receiving a facility revitalization grant. If you must move and are unable to keep your business open, you will need to repay a prorated portion of the grant based on how long you provide care following grant implementation. Therefore, it is in the best interest of the provider to negotiate a minimum of a two-year lease prior to making facility improvements to ensure that the improvements will not lead to an unfavorable change in lease terms (increased rent or eviction to sell).



Eligible Uses must be **NECESSARY** to the operation of your child care program*

Uses are restricted by statute and further defined by DHS:

No construction or major renovation, defined as:

- Structural changes to a foundation, roof, exterior or load-bearing wall, or extension of floor space.
- Extensive alteration of a facility that significantly changes its function and purpose, even if such renovation does not include any structural change.



Eligible and Ineligible Uses (listed alphabetically)



Updated September 2022

1. All requests must be **NECESSARY** and **directly related to** the operation of the **child care program**.
2. Any item or service for which a **previous commitment or payment** has been made, **including down payments**, is not eligible.
3. All **labor** requests must be provided by an individual not related to the child care provider who works as a laborer in the area requested and can provide their business name, address, and phone on both quotes prior to grant awards and on receipts for work performed.
4. If planning to **relocate** program within 2 years, items paid under a grant that cannot be moved to the new location must be repaid on a prorated schedule.
5. Any of the above referenced as general renovations/repair, minor renovation/improvement to basement or minor external/outdoor repair may comprise a small portion of conversion or renovation of garage, out-building or community facility, including but not limited to church, school, store front, business, vacant house, community center, pod, or senior center.
6. All requests to replace items in the facility need to be for like items, upgrades cannot be made with these funds unless required by a licensor, fire marshal or other regulatory authority. For example, if replacing windows the same or as similar as possible needs to be chosen as the replacement. We cannot approve changing out a standard window into a bay window.

Eligible-Ineligible Uses



- **Abatement: Asbestos/Lead/Mold/Radon:**

- **YES:** Abatement/mitigation of existing lead, mold, asbestos or radon. Painting over external lead paint is allowed as abatement with formal documentation of lead paint; purchase of detectors; repairing leaks to prevent/mitigate mold; replacing windows in the child care space
- **NO:** Replacing all windows in a home or structure or projects that require major renovation. No test kits.

- **ADA Compliance Features:**

- **YES:** Ramps, grab bars or other indoor ADA-compliance needs for current or wait-list child care families; painting handicap symbol/stripes for designated parking lot spaces
- **NO:** ADA compliance features not necessary for child care program (current/wait-list families)

- **Air Conditioning:**

- **YES:**
 - Purchase of new air conditioner or repair of current appliance – unit only. Quotes must identify purchase price of the appliance(s) separately from the installation requirements as additional piping, venting, ductwork, additional materials, etc. is structural and is not eligible. Cost of appliance only is eligible at 100% in structure entirely dedicated to the child care program; 50% in a shared space (family home or shared organization space).
- **NO:**
 - Labor/installation fees or cost of new/additional ductwork, venting, piping, additional materials, etc.
 - No mini-splits as they require a hole be cut in the wall to install.
 - No extended warranty or service plan fees.

- **Air Purifiers:**

- **YES:** Air purifying equipment, humidifier, dehumidifiers (100% eligible if used only in child care program, 50% eligible if used in a shared space. Portable units in a shared space are eligible at 50%.)

- **Animal Buildings/Equipment:**

- **NO:** chicken coops or any item pertaining to animals/pets including but not limited to pet beds, dog runs/kennels or other animal containment uses

Eligible-Ineligible Uses (continued)



- **Appliances:**

- **YES:** Purchase or repair of appliances – 100% if used only for child care program; 50% if used by family or other organization in a shared space. Eligible appliances include: refrigerator, freezer, stove, dishwasher, microwave, water cooler, washer, dryer, humidifier, dehumidifier, air purifier, sanitizer (such as Zono). Price of units only for furnace, air conditioner, water heater, heat pump, gas boiler, bipolar ionization and reverse osmosis. Price of these units must be listed on quote separately from any other costs including additional parts, installation/labor.
- **NO:** New/additional materials, ductwork, piping, ventilation, and cost of installation involving new ductwork, etc. Any quote which does not separate the price of appliances separately from additional parts/materials, installation and other associated costs will be ineligible. Small, household or kitchen appliances not listed above, such as vacuum cleaners or toaster ovens. No extended warranty or service plan fees.

- **Asphalt:** (quotes must be very clear about the price of filling cracks or potholes and be broken out separately from any type of resurfacing as resurfacing is ineligible. Include photos to demonstrate)

- **YES:**
 - Addition of a small turn-around space in driveway for safety purposes not larger than a standard parking space (10x12) in which cars may back into to turn around. Eligible only when required or recommended by licensing due to location on a busy road (such as a highway) – documentation required
 - Fill of minor cracks and/or potholes in parking lot, driveway or apron if posing health/safety risk (photo documentation of needed repairs is required in the application)
 - Restriping handicap stall(s) in parking lot for ADA compliance
- **NO:**
 - Removal and/or haul-away of asphalt
 - Repaving, re-surfacing, sealing or repairing large sections of parking lot or driveway
 - Repainting full parking lot stripes
 - Adding a turn-around space for which need/recommendation by licensor is not documented.
 - Adding a circular drive, widening driveway or any turn-around space larger than 10x12 space or any concrete surface/space even if turn-around space is recommended by licensor.
 - Addition or repair to culverts under asphalt drive
 - Adding an apron between driveway and garage or adding a driveway apron



Eligible-Ineligible Uses (continued)

- **Attic Office Space:**
 - **YES:** Minor renovation of attic for office space dedicated to child care program
 - **NO:** Structural renovation including insulation/venting in wall or roof

- **Basement Finishing/Renovation**
 - **YES:** A portion of the overall project (i.e., framing/sheetrocking/painting or flooring or adding kitchenette or bathroom – not all.)
 - **NO:** Complete finishing/renovation of basement. No concrete/masonry work or moving of load-bearing walls.

