



# First Children's Finance

*Growing the Supply and Business Sustainability of Excellent Child Care*

## Minnesota Facility Revitalization Grant – November 2024

### Grant Guidelines

For questions, call 612-473-6020 or email [grants@firstchildrensfinance.org](mailto:grants@firstchildrensfinance.org)

#### 1. Accommodations, Interpreter Services and Grant Assistance

- Grant assistance is available Monday – Friday from 9:00 a.m. – 4:00 p.m. by calling 612-473-6020 or by emailing [grants@firstchildrensfinance.org](mailto:grants@firstchildrensfinance.org). Accommodations and Interpreter Services are available upon request.
- Application assistance will also be available on November 19, 20 and 21 from 6:30 – 8:30 p.m. or other times by appointment.
- Email is monitored daily and voicemails are returned within 2 business days (most often, same day).

#### 2. Eligible Child Care Providers and Maximum Grant Award Possible

***NOTE: If already funded for a facility revitalization grant at any time between 2022 and 2024, combined total of grants received and any new request cannot exceed the maximum possible grant award. Final reports from any prior FCF grant must be received and reconciled and any invoice owed to FCF must be paid in full to be eligible to apply for this funding.***

Licensed Family Child Care	\$100 - \$15,000
Licensed Child Care Center	\$100 - \$20,000
Certified Child Care Center	\$100 - \$10,000
Legally Nonlicensed, Registered with CCAP	\$100 - \$500

Start up child care providers are eligible to apply with a copy of:

- Background study clearance
- Documentation from regulatory authority of remaining facility-related needs identified through a final walk through. Only items that are not part of Rule 2 or Rule 3 checklists are eligible for grant funding.
- Regulatory authorities may include licensor, fire marshal, Department of Health or municipal regulatory authority.
- Must be licensed or licensor must have submitted favorable license recommendation to State by April 30, 2025 (documentation required)

### 3. Eligible Uses

- An alphabetical list of eligible and ineligible uses is included at the end of this document.
- Because of the time of year that awards will be made and final reports will be due, **no exterior projects will be considered**.
- A final report will be due on or before **April 30, 2025** – applicants awarded will have approximately **four months** to complete purchases and projects.

### 4. Application Period

- Applications will be accepted through an online grant portal called Submittable.
- If you do not already have a Submittable account, you can sign up for a free account at [www.submittable.com](http://www.submittable.com). You will need to register with an email address that you regularly check, and your first and last names. ALL grant-related communication will be sent to this email address.
- You can access the application at [www.firstchildrensfinance.org/for-businesses/minnesota-grants/](http://www.firstchildrensfinance.org/for-businesses/minnesota-grants/) beginning at 9 a.m. on Friday, November 15, 2024. Grant applications must be submitted no later than 4:59 p.m. on Monday, November 25, 2024. The grant portal will close promptly when the computerized clock reaches 5:00 p.m.

### 5. Available Funds and Grant Process

- **\$850,000 available to distribute, which will mean approximately 80 – 100 grant awards.**
- **Grants are NOT first-come, first-serve.** Predetermined criteria are used to award grants competitively based on all grant applications received.
- **Applications** are scored based on:
  - Impact on Licensing, Health & Safety
  - Whether or not child care slots are created or preserved (maintaining current enrollment is preserving slots)
  - Whether child care jobs are created or preserved (including your own job)
  - Access Equity Area score
  - Whether or not CCAP families are accepted when the provider has an opening
  - Whether or not High Need children are served
  - Number of sites/licenses owned/operated
  - Overall purpose of request
  - Eligibility and completeness of request(s) and documentation

### 6. One application per license

- Applicants may submit only one application per license (or site for LNL and start-up providers).
- Submitting more than one application in this grant cycle will disqualify all applications.
- If edits are needed after an application is submitted, you may request that the application be opened for editing by calling 612-473-6020 or by sending a message through the MESSAGES tab in Submittable.

