develop

The Minnesota Quality Improvement and Registry Tool

Regional Grants – Program Application Instructions

This document is intended for programs to use when applying for Regional and MNTRECC Grants in Develop. The information documents the necessary steps in Develop to complete and submit an application.

This document only includes steps for applying. There is a second guide to use if a program is awarded a grant.

Programs are strongly encouraged to apply for Regional Grants in Develop. If they are unable to apply in Develop and need a paper application, contact a Grant Administrator.

PART 1: TIPS BEFORE GETTING STARTED

Accessing the grant application in Develop:

- Programs can only apply for a Regional Grant in their Develop Organization Profile. Programs cannot access the grant application in their Individual Profile. (See Part 2, steps 1-3.)
- To apply for a Regional Grant, programs need to have a Registered Organization Profile in Develop. If they have not registered their organization yet, they can follow these instructions. Register before the grant application period starts on September 1 to be ready to apply when the application is available.
- The application is available in Develop **September 1-25**. If programs apply with a paper application issued by a district Grant Administrator, their completed application must be received by their Grant Administrator by **September 20**.

Before applying, enter the following information into the Organization Profile to receive the maximum number of points available:

- Make sure that the Organization Profile Owner and staff, if applicable, have current Individual Memberships in Develop so that each person has their complete training history documented.
- Add or update the program’s classroom(s) or group(s) on the Classrooms tab of the Organization Profile. **Do not use names for program classes or groups that could identify their program to a Grant Reviewer.** If they have already added their classroom(s) or group(s) to the Classrooms tab, make sure the names can’t identify their program. This keeps programs anonymous to Grant Reviewers and helps to avoid potential conflicts of interest.

Regional Grants – Program Application Instructions

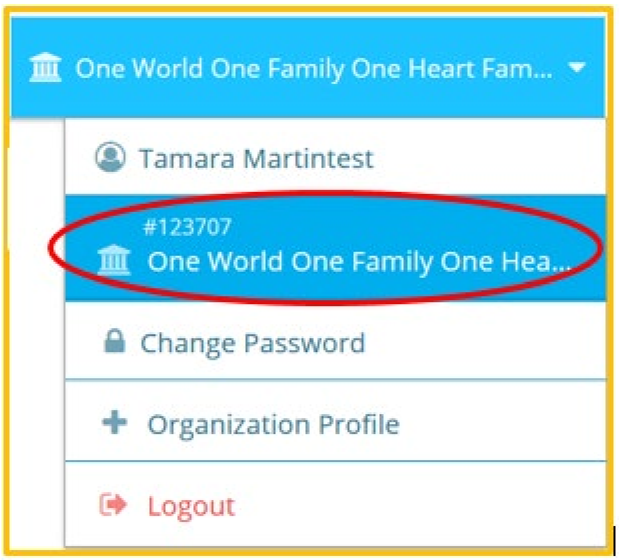
Have a copy of this year's grant priorities when beginning an application.

If possible, complete the application from start to finish. Click Save and Exit when stepping away or pausing to make sure information isn't accidentally lost.

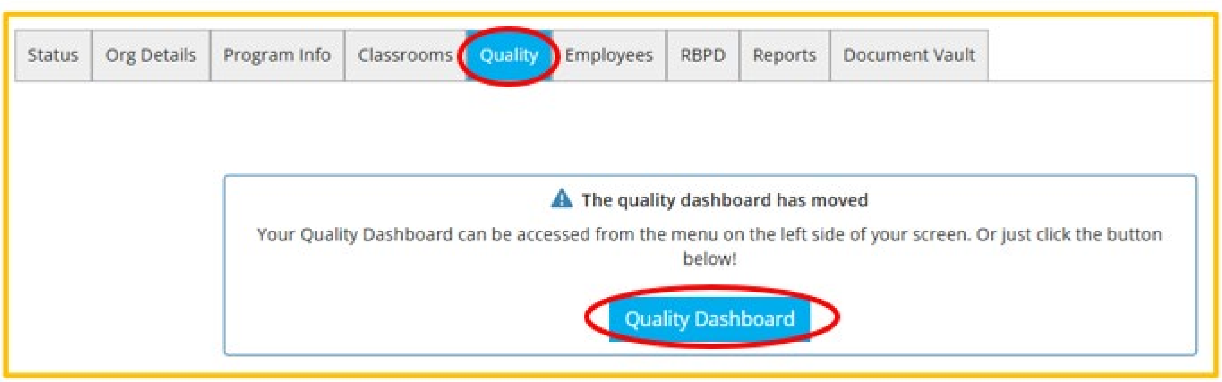
PART 2: ACCESSING THE GRANT APPLICATION

1. Log into Develop at www.developtoolmn.org with the program's email address and password. Select Organization Profile from the context menu.

   NOTE: Individuals will only see their Organization Profile if they have registered or been given access to it. Contact the Help Desk for support, if needed.