- **Bathrooms:**
 - **YES:** Adding a child-care specific bathroom or repair/renovation of damaged items in bathroom used by child care program including toilet(s), handwashing sink, vanity, faucet, flooring, ceiling, door, standard handle/hardware
 - **NO:** Mirrors, showers, shower heads, shower inserts, tubs, tub enclosures, replacement of light fixtures for style, decorative upgrade or aesthetic purposes (damage must be documented)

- **Breakroom/Meeting Space:**
 - **YES:** Create a meeting space or breakroom in child care center including lunch or meeting table, business chairs
 - **NO:** Adult-size furniture not specifically allowed, including but not limited to couches, loveseats, stuffed chairs, rockers, recliners, occasional tables, decorative furniture, beds, dressers

- **Business, Program, Other Expenses:**
 - **NO:**
 - Architect, Attorney, Accountant, Advertising, Land Surveys
 - Business expenses including taxes, training, hiring, licensing fees
 - Cleaning services (all types, including but not limited to house cleaning, appliance, and duct cleaning)
 - Curriculum, Training
 - Food
 - Lawn care or snow removal equipment or services
 - Learning and play, toys
 - Operating Support
 - Pest control service
 - Program expenses
 - Relocation/moving expenses
 - Rent/Mortgage, Utilities, Insurance
 - Safes of any kind (business, gun)
 - Salaries, Licenses, Staff support, Hiring/recruiting costs
 - Transportation

Eligible-Ineligible Uses (continued)



- **Concrete:**
 - **YES:** Fill of minor cracks; mudjacking or grinding small area to repair tripping hazard; purchase of cement mix for small repair projects providers will do themselves or as part of fencing installation.
 - **NO:**
 - Demolition of or removal and/or haul-away of existing concrete
 - Adding/replacing rebar
 - Pouring new concrete for any purpose
 - Adding/repairing apron between driveway and garage or adding a driveway apron
 - Adding a concrete turn-around space
 - Concrete stamping (wood stamping) for floors/foundation
 - Repair/changes/correction to concrete floors, foundation, walls or steps.
- **Construction:**
 - **NO:** on-site building or expansion of any facility or building
- **Conversion of space:**
 - **YES:** A small portion of complete renovation/conversion project
 - **NO:** Complete conversion or renovation of garage, out-building, or community facility, including but not limited to church, school, store front, business, vacant house, community center, pod, or senior center
- **COVID 19 Supplies:**
 - **NO:** Indoor and outdoor COVID-19/variant supplies including but not limited to portable partitions, plastic shields, disposable utensils, dishes, signage, storage containers, masks, gloves, and hand sanitizers
- **Culverts/Bridges:**
 - **NO:** adding/replacing/repairing culverts or bridges of any material
- **Debt Service**
 - **NO:** repayment of loans, reimbursement for prior purchases or any type of debt service

Eligible-Ineligible Uses (continued)



- **Decks/Porch/Patios:**
 - **YES:** Add additional protective spindles/panels on deck if spaced too far apart for licensing code if deck is used by child care program and deck is higher than 3' off ground, requiring spindles/rail. Adding wood stairs where none exist if needed as fire exit – documentation required.
 - **NO:** Staining, painting, refinishing or demolishing decks, patios or porches; replacing deck or patio flooring, railing, spindles; enclosing or screening deck, patio, sun room or porch
- **Demolition:**
 - **NO:** Demolition of any kind
- **Disposable/Single Use:**
 - **NO:** items and supplies, including but not limited to food, diapers, paper products, wipes, etc.
- **Down Payments and Prior Purchases or Commitments**
 - **NO:** funding for any item for which a down payment or prior commitment has been made; no reimbursement for prior purchases or repayment of any loans or installments.
- **Doors:**
 - **YES:** Adding new interior doors or replacing interior/exterior doors due to damage; replacement allowed for door similar to original; replacing door to attached garage to meet fire code; standard locks and door hardware only
 - **NO:** Keyless entry systems or security door locks with Wi-Fi codes; upgrading doors or hardware for decorative/aesthetic purposes; garage doors (neither roll-up nor service doors).
- **Drain Tile:**
 - **YES:** Install drain tile and/or sump pump for health/safety of child care program area
 - **NO:**
 - Foundation work beyond installation of drain tile; foundation straps; external drainage fields or landscaping
 - Spanish and/or French Drains
 - Drain Fields

Eligible-Ineligible Uses (continued)



- **Driveway/Parking Lot/Patio/Sidewalk:**

- **YES:**
 - Addition of a small turn-around space in driveway for safety purposes, (other than concrete) not larger than a standard parking space (10x12) in which cars may back into to turn around. Eligible only when required or recommended by licensing due to location on a busy road (such as a highway) – documentation required
 - Minor repair to fill small potholes or cracks in driveway or parking lot, or chips in sidewalk or patio if posing health/safety risk. This includes minor mudjacking or sidewalk grinding.
 - Fix, add or replace parking lot railings or disability ramps for ADA compliance
- **NO:**
 - Repaving, re-surfacing or repairing large sections of parking lot or driveway with all surface types including but not limited to gravel, asphalt, concrete, pea rock, etc.
 - Repainting full parking lot stripes
 - Adding a turn-around space for which need/recommendation by licensor is not documented.
 - Adding a circular drive, widening driveway or any turn-around space larger than 10x12 space or any concrete surface/space even if turn-around space is recommended by licensor.
 - Adding or replacing patio slab
 - Adding or replacing sidewalk – including pavers/stepping stones
 - Any repair requiring rebar and/or poured concrete
 - Addition or repair to culverts

- **Drywall/Studs:**

- **YES:** Repairing/replacing drywall, studs other than load-bearing to repair damage
- **NO:** Moving load-bearing walls; adding insulation behind drywall; structural projects that require cutting into drywall such as for new ventilation

- **Duct Work:**

- **NO:** Duct cleaning, installation of central air or replacing a heat source requiring installation of new ventilation or duct work/pipes, etc. Bids must list price of appliance separately from installation when structural work is involved.