## 7. Priority Applications

- Priority will be given to facility-related needs relating to licensing needs or health and safety of children, as well as to programs located in under-resourced areas, as determined by the Access Equity Area score determined by the Department of Children, Families and Learning (DCYF).
- Requests must directly relate to the child care program space.
- Applicants should consider:
  - Do I need the funds requested to keep my business open?
  - Will this grant improve the health or safety of children in my care?
  - Will this grant preserve or expand the number of children I can serve or jobs I can provide?
  - How will this grant improve the quality of care I can provide for children?
- When completing the application, be certain to indicate the reason for the request, and how it impacts the child care program, particularly if it is required by licensing or improves the health and safety of children in the program.

## 8. Paid Labor

- Grantees may not use grant funds to pay themselves, family members or individuals living in the same household, or their employees to complete projects funded by the grant.
- Labor must be performed by a professional following applicable state and local laws and regulations regarding business registration and licensure. For more information, see <https://www.dli.mn.gov/business/residential-contractors-remodelers-roofers>.
- Paid labor receipts must include laborer's name, business name, address, phone and itemized description with itemized expenses for work completed.

## 9. Sectarian (religious) Organizations

- When a Sectarian (religious) organization holds the child care center license, a grant may be awarded for health/safety needs of children only, regardless of curriculum or child care program practices.
- 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 child care program: the license is held by a church, synagogue, mosque or temple.
- Example of a child care program that is NOT a Sectarian organization: an independent child care provider holds the license and rents space from a church, synagogue, mosque or temple.

## 10. Timeline

- Informational Webinar: 6:30 p.m. on November 7 – posted to website on November 8
- Grant applications accepted from 9:00 a.m. on November 15 to 4:59 p.m. on November 25, 2024.
- Grant award notification will be made by December 31, 2024.

- Grantees will have one week to return a signed grant agreement, ACH (direct deposit) form and W9 information.
- 90% of the grant award will be paid in January 2025.
- Final grant report is due with receipts and photo documentation by April 30, 2025.
- Reports are reconciled and up to the remaining 10% will be paid by June 30, 2025.
- Underspent grant awards will be invoiced by June 30, 2025

#### 11. Grantee Requirements

- Grantees may spend grant funds ONLY for items/projects approved in the award letter. Any modification must be approved in advance and must relate to the grant project. Any deviation not approved prior to incurring the expense will be disqualified, requiring return of grant funds.
- Grantees must complete their projects/purchases and return a final report by **April 30, 2025**. Dated, itemized receipts indicating that grant projects are paid-in-full and identifying store/vendor/name of paid laborer, address (web address), item or project detail and phone along with photo documentation of purchase or project completion are required in the report.
- Down payments, price locks or signed contracts for project completion are not allowed prior to return of a signed grant agreement after receiving a grant award. Anticipated availability of product or labor should be verified prior to application as grantees will have only four months to complete projects once grant award notification has been made.
- Grantees will be **required to remain in business providing child care for children other than their own for two years** following acceptance of the grant award. Early closure will result in a prorated invoice for return of grant funds.
- Failure to pay the invoice will result in a report of noncompliance to the Department of Children, Youth and Families, which can result in license sanctions or revocation, loss of eligibility for future State programs or funding, loss of eligibility for Parent Aware rating, loss of eligibility for future FCF funding and possible referral to another State agency, such as the Bureau of Criminal Apprehension or Minnesota Department of Revenue. These determinations are made by DCYF – NOT by First Children’s Finance.
- If you **rent your space** and your project makes property improvements, be certain to obtain approval from your property owner and agreement that they will allow you to remain for at least the two years required under this grant.

#### 12. Final Report Documentation

- Receipts should **only** include items that were approved in the grant award. If you submit a receipt that contains other personal items, tax and any applicable shipping fees may be disallowed during final report reconciliation of grant expenses.
- Receipts must be complete (rather than showing a portion of a receipt) and must identify store/vendor/paid laborer and a means to verify receipt (such as location, phone, web address, email).
- Receipts must demonstrate that the project or item has been paid in full and must be itemized. For instance, an Amazon.com screen shot showing the total cost of an order is

not a receipt. The invoice must be downloaded from the Amazon account once the order is complete.