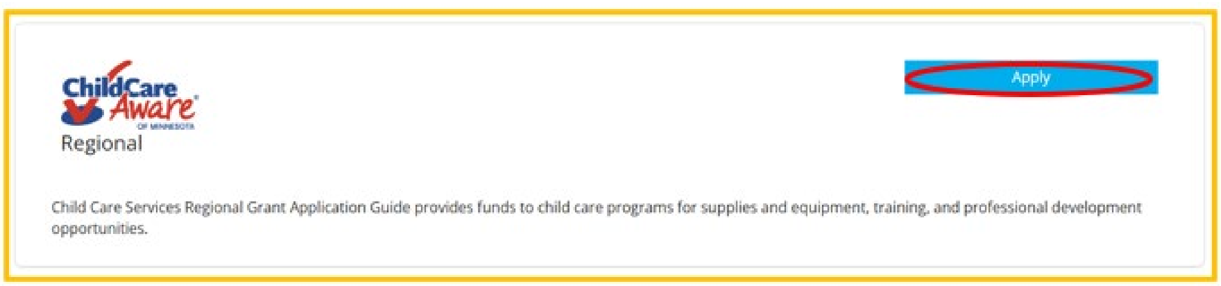


2. Click the **Quality** tab, then the **Quality Dashboard** sub-tab.

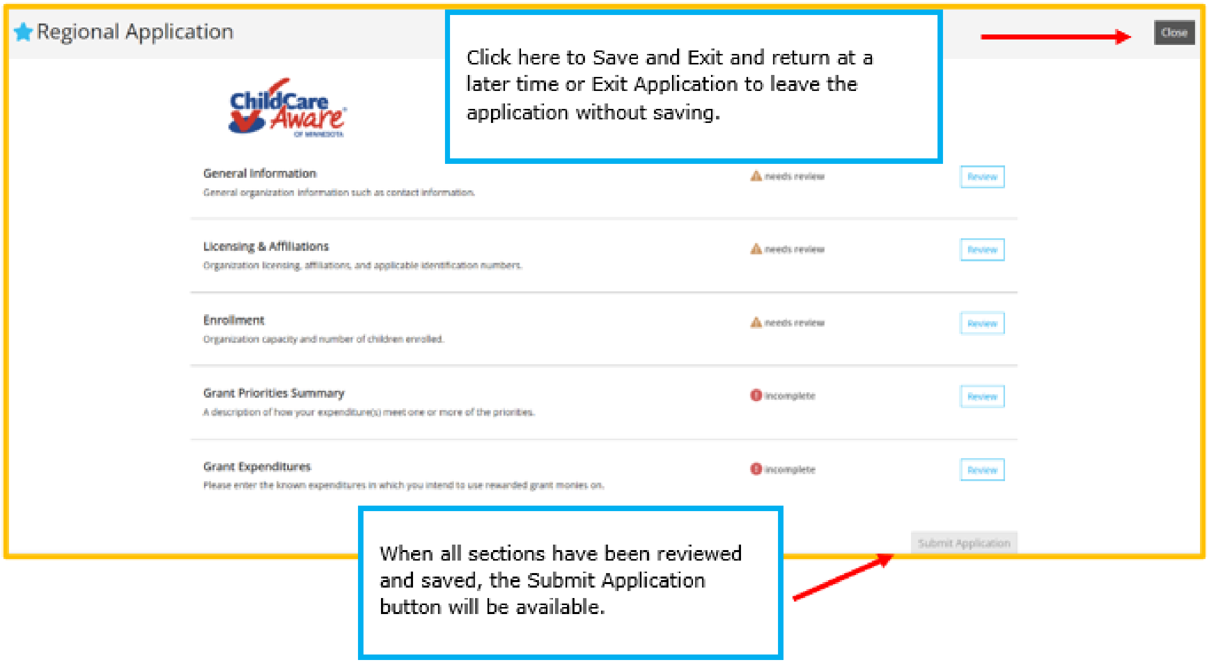


3. From the **Quality Dashboard** click **Apply for Cases**.

Then scroll down and click **Apply** next to the Child Care Aware Regional Grant option.

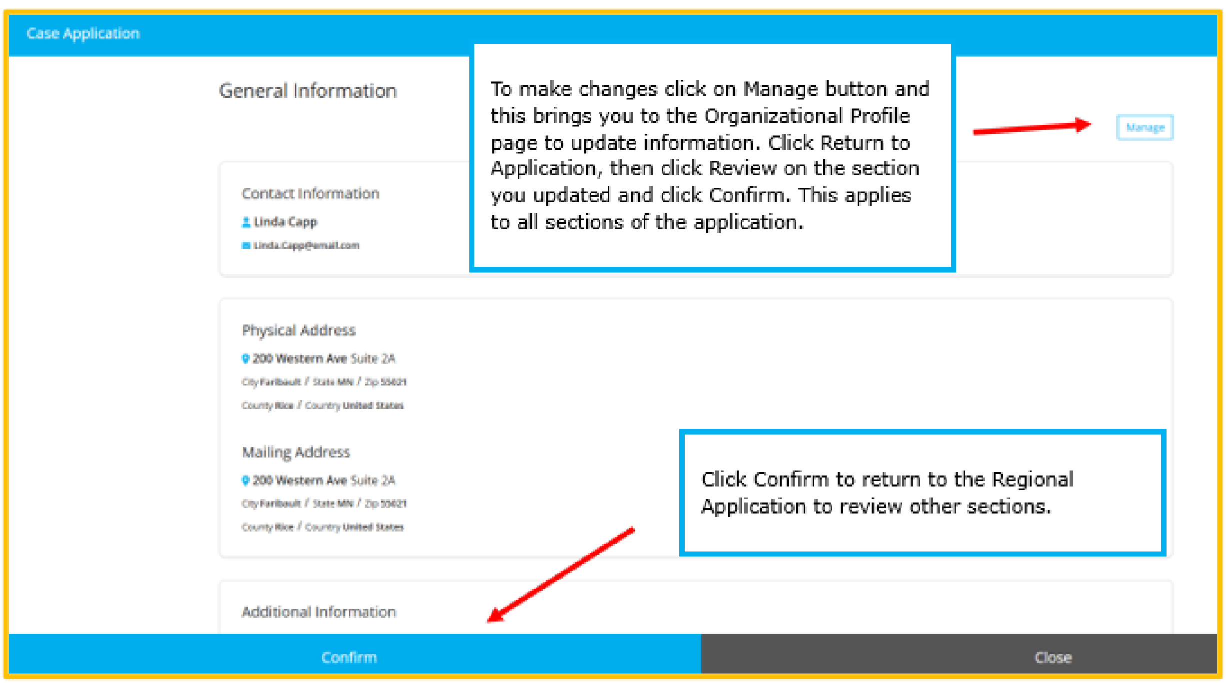


The program will be taken to the Regional Application page. Programs can choose with section to review first and be able to click **Close** to save and exit and return at a later time or Exit Application to leave the application without saving. Applicants should review all sections for the **Submit Application** button to be available.