- **Egress Window:**

- **YES:** Convert existing window to egress window to meet licensing requirements, add or expand egress window for easier escape access, add stair and rails to access fire escape/egress more easily
- **NO:** No egress window repair to control basement water

- **Electrical:**

- **YES:** Adding additional outlets; replacing light switches or outlets; adding ceiling lighting in unfinished space.
- **NO:** Complete wiring of unfinished space; wiring projects which would be considered structural in nature. Electrical wiring for appliance installation, adding an electrical panel in unfinished space

Eligible-Ineligible Uses (continued)



- **External Doors and Fire Exits:**
 - **YES:** Repair/replace external door and/or external screen/storm doors, standard lock, and/or hardware due to damage. Replacement allowed for doors similar to original – documentation required for decorative doors. Creating sufficient exits per fire marshal that do not require a new hole to be cut in an exterior wall.
 - **NO:** Cutting a new door into an exterior wall; moving location of an exterior door; keyless entry systems; security door locks with Wi-Fi codes
- **External Surfaces:**
 - **YES:**
 - Repair or replace small section of damaged shingles or siding when recommended by licensing for health/safety – documentation required
 - Painting over lead paint as lead abatement measure – documentation of lead paint required
 - **NO:**
 - Painting/staining of building including porch/deck/stairs
 - Painting/staining of fences
 - New or replacement siding
 - Addition, repair, or replacement of gutters/down spouts or overhang over entry
 - Roof repair or replacement
 - Addition of exit requiring a new hole be cut into exterior wall
 - Internal or external insulation
- **Fees:**
 - **YES:**
 - Permit fees and/or required inspection of completed grant-funded project(s) per local municipalities
 - Consultant fees related to designing indoor or outdoor learning environment
 - **NO:**
 - Quote fee (quote fees do not disqualify item from consideration, but recovering the fee is not eligible for grant funding)
Down payment or installment payments, or any item for which these payments have been made



Eligible-Ineligible Uses (continued)

- **Fences:**

- **YES:** in the child care play space and/or around pools/water sources, providing fence is functionally designed for child safety, including chain-link, privacy and picket – pickets must be close enough together that a child cannot slip through. See Labor section of Grants Manual for installation guidelines.
- **NO:**
 - when installed beyond the child care program play area;
 - any type of fence with gaps that allow children to go under, over or through including but not limited to split rail and corral fences; decorative fencing not functionally designed for child safety;
 - paint/stain for fences and/or hired labor to paint/stain fences
 - dog runs or other type of animal enclosure
 - windscreen rolls for chain-link fences

- **Fire Exit and Escape:**

- **YES:** Adding or replacing damaged fire escape ladder; adding or minor repair of wood steps for fire exit; adding handrails on steps where none previously existed and enclosed stair risers if more than 3 steps are required
- **NO:** Demolition of existing steps; no new doors cut into exterior walls

- **Fire Suppression/Carbon Dioxide/Radon:**

- **YES:** Adding or replacing lead content detector, fire, radon or carbon dioxide (Co2) alarms and fire extinguishers; repairing/installing an indoor sprinkler/fire suppression system within the child care program area when required by fire marshal
- **NO:** test kits

- **Fireplaces/Heat Source:**

- **YES:** Screens/covers or partitions to protect children from fireplaces, heaters and/or wood-burning stoves
- **NO:** Adding fireplaces or any portable, free-standing or mini-split heat source



Eligible-Ineligible Uses (continued)

- **Furniture/furnishings:**
 - **YES:**
 - Child care program furniture (cribs, mattresses, pack-n-plays, cots, changing tables, child-size table and chairs, shelves/cabinets, infant seats, cubbies, storage, high chairs, toddler chairs, potty chairs, etc.)
 - Office furniture: Office furniture dedicated to child care program (file cabinet, desk, chair, meeting room or break room table, meeting room chairs)
 - **NO:**
 - Adult-size furniture not specifically allowed including but not limited to couches, stuffed chairs, recliners, rocking chairs, occasional tables, decorative furniture, beds, dressers, full-size picnic table
 - Bean bag chairs are not allowed by licensing
 - Wall hangings including mirrors
 - Rugs: Area rugs, throw rugs, play mats, classroom rugs
 - Linens/Bins: Supplies including linens, sheets, changing table/pack-n-play covers, bins/baskets including those used with storage cubbies, storage bins, waste baskets
- **Garage:**
 - **YES:** Replacing a door between a home and garage to meet fire code per licensing requirements.
 - **NO:** Replacing, repairing, screening or modifying garage stall doors, external service entry doors, windows, walls or floor.
- **Grass:**
 - **YES:** Backfill of dirt/grass seed from tree removal/stump grinding directly in playground area only (documentation required)
 - **NO:** Sod (neither removal nor addition)
- **Gutters/Down spouts:**
 - **NO:** adding, moving, replacement or repair of down spouts/gutters

Eligible-Ineligible Uses (continued)



- **HVAC (Heating, Venting, Air Conditioning):**

- **YES:** Purchase or repair of furnace, water heater or air conditioner –quotes must identify purchase price of the appliance(s) separately from the installation requirements as additional venting, ductwork, etc. is structural and is not eligible. Cost of appliance only is eligible at 100% in structure entirely dedicated to the child care program; 50% in a shared space (family home or shared organization space).
- **NO:**
 - Labor/installation or cost of new/additional ductwork, venting, piping, additional parts/materials, etc.
 - Mini-splits as they require a hole be cut in the wall.
 - In-floor heat as this is structural.
 - Extended warranty or service plan fees.

- **Internal Walls/Ceilings:**

- **YES:** Minor repair of internal walls or ceilings in child care program space, including paint
- **NO:** Insulation

- **Kitchen/Kitchenette:**

- **YES:** Repairing/adding a kitchenette that is dedicated to child care program; repair/replacement of damaged items in shared kitchen including flooring, sink/faucet, counters/cabinetry. Appliances are eligible at 50% for shared spaces and 100% for child-care only usage/space
- **NO:** Replacement of functional kitchen items for aesthetic/upgrade purposes such as aesthetic upgrade to granite countertops or adding a cabinet to hide a wastebasket.

- **Labor/Contracted Services:**

- **YES:** Time of laborer working in the area requested who can provide their business name, address, AND PHONE on quotes prior to grant awards and on receipts for work performed. License number must be documented when a license is required for work performed by State or Local Municipality regulation. Labor must meet permit and quality inspection regulations.
- **NO:** Paid labor conducted by child care provider or a family member, even if family member is a licensed contractor or performs the type of work needed for a living.