- Hand-written receipts will require additional documentation in the final report such as the front/back of canceled checks.
- **DO NOT PAY IN CASH!** Cash payments cannot be verified and may result in an invoice to repay the grant funds.

### 13. Eligible and Ineligible Uses

(Eligible uses are different than the previous Facility Revitalization Grant program, due to a change in the federal definition of Major Renovation and the timing of this grant.)

**NOTE:**

Items or projects that the grant WILL pay for (Eligible Uses) are Shown in BLUE.

Items or projects that the *grant will NOT pay for* (Ineligible Uses) are shown in **RED ITALICS**.

#### Eligible and *Ineligible* Uses

Please Note:

1. ***Because of the shorter timeline to complete projects and purchases, NO EXTERIOR PROJECTS will be considered.***
2. *For grant purposes, facility is defined as the space in which your child care program is operated.*
3. *All requests must be NECESSARY and directly related to the operation of the child care program.*
4. Any item or service for which a previous commitment or payment has been made, including down payments or price locks, is not eligible. Grants may not be used to repay any type of debt service such as loans.
5. All labor requests must be provided by an individual not related to or residing with the child care provider and who works as a laborer in the area requested and who provide their name, business name, address, and phone on quotes prior to grant awards and on receipts for work performed.
6. 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.
7. All requests to replace items in the facility need to be for like items - upgrades cannot be made with these funds. Examples of upgrades that are not allowed include (but are not limited to) exchanging a standard window for a bow/bay window or exchanging a laminate countertop for granite.
8. Any expense found to be in conflict with these guidelines during the application process or final report reconciliation will be disallowed. Related grant funds received will be invoiced for return, unless all eligible receipts total or exceed the funds already received.
9. Items are listed in alphabetical order, and documents for what grant funding can and cannot be used. Full categories that will not be considered in this grant round are shown in *red italics*.

- **Abatement: Asbestos/Lead/Mold/Radon:**
  - **YES:** Abatement/mitigation of existing lead, mold, asbestos or radon. Purchase of detectors; repairing leaks to prevent/mitigate mold. Replacing windows in the child care space may be considered, providing that the project can be completed by April 30, 2025. Documentation required.
  - **NO:** *Exterior projects due to the time of year that projects must be complete. No test kits.*
  
- **ADA Compliance Features:**
  - **YES:** Ramps, grab bars or other indoor ADA-compliance needs for current or wait-list child care families
  - **NO:**
    - *Exterior projects due to the time of year that projects must be complete.*
    - *ADA compliance features not necessary for child care program (current/wait-list families).*
  
- **Air Conditioning**

*Air conditioners will not be considered due to the time of year that projects must be complete.*
  
- **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/Enclosures:**
  - **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 No purchase of play yards, fences or other enclosures designed for animal use to be used for children.*
  
- **Appliances:**
  - **YES:** Purchase or repair of indoor 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, furnace, water heater, water softener, heat pump, gas boiler, bipolar ionization, reverse osmosis, water cooler, washer, dryer, humidifier, dehumidifier, air purifier, and sanitizer (such as Zono). Portable appliances will be allowed at 50% in a shared-use facility.
  - **NO:** *No small, household or kitchen appliances not listed above, such as space heaters, vacuum cleaners, garbage disposals, trash compactors, air fryers, pizza ovens or toaster ovens. No extended warranty or service plan fees.*
  
- **Asphalt**

*Asphalt repair will not be considered due to the time of year that projects must be complete.*
  
- **Attic Office Space:**
  - **YES:** Renovation of attic for office space dedicated to child care program.

- **Basement Finishing/Renovation:**
  - **YES:** Renovation of a basement dedicated to the child care program.
  