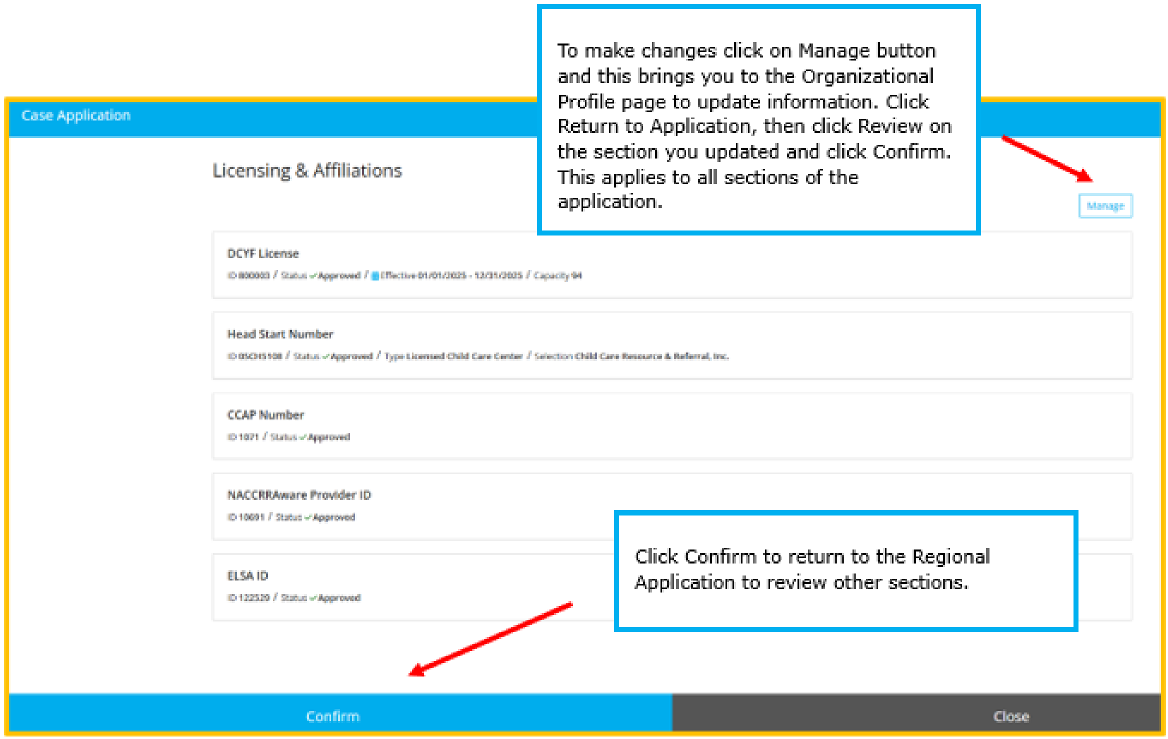


4. Review the **General Information** page and update the program information, if needed. Click **Confirm** when done.

   NOTE: This will only change the address or phone number for Develop, not licensing. To edit or update address or phone number for licensing, contact your licensor.

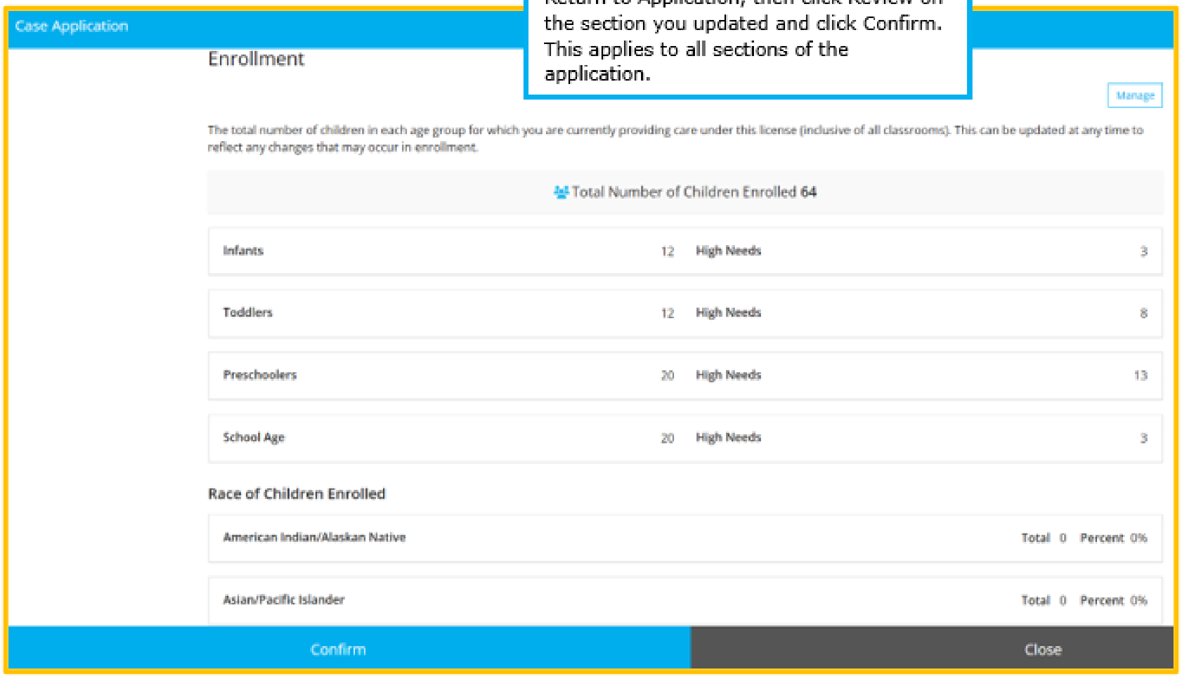


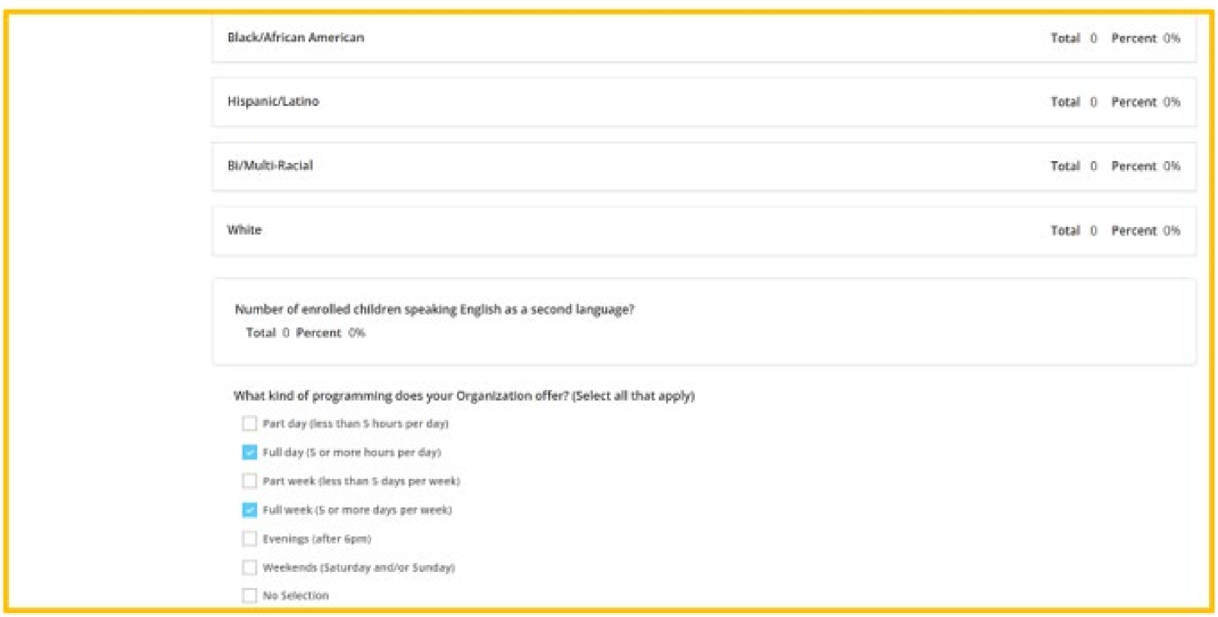
5. Review the **Licensing & Affiliations** page and update the information, if needed. Click **Confirm** when done.