Eligible-Ineligible Uses (continued)



- **Laundry Space:**
 - **YES:** Renovation/creation of laundry space dedicated to child care; replacement of damaged appliances (50% for shared spaces, 100% for child-care only use)
- **Lawn Care/Landscaping:**
 - **NO:** including but not limited to
 - redirecting water;
 - adding bridge over wet area;
 - adding or replacing sod or other plantings;
 - adding or replacing mulch/rock anywhere other than under outdoor play system;
 - adding, repairing or replacing a retaining wall;
 - grading or leveling;
 - dirt filling and grass seed other than with tree removal in play space;
 - adding or replacing sewer drainage field;
 - adding drainage field to redirect water run-off;
 - lawn care or snow removal services;
 - land purchases
 - full-lawn sprinkler systems including instances where provider indicates that their entire yard is used by children
- **Learning and Play:**
 - **NO:**
 - Toddler play structures: Indoor/outdoor portable infant/toddler play structures that are not required to be permanently secured to the ground
 - Portable Play Houses and any structure with a loft
 - Ride-Ons including but not limited to buggies, strollers, wagons, bicycles, tricycles, large motor toys, scooters and helmets
 - Toys – indoor and outdoor, including portable infant play mats, exersaucers and toddler climbers/play sets (regardless of size)
 - Dramatic play sets including play kitchens, dress-up, play work benches, etc.
 - Sensory Play toys/tables and equipment
 - Infant/Toddler Manipulatives
 - Musical instruments and players
 - Art or Science Supplies or Kits
 - Books, Curriculum
 - Wall hangings, mirrors or décor



Eligible-Ineligible Uses (continued)

- **Lighting:**
 - **YES:** Replacing light fixtures with fixtures containing shielded or shatterproof bulbs; adding shatterproof lighting in unfinished ceiling.
 - **NO:** Replacing lighting for style or aesthetic reasons; replacing lighting that requires structural work or major renovation; free standing lamps or night lights
- **Major Renovation:**
 - **NO:** Major renovation is prohibited by the funding source and is defined as 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
- **Motorized Vehicles:**
 - **NO:** Vehicles to transport children and transportation safety equipment such as car seats
- **Office:**
 - **YES:** Office furniture dedicated to child care program (file cabinet, desk, chair, table)
 - **NO:** Office equipment (phone, copier, computer, laptop, tablet, software, printer, ink, paper/business-related supplies, camera, etc.)
- **Painting:**
 - **YES:** interior paint, paint supplies and hiring a painter for child care program space – square footage of child care space(s) may be required for amount of paint requested
 - **NO:** power equipment (power paint sprayer); painting the entire inside of a home; painting or staining exterior surfaces including play sets, siding, decks, porches, sun rooms and fences
- **Panels:**
 - **YES:** Adding or replacing permanent separation panels to reduce the spread of germs in child spaces or in parent drop-off locations; adding/replacing sound-proofing or acoustic panels; adding guard panels on decks ONLY if spindles are too far apart for licensing code – documentation required
 - **NO:** Adding an electrical panel in unfinished space.

Eligible-Ineligible Uses (continued)



- **Playsets:**
 - **YES:** Improvement to or addition of permanent outdoor playsets and playscapes such as swings, slides, climbers, gaga pits, full-size, permanent basketball hoops and related materials; replacing damaged portions of a playset; replacing the surface under a playset for safety against falls; preparing the ground surface for a new playset
 - **NO:** Painting/staining; Trampolines; slides or other structures for use in pools or lakes; Infant/toddler portable playsets including but not limited to Step2, Little Tikes, tunnels, playhouses or other large motor toys; portable play items such as nature “stumps” and outdoor water/sensory structures; any indoor/outdoor play sets/large motor toys
- **Playscape Barriers/Borders:**
 - **YES:** Removal and replacement of rotting or damaged barriers bordering play area; removal of wooden barriers that contain creosote or arsenic; building a safe surface under a playset
 - **NO:** painting/staining; rock/retaining walls or creosote/arsenic treated timbers; no addition of or repair to bridges or paver paths over wet areas
- **Play Area Surface:**
 - **YES:** New surface for outdoor play area to protect against injury from falls or replacement of surface directly under swing set/climbing structures with the condition that the replacement material is approved by licensing; adding a sandbox or sandbox cover.
 - **NO:** Concrete for sport court, patio or bicycle track; replacing mulch/ground cover around facility, under decks or any space other than directly under a play structure
- **Power Tools:**
 - **NO:** Both purchased and rental
- **Ride-Ons/Ins:**
 - **NO:** Buggies, strollers, wagons, bicycles, tricycles, large motor toys, scooters, helmets, car seats, etc.
- **Sand/Sandboxes:**
 - **YES:** New sand for sandbox, replacement of a sand box, materials to build a sandbox, and sand box covers



Eligible-Ineligible Uses (continued)

- **Sanitizing Machines:**
 - **YES:** Sanitizing equipment (such as Zono)
 - **NO:** Sanitizing spray, hand sanitizer or cleaning supplies
- **Security/Camera Systems:**
 - **NO:** Ring cameras; ring/video door bell; monitoring equipment; keyless entry systems; security doors; security door locks with wifi codes; any video monitoring system or other security system; security monitoring services
- **Sheds/Outbuildings:**
 - **YES:** Small, prefabricated storage sheds or shed kits, dedicated to child care program for outdoor equipment no larger than 120 square feet (such as 10x12); playhouse larger than portable toddler structure but not greater than 120 square feet; surface under shed may be considered. Labor not requiring construction to put together a shed kit may be considered.
 - **NO:**
 - Large sheds, even if prefabricated or purchased as a kit if larger than 120 square feet.
 - No on-site construction of sheds of any size. No lumber materials for provider to construct/build a shed on-site.
 - No lofts are allowed per DHS Statutes and no use of shelving where items could fall on children.
 - Chicken coops or pet containment measures.
 - Concrete foundations or significant landscaping for shed surface
 - Requests to pay the difference in price for a shed larger than 120 square feet
- **Sick/Quiet Room:**
 - **YES:** Repairing/adding a sick and/or quiet space that is separate from the activity area
 - **NO:** Adult furniture including but not limited to beds, rockers, stuffed chairs, recliners, occasional tables, dressers
- **Signage:**
 - **YES:** Adding or replacing outdoor signage on the program grounds



Eligible-Ineligible Uses (continued)

- **Sprinkler (indoor) Systems:**

- **YES:** Repairing/installing an indoor sprinkler/fire suppression system(s) within the child care program area when required by fire marshal
- **NO:** In areas not regularly utilized by the child care program

- **Sprinkler (outdoor) Systems:**

- **YES:** to maintain grass in outdoor play area designated for child care program only - square footage documentation of child care play space is required and should be broken out/specified in quote AND receipt
- **NO:** full yard installation or installed in any area of the yard other than for the child care program

- **Storage Cabinets:**

- **YES:** Adding storage furniture (free-standing or built-in) such as storage units, cubbies, lockers, book shelves dedicated to child care program
- **NO:** No storage bins, crates or baskets, including containers designed to hold items within the storage units or cubbies