- **Bathrooms:**
  - **YES:** Adding a child-care specific bathroom or repair/renovation of damaged items in bathroom used by child care program including wall or ceiling repair, framing interior wall, adding drywall and/or ceiling, painting, toilet(s), handwashing sink, vanity, faucet, flooring, door, standard handle/hardware, tub, repair relating to a shower in a child care bathroom if needed to address mold or leakage; exhaust fan, lights in a new bathroom or if current lighting is damaged.
  - **NO:** *Mirrors, natural stone counters including but not limited to granite, replacement of light fixtures for style, decorative upgrade or aesthetic purposes (damage must be documented), new shower (not required by licensing).*
  
- **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, folding 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.*
    - *Grant writing or administrative fees.*
    - *Food, Gift cards.*
    - *Lawn care or snow removal equipment or services or related equipment such as lawn mowers, trimmers, snow shovels or snowblowers.*
    - *Learning and play, toys.*
    - *Monitoring equipment.*
    - *Pest control service.*
    - *Program expenses or operating support.*
    - *Relocation/moving expenses.*
    - *Rent/Mortgage, Utilities, Insurance.*
    - *Safes of any kind (business, gun).*
    - *Salaries, Licenses, Staff support, Hiring/recruiting costs.*
    - *Transportation and transportation-related items including but not limited to car seats or booster seats.*
  
- **Concrete:**
  - **YES:** Repair of indoor concrete flooring or steps; adding concrete stamping (wood stamping) for floors/foundation.
  - **NO:** *Exterior concrete projects due to the time of year that projects must be complete, including garage floor repair.*

- **Construction:**  
*Exterior construction will not be considered due to the time of year that projects must be complete.*
- **Conversion of space:**
  - **YES:** Facility space may be converted to dedicated child care space, including enclosing or screening porches, patios or sun rooms to expand licensed child care space – documentation required. Projects eligible only if work can be completed inside due to the time of year that projects must be complete.
  - **NO:** *exterior work due to the time of year that projects must be complete.*
- **Countertops:**
  - **YES:** adding new or replacing damaged countertops for safety.
  - **NO:** *granite or natural stone surfaces; aesthetic upgrades.*
- **COVID 19 or other First Aid Supplies:**  
*NO: Indoor and outdoor first aid or COVID-19/variant supplies including but not limited to portable partitions, plastic shields, disposable utensils, dishes, signage, storage containers, masks, gloves, test kits, first aid kits, bandages, first aid ointments or sprays, and hand sanitizers.*
- **Culverts/Bridges:**
  - **NO:** *adding/replacing/repairing culverts or bridges of any material.*
- **Debt Service or Prior Purchases:**
  - **NO:** *repayment of loans, reimbursement for prior purchases or any type of debt service.*
- **Decks/Porch/Patios:**  
*Work on decks, porches or patios will not be considered due to the time of year that projects must be complete.*
- **Disposable/Single Use:**
  - **NO:** *disposable or single-use items or supplies, including but not limited to food, diapers, paper products, wipes, etc.*
- **Down Payments, Price Protection, Prior Purchases or Commitments:**
  - **NO:** *funding for any item for which a down payment, fee for price lock/price protection, or prior commitment such as a signed contract has been made prior to returning a signed grant agreement; no reimbursement for prior purchases or repayment of any loans or installments. Such payments/commitments will disqualify items/projects from funding which may require a return of grant funds received for such a project.*



- **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; garage service door; standard locks and door hardware only. **Exterior doors must be able to be installed by April 30, 2025 – documentation required, given the time of year during which the project will be completed.**
  - **NO:** *Keyless entry systems or security door locks with Wi-Fi codes; upgrading doors or hardware for decorative/aesthetic purposes; roll-up/large garage doors.*
  
- **Drain Tile:**
  - **YES:** Install drain tile and/or sump pump for health/safety of child care program area. Sump pump repair or replacement – 100% if used only for child care program; 50% if used by family or other organization in a shared space.
  - **NO:** *External landscaping or drain fields including but not limited to Spanish and/or French Drains.*
  
- **Driveway/Parking Lot/Patio/Sidewalk:**

*Proposals for driveways, parking lots, patios or sidewalks will not be considered due to the time of year that projects must be complete.*
  
- **Drywall/Studs:**
  - **YES:** Adding, repairing/replacing drywall or interior studs to repair damage in child care program space or for adding new child care bathroom, kitchenette, laundry, storage or classroom. New space must be dedicated to child care program.
  