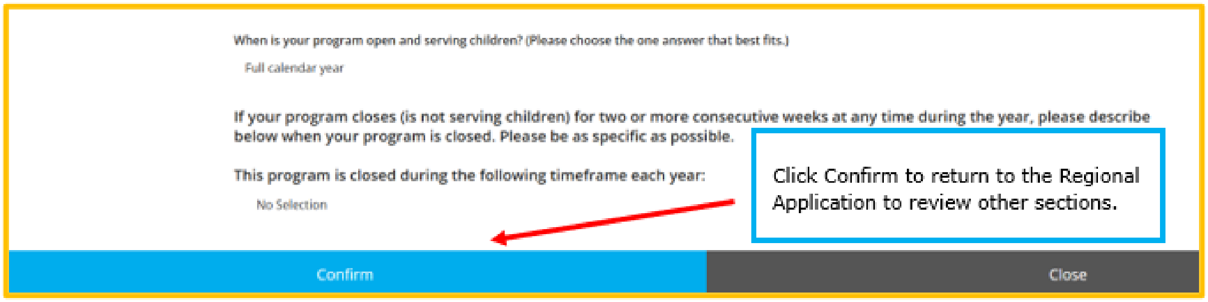


6. Review the **Enrollment** page and update the information, if needed. Programs will be awarded points based on the age group(s) and population(s) they serve. Click **Confirm** when done.

To make changes click on Manage button and this brings you to the Organizational Profile page to update information. Click Return to Application, then click Review on the section you updated and click Confirm. This applies to all sections of the application.