- **Sunshades/Umbrellas:**

- **NO:** including built-in shades over play structures, large umbrellas, awnings, gazebos, screen rooms, tents, enclosing/screening porches, sun rooms or decks

- **Tree removal:**

- **YES:** Tree removal and/or stump grinding from within immediate child care playground areas for child safety - photo documentation of tree in the play space required for eligibility or documentation that specific tree removal is required by licensing
- **NO:** Tree or stump removal outside of children's play space, tree trimming or removal of shrubs/bushes/hedges or other plantings, even if recommended or required by licensing



Eligible-Ineligible Uses (continued)

- **Upgrades**
 - **NO:** Aesthetic upgrades including but not limited to granite countertops, decorative front doors, changing a standard window to a bow/bay, decorative windows. The intent is to restore damage done by the child care program, replacing like-items with like-items. Photo documentation in applications is strongly encouraged to show that a requested item is not an upgrade. Such requests may be declined without such documentation.
- **Wall panels:**
 - **YES:** Adding or replacing sound absorbing wall panels
- **Wall Repair:**
 - **YES:** Repairing/replacing drywall, studs other than load-bearing to repair damage in child care program space
 - **NO:** Moving load-bearing walls; adding insulation behind drywall; structural projects that require cutting into drywall such as for new ventilation. No repair to concrete walls.
- **Windows/Window Treatments:**
 - **YES:** Repairing or replacing a window(s) and/or external screens due to damage, adding cord tie-downs for window blinds or curtain cord tension or tie-down devices for child safety
 - **NO:** Replacing all windows in a facility; adding or replacing window treatments of any type (blinds, curtains, drapes, shades); replacing windows in a porch or adding windows to a screened-in porch
- **Well Repair/Septic Systems:**
 - **YES:** Minor repair of contaminated well for health/safety reasons (i.e., water does not pass licensing requirements – documentation required) or replacement of damaged well/septic cover for safety
 - **NO:**
 - Well shock/treatment not required by licensing
 - Major repairs or replacement of well or septic system or sewer lines
 - Drainage field
 - Emptying sewage tanks

Eligible-Ineligible Uses (continued)



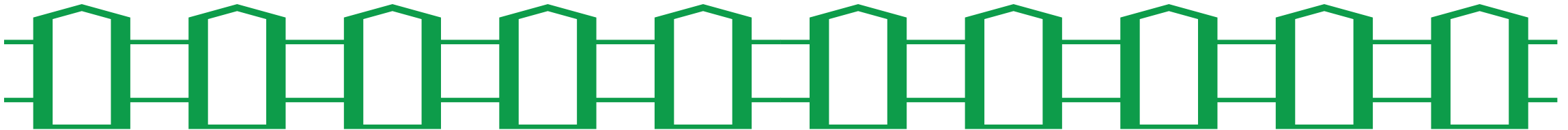
- **Unfinished Basement**

- **YES:** Minor renovation of basement space dedicated to child care program
- **NO:** Complete finishing/renovation; insulation or structural work on or within foundation or external walls

General Renovation

Any of the above referenced as general renovations/repair, minor renovation/improvement to basement or minor external/outdoor repair may comprise a small portion of conversion or renovation of garage, out-building or community facility, including but not limited to church, school, store front, business, vacant house, community center, pod, or senior center.

For facility revitalization needs not referenced, please contact grants@firstchildrensfinance.org or call 612-473-6020



This list is updated following each quarterly cycle to accommodate new requests/projects – eligibility for which has been verified by DHS. Please review this list prior to applying in any grant cycle.



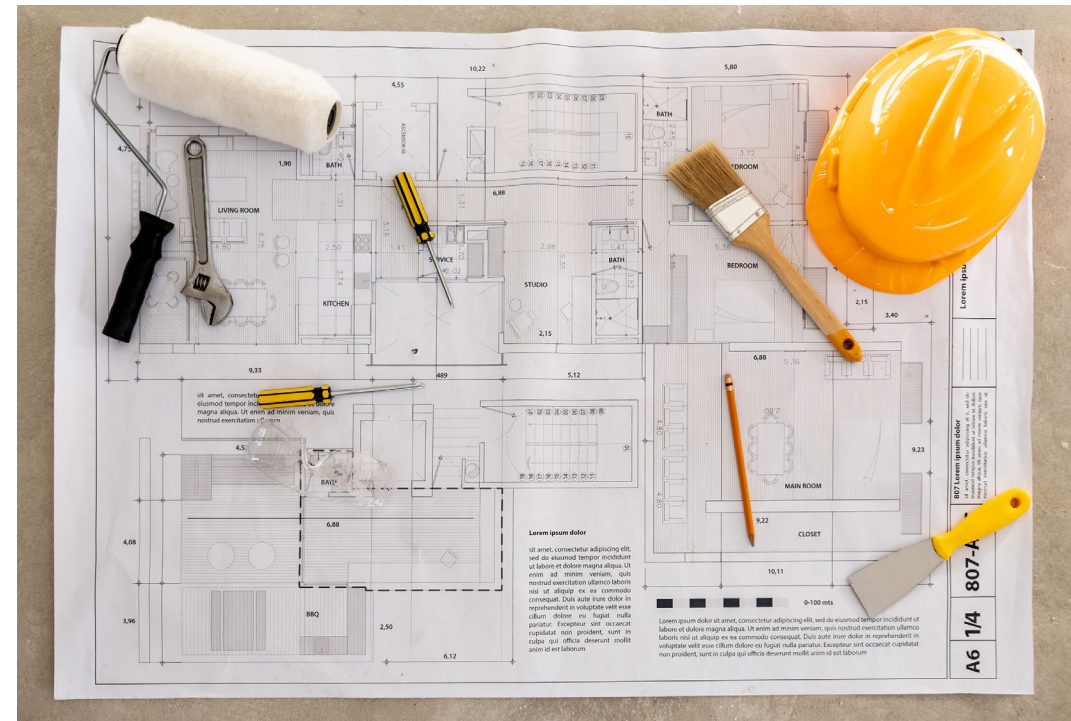
Labor Costs and Contracted Services

In the event that a child care program wishes to have the cost of assembly and/or installation covered by a grant, the labor must be performed by a professional 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.