- **Duct Work:**
  - **YES:** installation of or repair to duct work in child care space.
  - **NO:** *Duct cleaning.*
  
- **Egress Window Repair or Window Replacement:**
  - **YES:** Convert existing window style to egress window to meet licensing requirements and/or for easier escape access, add stair and rails to access fire escape/egress more easily; interior repair of egress window.
  - **NO:** *New egress windows requiring new dug out area or external repair given the time of year that projects must be complete.*
  
- **Electrical:**
  - **YES:** Adding additional outlets; replacing light switches or outlets; adding wiring and ceiling lighting in unfinished space dedicated to child care program. Wiring required for appliance installation or electrical repair necessary for child care program.

- **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 (photo of current door and screen shot of proposed door) required for decorative doors. Creating sufficient exits per fire marshal that do not require a new hole to be cut in an exterior wall. Service door in garage may be replaced only if it is the primary child care entrance – documentation required that it is a primary child care entrance AND that it can be complete by April 30, 2025.
- **NO:** *Exterior projects, including cutting a new door into an exterior wall, given the time of year that projects must be complete. No garage stall doors. Keyless entry systems or security door locks with Wi-Fi codes as these are considered programmatic expenses.*

- **External Surfaces:**

*External painting/staining or repair will not be considered due to the time of year that projects must be complete.*

**Fees:**

- **YES:**
  - Permit fees and/or required inspection of completed grant-funded project(s) per local municipalities
  - Consultant fees related to designing indoor learning environment.
- **NO:**
  - *Quote or measurement fees (quote/measurement fees do not disqualify item from consideration, but recovering the fee is not eligible for grant funding).*
  - *Down payment, price lock or installment payments, or any item for which these payments have been made or for which a contract has been signed.*

**Fences:**

*Fences will not be considered given the time of year that projects must be complete.*

**Fire Exit and Escape:**

- **YES:** Adding or replacing damaged fire escape ladder; adding or repair of interior steps for fire exit; adding interior handrails on steps where none previously existed and enclose stair risers if more than 3 steps are required. Replace damaged handrails or steps for safety – documentation required.
- **NO:** *Exterior work/fire escapes will be considered given the time of year that projects must be complete.*

**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. Add, repair or replace mini-split heat source as long as the project may be complete by April 30, 2025 – documentation required.
  - **NO:** *Adding fireplaces or any portable, free-standing heat source.*
  
- **Flooring:**
  - **YES:** Adding or replacing permanent floor covering due to damage (such as carpet, linoleum, wood, tile, LVP) in areas where children are regularly present only. Interior concrete sealing or concrete stamping/wood stamping in licensed space. Repair or replacement of subfloor or foundation where necessary in licensed space. Change from carpet to a surface easier to clean is acceptable.
  - **NO:** *Area rugs including Turkish rugs, throw rugs, play mats, or classroom rugs; in-floor heat or other flooring upgrades; replacement of permanent floor covering in good condition for updates/aesthetic purposes. No repair, sealing or covering of garage floors.*
  
- **Furnace:**
  - **YES:**
    - Purchase of new or repair to furnace, heat pump, gas boiler or existing mini-split unit. 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:**
    - *Extended warranty or service plan fees.*
    - *Any portable heat source including space heaters.*
  
- **Furniture/furnishings:**
  - **YES:**
    - Child care program furniture (cribs, crib mattresses, pack-n-plays, cots, changing tables, child-size table and chairs, shelves/cabinets, infant seats, cubbies, storage, high chairs, toddler chairs, potty chairs, child-size picnic table, etc.).
    - Office furniture: Office furniture dedicated to child care program (file cabinet, desk, chair, meeting room or break room table, meeting room chairs other than folding 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.*
    - *Folding chairs.*
    - *Car seats.*
    - *Wall hangings including mirrors.*
    - *Rugs: Turkish 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, or replacing service door if it is the primary entrance into the child care program only – documentation required.
  - **NO:** *Replacing, repairing, screening or modifying garage stall doors, windows, walls or floor, unless done as a conversion to primary child care space and post-conversion, space can no longer be used as a garage.*
  
- **Grass:**  
*Exterior projects will not be considered due to the time of year that projects must be completed.*
  