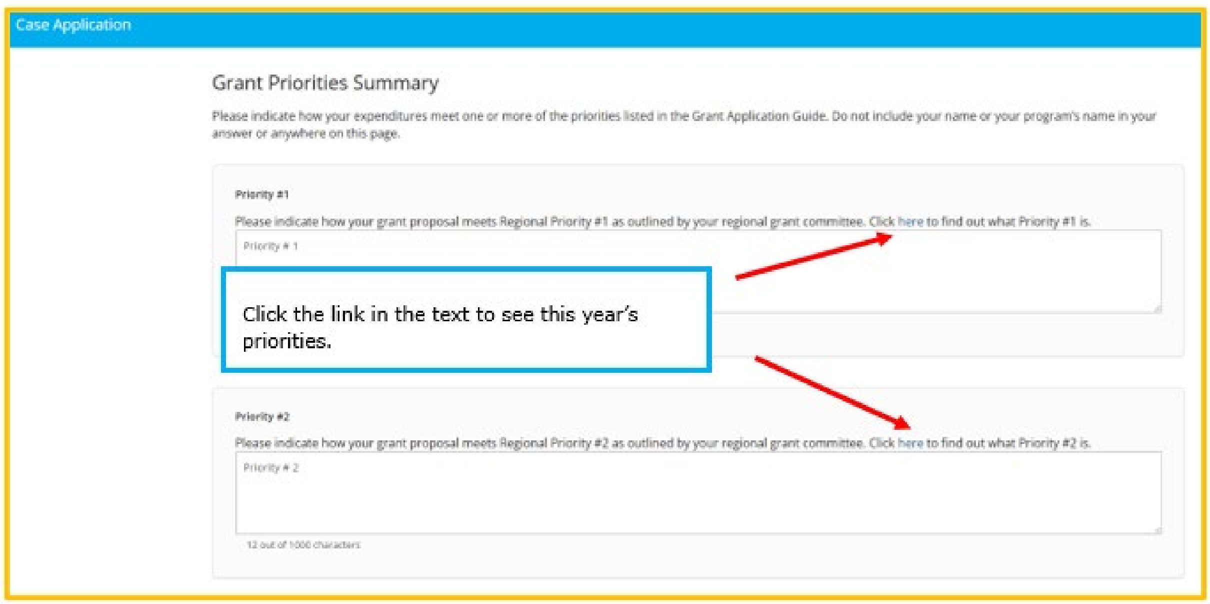


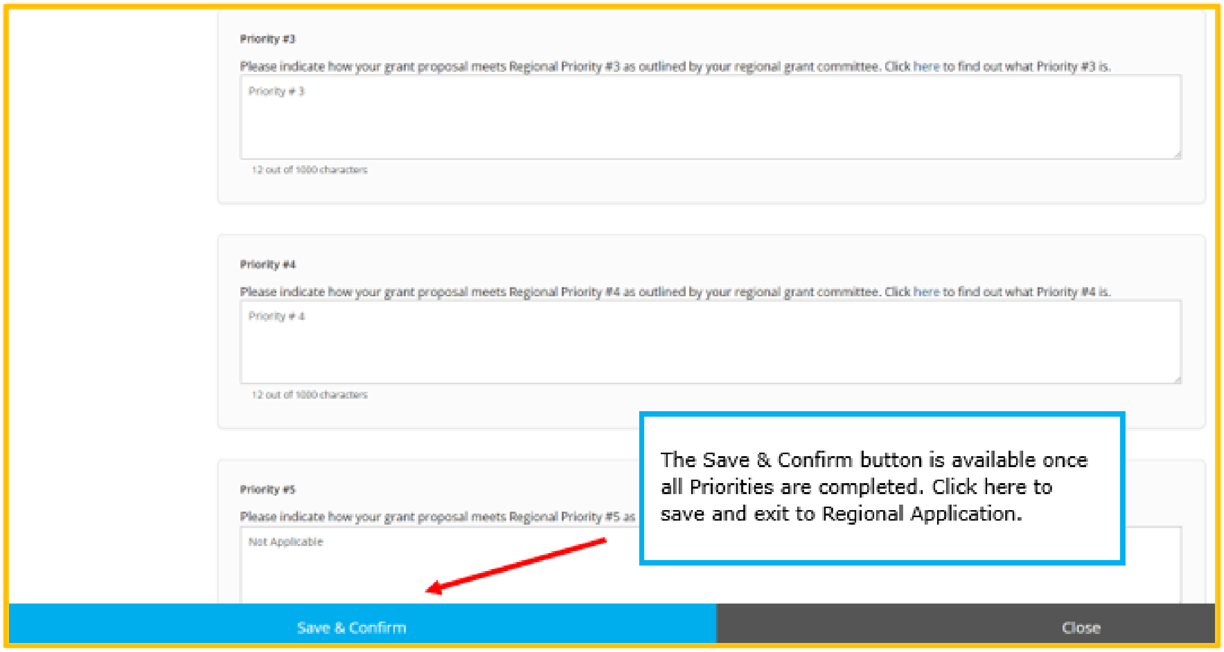




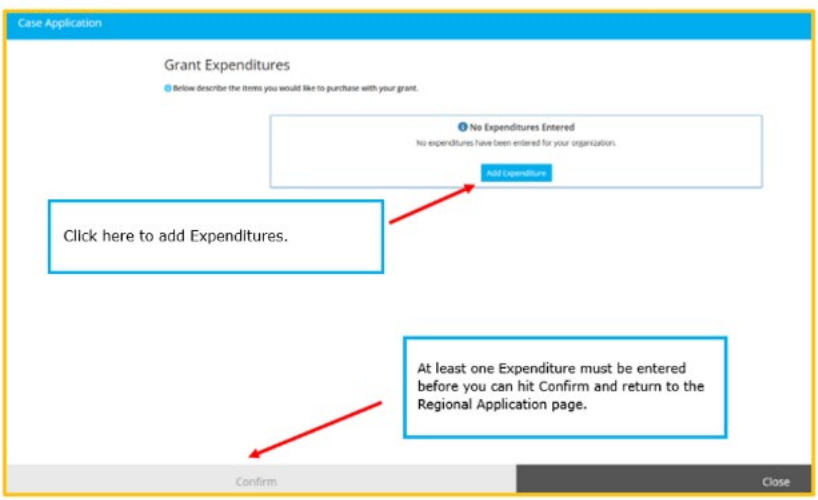
7. Click review in the **Grant Priorities Summary** section to fill out priorities. All Priorities must be completed.

   NOTE: Type "Not Applicable or N/A" if there's nothing to enter. The **Save and Confirm** button is only enabled once all Priorities are entered.





8. Click review on **Grant Expenditures** section to add Expenditures.



9. A pop-up window will appear, asking for the details of what the applicant wants to buy.

   NOTE: **The grant guide can help fill in the requested information, including how to group wanted items into expenditure requests. Enter one expenditure group per category.** To request a copy of the grant guide, contact your Grant Administrator.

   a. Category: Select the category that best fits the item(s) wanted for purchase.

b. Indicator: This is a drop-down menu of the Indicators within the category the program can select. Select the Indicator that best fits the item(s) wanted for purchase. Select 'Other' if no Indicator fits well or change the Category to see the Indicators within that Category.

c. Type: Select if the expenditure is Materials or Professional Development.

d. Goal: Enter the improvement goal intended to be accomplished.

e. Strategy: Describe what is needed to reach the goal. Include the items needed for purchase in order to implement the strategy.

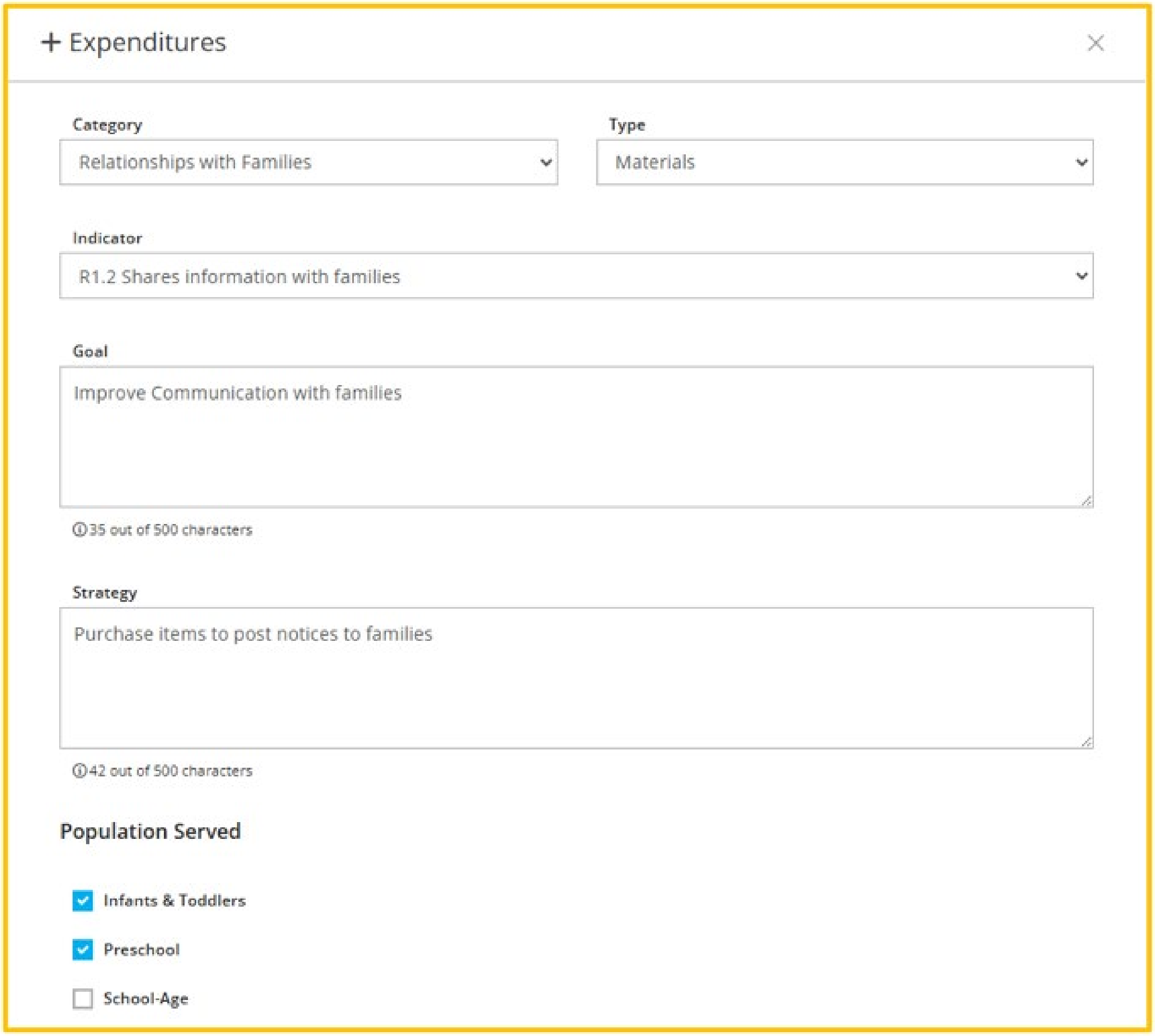
f. Description of Purchase: Enter the item(s) needed to implement the strategy and accomplish the goal. This should be a list of the items that the grant can pay for from this Category and Indicator, if awarded. Again, programs should follow the grant guide to help in entering items correctly. Click **Save & Open** to proceed to next window and add costs.