An estimate or bid by a contractor or tradesperson is required for the installation of fences, windows, roofing or other minor renovation projects eligible under this program. Labor costs may only be paid for a professional who performs, for a living, the type of work required, and is not related to or a significant other of the child care provider.

Grant recipients and/or their family members or significant others are not eligible to be paid for labor costs under this grant program.

Documentation of labor costs paid for by grant funds must include business name, address and phone number of the company or contractor performing the work.



Grant Request Parameters



Applicants should limit proposals to items needed to deliver a successful child care program, rather than submitting an application for items that would be nice to have.

Priority will be given to facility-related needs relating to licensure, health and safety of children, and to programs in under-resourced areas. When considering applying for a Facility Revitalization Grant, applicants should ask themselves:

- 1) Do I need the funds requested to keep my business open?
- 2) Will this grant improve the health and safety of children in my care?
- 3) Will this grant preserve or expand the number of children I can serve or jobs I can provide?
- 4) How will this grant improve the quality of care I can provide to children?



Grant Request Parameters

All applications must document a direct link between items/services requested in the grant budget and the provider's ability to run a successful child care program. When filling out the application be sure to describe in the narrative the reason for your request and if/how it impacts your licensing and/or the health and safety of the children in your program. Any items listed in the budget documentation but not referenced in the narrative or items mentioned in the narrative but not included in budget documentation will not be considered for funding.

Upon completion of all grant projects, providers must remain licensed and actively caring for children other than the provider's own children for a period of two years and remain free from licensing sanctions. This includes temporary and/or immediate suspension, revocation or a maltreatment determination where the provider was found responsible.

Legal, unlicensed providers are encouraged to work toward licensing, but must remain registered with CCAP and continue to provide care for children other than their own for a period of one year following grant implementation.





Pairing Facility Revitalization grant with other funding sources.

You cannot use these grant dollars for anything for which you have already planned to use other public funding. For instance, if you have stated that you will use a regional grant to install a fence and the regional grant covers the cost of the fence, you cannot state that you will use this grant for the fence as well. If you have another grant or loan that does not cover the full cost of a needed project or service, you can use this grant only for the portion not already covered by the other funding source.

You may apply for the Facility Revitalization grant even if you have a Business Leadership Cohort grant or a loan through First Children's Finance, providing you are not in default on your loan. Being in default on a First Children's Finance loan makes you ineligible per your loan agreement.

Grant funds may not be used to repay loans. They may not be used to reimburse you for child care facility related needs paid for prior to receiving the grant. Eligible expenses must be incurred AFTER grant award notification and the date that First Children's Finance receives your signed grant agreement for items/needs that have no other previously-identified funding source.

Having other grants or loans does not impact your application, we do not ask for your financials. If this grant will be used to fund a larger project, it will be helpful for us to know your other sources of funding in your report. It will have no impact on grant award decisions.

While First Children's Finance allows these funds to be used as matching funds and does not have any limitations on pairing this grant funding with other grants opportunities, other funders may have stipulations. You need to check with each funding source for their requirements and stipulations.

These funds can be used to offset the cost of a larger project. When putting your budget documentation together be sure you are requesting funds for only items that are listed within the eligible use list. If the request exceeds the maximum grant award, prioritize funding needs and be specific as grant reviewers will not choose which items will be included as part of an award. Requesting more than the grant can cover – especially if request includes smaller priced items or projects – may disqualify an application.

Grant Awards

90% of grant awards will be paid within 30 days of First Children's Finance receiving a signed grant agreement.

The remaining 10% will be held and paid on a reimbursement basis* upon receipt of the final report with receipts matching the original approved budget.



*This means that projects must be paid in full when submitting the final report.

Start-Up Provider Requirements



Start-up providers may apply for facility-related items eligible for a facility revitalization grant that are identified by a regulatory authority (licensor, fire marshal, municipality, health department) during their pre-licensure walk-through.

Proof of license application submission and a copy of the background study clearance must be attached to the facility revitalization grant application.

ALL other items on the pre-licensure checklist should be completed first to ensure that the facility grant project is the final step to licensure.

Why? Because of the requirement that providers care for children other than their own for a minimum of two years after grant implementation and licensure, we want to make sure that providers will be successful. Grants up to the maximum size would be a lot of money to repay if something fell through on the background study, licensing, staffing, etc., that would prevent the new provider from meeting the grant terms. These requirements were determined by the DHS Licensing Department.



Sectarian Organizations



When a Sectarian Organization holds the Child Care Center license, grants may be awarded for **health/safety needs only** per Statutory Regulations.

Sectarian is defined at 15 C.F.R. 2301.1 as “that which has the purpose or function of advancing or propagating a religious belief.”

Example of a Sectarian Organization:

A church/synagogue/mosque that holds a license to operate a child care program. It does not matter what type of curriculum is used in the program.

Example that is NOT a Sectarian Organization:

An independent child care provider that rents space from a church/synagogue/mosque

Grant Awards



Grants will be reviewed and awarded on a competitive basis in each cycle based on total applications received and funds available. Funds are fully allocated in each quarterly cycle and once awards are granted, they cannot be increased for any reason. Price increases must be covered by the provider. A different vendor or contractor may be used as long as the project(s) are completed as approved and/or items approved are purchased.

If a grantee's project goes over their awarded budget, they are responsible for the difference. If the project is completed under budget the grantee must repay any unused funds. These funds are redistributed to other providers.

A final report will be due within 6 months of the award notification. If there are unavoidable delays due to supply chain or contractor delays, an extension may be requested in writing through the Submittable grant portal – in Messages. Grantees must receive approval of extensions and/or exceptions in writing. Before and after pictures are required in the report.

Grantees must sign an attestation that they will remain in business serving children other than their own for a minimum of two years. This requirement is emphasized throughout this grant manual.

If the child care business closes within the two years, grant dollars must be returned to First Children's Finance on a pro-rated basis for re-allocation to another provider. Likewise, any dollars remaining unused, per the original approved grant budget, must be returned. If one portion of a project costs less than projected and the remaining dollars are needed for another already approved eligible expense, permission to re-allocate the dollars for another area must be requested and granted in writing prior to spending.



Transition from Family to Center within 2 Years

Family child care providers who have been funded up to the maximum possible grant (\$15,000) who later plan to transition to a center-based program are eligible to apply for the remaining difference – up to a maximum of \$20,000.

For instance – if a family child care provider has received a \$15,000 grant for their family program decides to close the family program and expand to a center program, they could apply for an additional \$5,000, since \$20,000 is the maximum grant size for a center.