- **Gutters/Down spouts:**  
*Exterior projects will not be considered due to the time of year that projects must be completed.*
  
- **HVAC (Heating, Venting, *Air Conditioning*):**
  - **YES:** Purchase or repair of furnace, heat pump, gas boiler, water heater, air purifier or dehumidifiers installed on furnace, water softener, iron filter, reverse osmosis, bipolar ionization or existing mini-split. Eligible at 100% in structure entirely dedicated to the child care program; 50% in a shared space (family home or shared organization space). Labor for single trip maintenance or one- time repair.
  - **NO:**
    - *Exterior work including on air conditioners or PTAC units due to the time of year that projects must be complete.*
    - *In-floor heat.*
    - *New mini-splits as they require a hole to be cut in the wall.*
    - *Extended warranty or service plan fees.*
  
- **Internal Walls/Ceilings:**
  - **YES:** Adding or repair of internal walls or ceilings in child care program space, including insulation, sheet rock, ceiling tiles and paint.
  
- **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. No natural stone countertops, including replacement of granite for granite.*

- **Labor/Contracted Services:**
  - **YES:** Time of laborer working in the area requested, providing their name, business name, address, (or web address), **AND PHONE** is shown 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. Projects requiring contracted labor must be complete by the final report deadline of April 30, 2025. Documentation required. **If contractor name, business name, address (or web address) and phone number are not ALL provided with receipt documentation, the receipt will be disallowed and will require repayment of that portion of grant award.**
  - **NO:** *Paid labor conducted by child care employees, 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. If labor is determined to have been performed by a family member or individual residing with the child care provider, even if labor costs were allowed in the award letter, the cost of the labor will be disallowed. No contractor/paid labor receipt documentation that is missing the contractor name, business name, address (or web address) and phone number.*
  
- **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).
  - **NO:** *Laundry service.*
  
- **Lawn Care/Landscaping:**

*Outdoor projects will not be considered due to the time of year that projects must be completed.*
  
- **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 including but not limited to Little Tikes and Step 2.*
    - *Portable or Indoor play houses and any structure with a loft.*
    - *Indoor gym equipment and playsets.*
    - *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/dress-up storage, 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 decor.*

- **Lighting:**
  - **YES:** Replacing light fixtures with fixtures containing shielded or shatterproof bulbs; adding shatterproof lighting in unfinished ceiling; adding overhead lighting to newly finished child care space.
  - **NO:** *Replacing lighting for style or aesthetic reasons; free standing lamps or night lights; light bulbs.*
  
- **Major Renovation:**

*Major renovation is prohibited by the funding source and with a regulatory update in 2024, is defined as any project that costs \$350,000 or more for centers or \$50,000 or more for family child care providers.*
  
- **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:**
    - *Folding chairs.*
    - *Office equipment (phone, copier, computer, laptop, tablet, software, printer, ink, paper/business-related supplies, camera, walkie talkies, monitoring equipment including but not limited to baby monitors and security cameras, etc.).*
  
- **Painting:**
  - **YES:** interior paint and hiring a painter for child care program space – square footage of child care space(s) may be required for amount of paint requested; fee for painter to move heavy items away from wall.
  - **NO:** *power equipment (power paint sprayer) or paint-related tools; painting areas inside of a home that are not licensed for child care or child care storage; painting or staining exterior surfaces including play sets, siding, decks, porches, sun rooms, fences, parking lots or sheds/out-buildings.*
  
- **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.
  - **NO:** *Exterior work will not be considered due to the time of year that projects must be complete, including guard panels for decks or crowd-control barriers.*
  
- **Playsets:**

*Outdoor projects will not be considered due to the time of year that projects must be completed.*
  
- **Playscape Barriers/Borders:**

*Outdoor projects will not be considered due to the time of year that projects must be completed.*

- **Play Area Surface:**

*Outdoor projects will not be considered due to the time of year that projects must be completed.*

- **Plumbing:**

- **YES:** Plumbing required in child care areas, such as bathroom, kitchen, kitchenette, laundry or indoor hand washing sink. When relating to appliance installation or basic hook ups, allowed at 100% for child-care only facilities and 50% for shared space (family or other organization).
- **NO:** Exterior Plumbing.