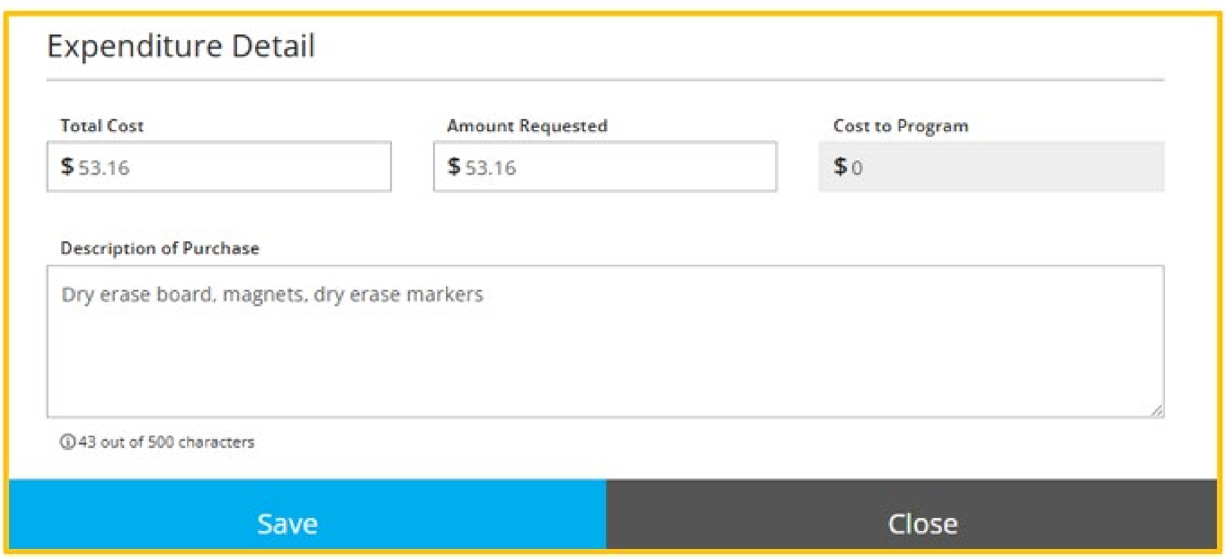
g. Total Cost: Enter the entire cost of all the materials or professional development included in this expenditure request, including tax.

h. Amount Requested: Enter the amount wanted for the grant to pay for, if awarded. Enter only digits and periods, no commas (for example, 2000.00 rather than $2,000.00).

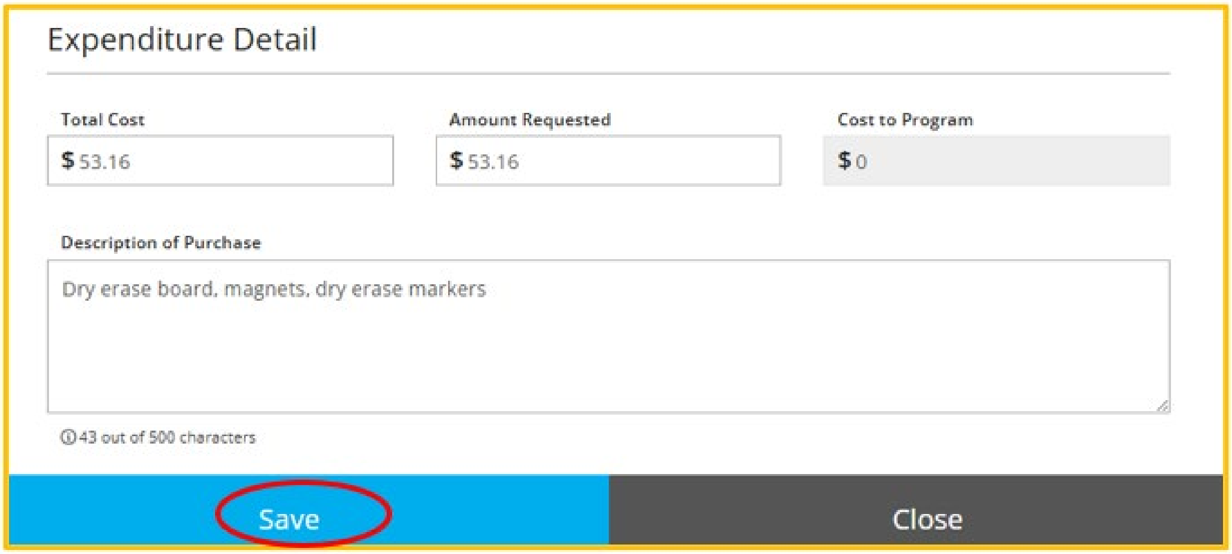
i. Cost to Program: The system will calculate the Total Cost minus the Amount Requested to show what the program would pay. If the Cost to Program field is incorrect, edit the amount(s) in the Total Cost and/or Amount Requested fields.