When relocating a program within two years of grant receipt, items funded must move to the new location, or a pro-rated share of the original grant may need to be repaid.

Any change in licensure must be reported to FCF, as license status will be checked throughout the two-year period following a grant award.

As long as the grantee is providing continual care to children for two years following each awarded grant and notification of the change in license has been made, this type of transition is acceptable.

Accommodations & Interpreter Services



If you need an accommodation or interpreter services during any open grant cycle, please contact the grants team at the Help Line:

612-473-6020 or email grants@firstchildrensfinance.org.

During **open application periods**, the help line will be answered:

Daytime –

Monday through Friday

9:00 am. – 4:00 p.m.

Evenings –

Tuesday, Wednesday, Thursday

6:30 – 8:30 p.m.

Email is monitored daily and the help line is answered during open application cycles. Between cycles voice mails are returned within 48 hours of the message.





Application Process



Applications may be submitted through our online portal using any computer, tablet or smart phone. The portal will also allow applications in Spanish, Hmong and Somali. If you would like to submit in one of these languages, please contact the grants team at First Children's Finance.



Each application may cover one licensed; certified; or legal, unlicensed/registered with CCAP setting only. Providers with more than one license may submit an application for each license. Each application will be evaluated separately. All applicants/grantees may submit more than one application over the two year grant program, however, total grant funds awarded may not exceed the total amount allowed by provider type per setting. **Applicants may submit only one application per grant period for each license.** If an edit or addition is desired after submitting the application and the portal has not yet closed for the grant round, please request that your application be opened for editing. Edits cannot be made to an application once the portal closes for each quarterly cycle, and additional materials will not be accepted via Messaging or email after the portal closes. Multiple applications submitted for the same license in a round will disqualify all submissions in that round.



The application must be signed by the owner of the child care business, even if the application is completed by another individual. For example – a center director could complete the application with signature approval given by the center owner. Electronic signatures will be accepted.

More than one individual may collaborate on an application, but all communication will be sent through the portal to the email address used to sign into the Submittable grant portal. If Facebook or Google are used to create a Submittable account, providers must regularly check the email address associated with their Facebook or Google accounts to receive messages regarding the grant.

Application Grant Portal: Submittable



To apply for a Facility Revitalization Grant, complete an application by going to www.firstchildrensfinace.org/for-businesses/grants and clicking on the "Click Here to Apply" button. This will take you into our Submittable grant portal.



Instructions for creating an account in Submittable:

- You will need to create a free Submittable account.
- You can [save a draft](#) of your work if you would like to finish filling out the form at a later date. Click the save a draft link for instructions.
- Once you submit your application in Submittable, you will no longer be able to make changes. If you need to provide any additional information or make changes prior to a grant deadline, you will be able to request that your application be re-opened to [edit the submission](#) . Please click the edit the submission link for instructions on how to do so.
- Submittable works best on Google Chrome, Firefox, and Safari. Internet Explorer is not supported. Please make sure you are using a supported browser.
- We will follow-up with you about your submission by email through the Submittable grant portal. Please be sure to [safelist](#) notification emails from Submittable and check the email you used to sign up for your Submittable Account regularly.

Application Questions



Applicant information and demographics – this information is required for reporting purposes and to ensure equitable distribution across the state and by provider type.

Please describe your child care program and your current or planned capacity. What are your facility revitalization needs? Please outline your intended project.

Why is this project necessary for your child care business? For instance, is this required for licensing? Is it a health/safety need?

How many child care slots will benefit (preserved and/or be added)? How many jobs? Please note – you will be asked to report on this result in your final report.

Please describe in detail how you will use the grant funds, if awarded. Will the grant pay for the entire project or will you use additional resources to complete your facility revitalization project?

Provide a detailed budget, using exact costs – do not round. List each item/service you plan to purchase and corresponding expense documentation. Vendor bids/quotes, screen shots of item/price, photos of item/price at store or detailed list of item/model number and vendor for verification are acceptable. Before and after pictures are required in the final report.

****Note:** Grant dollars may not be used retroactively for items or services purchased prior to the date that FCF receives the signed grant agreement following grant award notification.**



Grant Agreement & Attestation Summary

A copy of the complete required Grant Agreement and Attestation can be viewed by clicking [here](#).

**Remain in
Business for
2 Years**

**Remain
Licensed in
Good
Standing**

**Spend ONLY
as approved**

**Submit Final
Report with
Receipts**

**Final 10% of
grant award
reimbursed
with receipts**

**Return
unused grant
dollars or
any
disallowed
portion**



CAUTION!

If grantees do not follow the terms outlined in the grant agreement, a referral will be made to the Minnesota Department of Human Services and may result in discontinuation of future payments (including 10% withheld for reimbursement for this grant), recoupment of payments already made (including some or all of the 90% grant up front), and/or additional action related to the funds and the provider license under Minnesota Statutes, chapters 119B, 245A, 245E, and Minnesota Statutes, section 245.095.

Additionally, you may be ineligible for other Department of Human Services public programs per [Minnesota Statutes, section 245.095 LIMITS ON RECEIVING PUBLIC FUNDS.](#)

These programs include Licensing (your license may be suspended or revoked), Parent Aware Ratings (your rating may be revoked and you will be excluded from seeking a future rating); and funds, including but not limited to Parent Aware grants, TEACH scholarships, REETAIN bonuses, Child Care Aware Regional Grants and reimbursement through the Child Care Assistance Program. Referral to another agency may be made by the Minnesota Department of Human Services if necessary, such as the Bureau of Criminal Apprehension.

Additional Attachments



- W9

Grant dollars are considered taxable income. First Children's Finance will issue a 1099 for the grant award. Grantees should work with their tax advisors on how to calculate eligible business expense deductions when reporting the grant to the IRS for tax purposes. If the remaining 10% is paid in a subsequent calendar year, a 1099 will be issued for both years, reflecting the corresponding amount paid in each year.

- Grant Payment

Grantees will be asked to complete an electronic (ACH) direct deposit bank transfer form, including bank routing and account information for direct deposit. If a provider does not have a bank account, a check may be requested, though this will cause a delay in payment.