- **Ride-Ons/Ins:**

- **NO:** Buggies, strollers, wagons, bicycles, tricycles, large motor toys, scooters, helmets, car seats, etc.

- **Sand/Sandboxes:**

*Outdoor projects will not be considered due to the time of year that projects must be completed.*

- **Sanitizing Machines:**

- **YES:** Sanitizing equipment (such as Zono).
- **NO:** Sanitizing spray, hand sanitizer or cleaning supplies.

- **Security/Camera Systems:**

- **YES:** Panic button to connect law enforcement for center/school-based program.
- **NO:** Ring cameras; ring/video doorbell; standard doorbell; monitoring equipment; keyless entry systems; security doors; security door locks with Wi-Fi codes; any video monitoring system or other security system; security monitoring services; exterior lighting – these are considered programmatic expenses.

- **Sheds/Outbuildings:**

*Outdoor projects will not be considered due to the time of year that projects must be completed.*

- **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:**

*Outdoor signage will not be considered given the time of year that projects must be completed.*

- **Sprinkler (indoor) Systems:**

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

- **Sprinkler (outdoor) Systems:**

*Outdoor projects will not be considered due to the time of year that projects must be completed.*

- **Stairways/Railings:**
  - **YES:** Closing the back of open steps needed as a fire exit; adding stairs or step(s) where none exist if needed for safety and/or as a fire exit – documentation required. Add, repair or replace indoor hand railing or stair spindles where needed for safety – documentation required.
  - **NO:** *Outdoor projects due to the time of year that projects must be complete, including outdoor steps, stairs, railings, guard panels or spindles.*
  
- **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:** *exterior projects including but not limited to built-in shades over play structures or decks, large umbrellas, awnings, gazebos, screen rooms, tents, etc.*
  
- **Tools: power tools, hand tools or equipment:**
  - **NO:** *Purchase or rental of tools (power or hand tools), power equipment, or motored equipment such as excavators, skid steers or lifts.*
  
- **Tree removal:**
  - *Exterior projects will not be considered given the time of year that projects must be completed.*
  
- **Upgrades:**
  - **NO:** *Upgrades including but not limited to granite or natural stone countertops, decorative front doors, changing a standard window to a bow/bay, decorative windows, adding in-floor heat or any aesthetic upgrade. The intent is to restore damage done by the child care program, replacing like-items with like-items. Photo documentation is strongly recommended to show that a requested item is not an upgrade, as requests may be declined without documentation. Changing from carpet to a solid, easier-to-clean surface is NOT considered an upgrade.*
  
- **Wall panels:**
  - **YES:** Adding or replacing sound absorbing wall panels.
  - **NO:** *Crowd-control barriers.*
  
- **Wall Repair:**
  - **YES:** Adding, repairing or replacing interior studs, insulation, drywall, plaster, tile or trim to repair damage in child care program space.
  
- **Warranties:**
  - **NO:** *Extended warranties, item protection or service plans.*



- **Windows/Window Treatments:**
  - **YES:**
    - Repairing or replacing a window(s) and/or screens due to damage in a licensed child care space *may* be considered – project must be able to be ordered after award letter and installed/complete by April 30, 2025 – documentation required.
    - Adding cord tie-downs for window blinds or curtain cord tension or tie-down devices for child safety
  - **NO:** *Adding or replacing window treatments of any type (blinds, curtains, drapes, shades); replacing windows for aesthetic reasons or upgrades.*
  
- **Well Repair/Septic Systems:**
  - *Outdoor projects will not be considered due to the time of year that projects must be completed.*
  
- **Unfinished Basement:**
  - **YES:** Renovation of basement space dedicated to child care program.

Any expense found to be in conflict with these guidelines during final report reconciliation will be disallowed. Any questions or modification requests should be directed to the MN Grants Team at 612-473-6020, [grants@firstchildrensfinance.org](mailto:grants@firstchildrensfinance.org) or by Messaging through the grant portal before expenses are incurred.