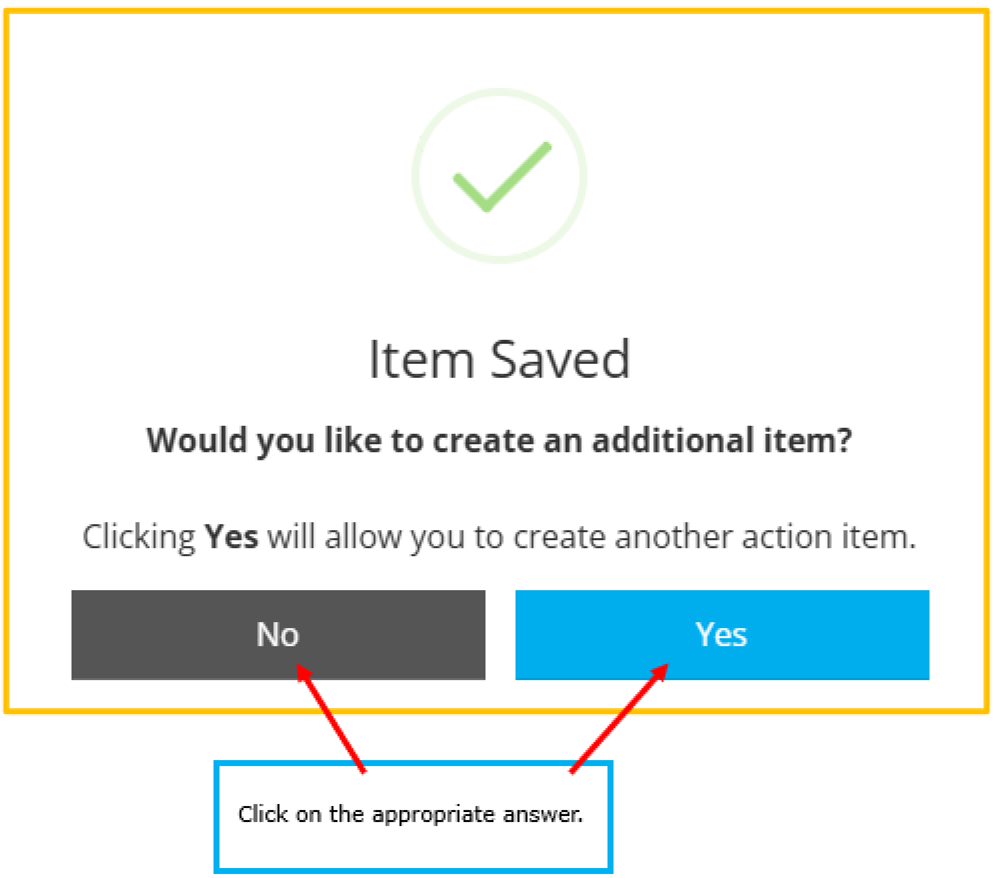
j. Population Served: Check the box(es) to indicate which age group will use or benefit from the items the program wants to purchase, keeping in mind the age group definitions for their program type. At least one age group must be selected, but all three can be selected.


+ Expenditures
Category
Relationships with Families
Type
Materials
Indicator
R1.2 Shares information with families
Goal
Improve Communication with families
35 out of 500 characters
Strategy
Purchase items to post notices to families
42 out of 500 characters
Population Served
Infants & Toddlers
Preschool
School-Age


Expenditure Detail
Total Cost
$ 53.16
Amount Requested
$ 53.16
Cost to Program
$ 0
Description of Purchase
Dry erase board, magnets, dry erase markers
43 out of 500 characters
Save
Close

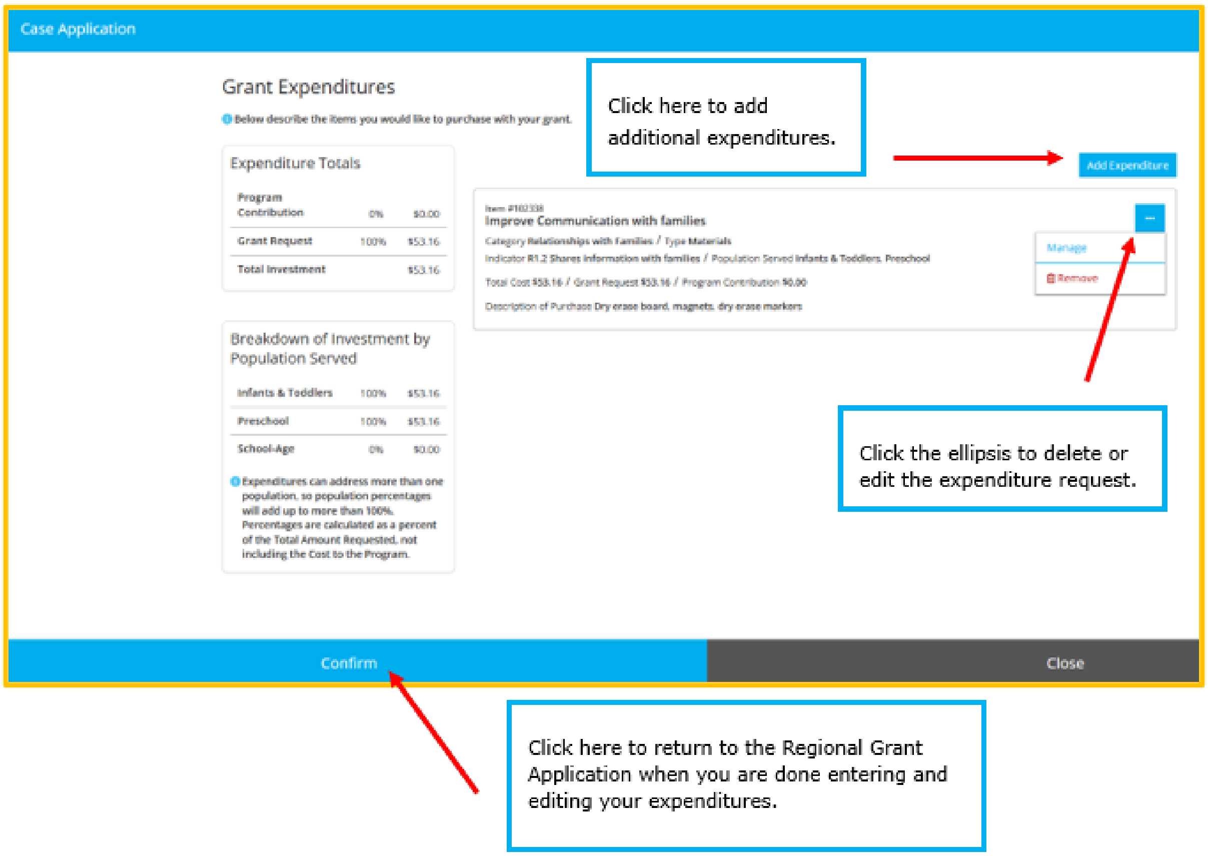
10. If the program has additional expenditure requests, click **Save** and a pop up will confirm the Expenditure is saved and ask to add an additional item or not. Follow steps 10-11 until all expenditures are requested, then click **Save & Close**.