Award Rubric



Grants will be evaluated using an award rubric with a numeric rating for the following categories:

- Impact on licensing
- Impact on health/safety of children
- Whether child care slots are created or preserved (maintaining the current enrollment is preserving slots)
- Whether child care jobs are created or preserved (continuing to provide care to children preserves at a minimum, the provider's job)
- Level of need for child care in the provider's geographic area using State-funded research
- Whether or not high need children/families are served
- Number of sites owned/operated by provider
- Overall purpose/request



Every effort will be made to balance grant allocations by geography, provider type and demographics of the community served. Requests that increase the number of child care slots available and/or fully demonstrate high impact on licensing and the health and safety needs of children will be prioritized.

Confidentiality and Data Privacy



Applications will not be discussed outside of First Children's Finance employees, Board of Directors or External Advisory group comprised of key stakeholders or partners. Information will be compiled for reporting to the Minnesota Department of Human Services.

As this grant program is funded through the Minnesota Department of Human Services (DHS), First Children's Finance is required to comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.599, as it applies to data created collected, received, stored, used, maintained or disseminated.

When a grant application is submitted, the following is public information: name, address, license, number and age of children served, award amount (if any) and identity of grant reviewers.

Individual provider information will be reported to the Minnesota Department of Human Services licensing authority and/or fraud department as required, if grant agreements are not honored.



Award Process



Complete award review will begin after each application round closes. Depending upon the number of applications in any given grant cycle, it is anticipated that award decisions and notifications will be made approximately six to eight weeks after the application deadline. All grant process stages, including notification of award, are subject to change and can vary with each grant cycle. Applicants are advised to watch for status updates delivered via email.

Partial Awards

Partial grant awards may be made based on eligibility of items requested in the proposal budget. If a partial award is made, grant funding must be spent only on item(s) approved as identified in the grant award letter. If your project comes in under budget, do not spend the unused funds on other items – you will be required to return any unused funds to First Children's Finance.

Re-applying

Funds will be distributed in a balanced manner each cycle. Providers who submitted an eligible application that did not receive a grant in any cycle due to insufficient funds may apply again in a future round. Applicants will be notified if information is incomplete or if further detail is needed.



Denied Applications

Applicants will be notified if their application is denied. Examples for why an application may not be approved for funding include but are not limited to:

- Application does not meet the grant guidelines for funding;
- Applicant/request is not eligible for the grant program;
- Limited resources available within the grant program;
- Incomplete/inaccurate application; and/or
- Applicant scored lower than other applications submitted.

Grant Notification

Award notification will specify terms of the grant, including which specific items from proposed budget are approved. Once the award is accepted and the agreement is returned you must use the funds as awarded and agreed to. Any unused funds for the awarded projects must be returned. You may not use remaining funds on unapproved items and cannot spend over the amount per item and/or project outlined in the award letter. Providers should review the eligible uses list – if the application did not disclose important information and it is determined in report reconciliation that a request was ineligible, a portion of the grant funding may be disallowed, requiring return of funds to First Children's Finance.

Award Agreement

An acceptance of the grant terms will be required, including required attestations, an ACH deposit form W9 and a report form. **The signed grant agreement and attestations must be returned before grant funding will be released.**

Final Report



A final report will be due within 6 months of award notification. A copy of the report will be sent to you in the message you receive, via your Submittable account, when the first 90% of your award is disbursed.

If the project cannot be completed in that timeframe due to supply chain issues or delayed availability of a contractor, an extension may be requested in writing through the MESSAGES feature in the grant portal. Approval must also be granted in writing by the Grants Team Program Manager. Reimbursement of the final 10% of the grant award will not be made until the final report is received and reconciled with the receipts that have been submitted against the original award. Failure to submit the final report will result in no reimbursement payment and grantee will be ineligible to apply for future grants. Additionally, the grantee will be reported to the Minnesota Department of Human Services, which may impact the provider's child care license, other payments of public funds, and/or may be investigated for fraud.

If applying in future rounds final reports need to be returned, fully processed and final award funding reconciled before you are eligible to apply for an additional grant. Grant status will change from "ACCEPT" to "COMPLETE" when your award is fully closed.

	Suzy Sunshine Play Space
	<p>FINAL REPORT</p> <p>10 children 1 adult</p> <p>The fence I was awarded for my Program is allowing me to Keep all of my children in the Yard and away from the pond Behind my home.</p>



Report elements will include:

- a. Demographics on provider and children served
- b. Result of funded project/items
- c. Narrative description of impact of grant on child care business (and larger community if applicable)
- d. Data on child care slots preserved and/or added
- e. Data on child care jobs preserved and/or added
- f. Documentation of expenditures matching the budget submitted in application. If actual costs were less than anticipated, adjustments will be made with the final 10% of the grant. If receipts equal or exceed the items listed in the application budget, the remaining 10% will be paid on a reimbursement basis using the same option as grantee initially chose (check or ACH transfer)
- g. Receipts
 - ☐ must demonstrate that the project has been paid for in full and are itemized. (For example, an Amazon screen shot showing the total cost of an order is not acceptable. Providers must download the invoice from their Amazon account once the order is complete.)
 - ☐ Receipts and paid invoices from a contractor must include the name of the vendor/business, address and phone number. The entire receipt and/or document must be submitted, photos of partial receipts will not be accepted.
 - ☐ Receipts should **ONLY** include items that were approved in the award. If you submit a receipt that includes items unrelated to this grant award it will be returned to you and you will be required submit a new receipt that includes ONLY grant award items. For example, if you are purchasing fencing materials from Menards and the receipt you submit includes a candy bar, a box of cereal and work gloves which are not an eligible item within this funding source, the receipt will be rejected and you will be required to resubmit with only grant approved items.
- h. Information on whether or not the grant leveraged additional resources for the provider and their source, if applicable
- i. Barriers encountered in implementing grant and/or additional facility revitalization needs, if any
- j. Before and after pictures and optional media release.
- k. If applying in future rounds final reports need to be returned, fully processed and final award funding reconciled before you are eligible to apply for an additional grant. Grant status will change to COMPLETE when fully closed.



Grant Assistance

Questions not covered in the manual may be directed by email to grants@firstchildrensfinance.org. Technical assistance will be provided to all applicants and grantees by email and using the help line at 612-473-6020. The help line will be answered live during each open grant cycle when applications are being accepted, and voice mails will be returned at other times. Technical assistance is also available for questions that arise when implementing a grant award or for the final report.

During open application periods, the help line will be answered Monday through Friday from 9 a.m. – 4 p.m. and on Tuesday, Wednesday and Thursday evenings from 6:30 – 8:30 p.m.