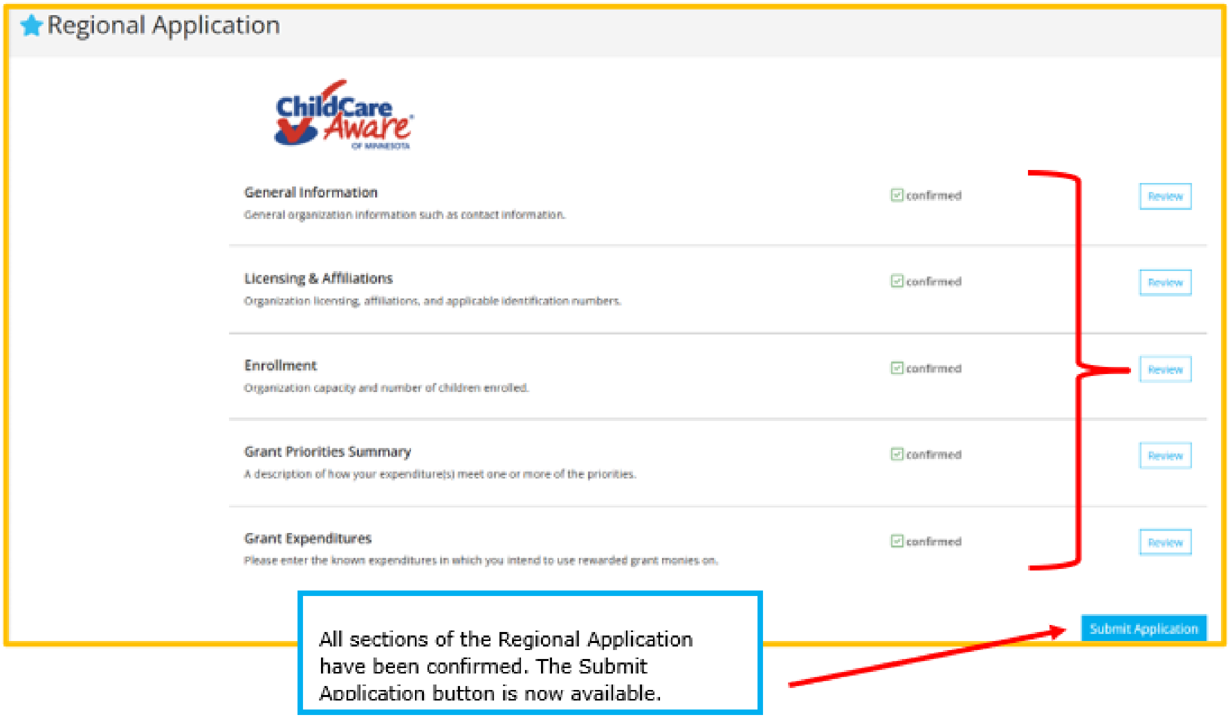
DEPARTMENT OF CHILDREN, YOUTH, AND FAMILIES

11. After finishing adding your Expenditures, the application will return to the **Case Application** page, where the expenditure totals and a breakdown of expenditures by population(s) served are available. The program will see a list of entered expenditure requests. The expenditures can be edited prior to submitting the application. Click **Confirm** at the bottom of the page when all expenditures are complete to return to the Regional Grant Application.



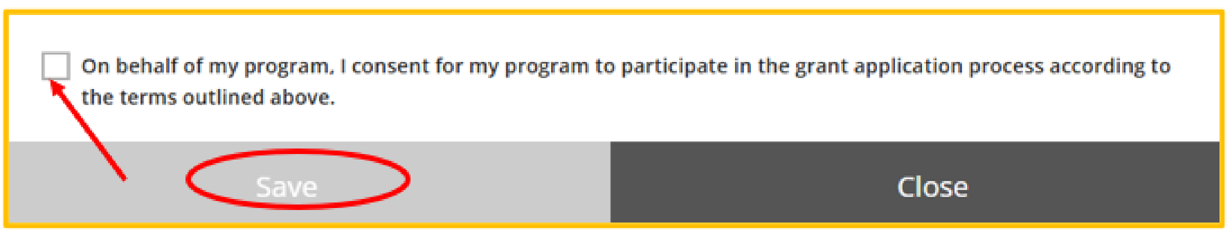
12. On the Regional Application page, you will now see that all sections have been reviewed and confirmed, and the Submit Application is now available. Click on the **Submit Application** to submit your application.

    Note: Once you submit your application, you will no longer have access to make changes to your Grant Priorities. You will continue to have access to edit and add expenditures as long as your application status remains in "Applied" status.

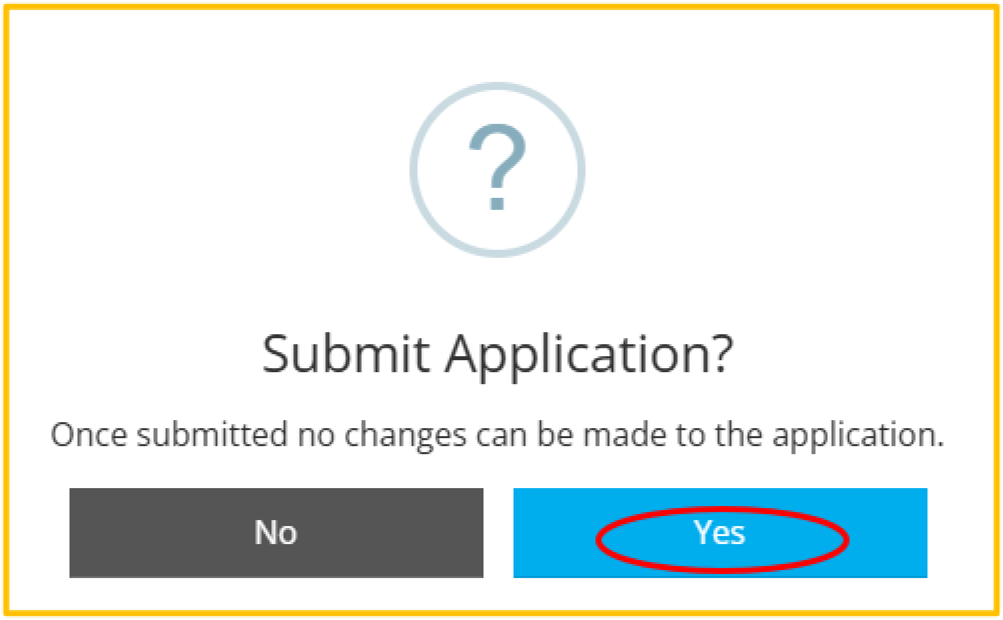


13. A Participation Agreement will appear. Read the terms of participation and check the consent box, then click **Save**.

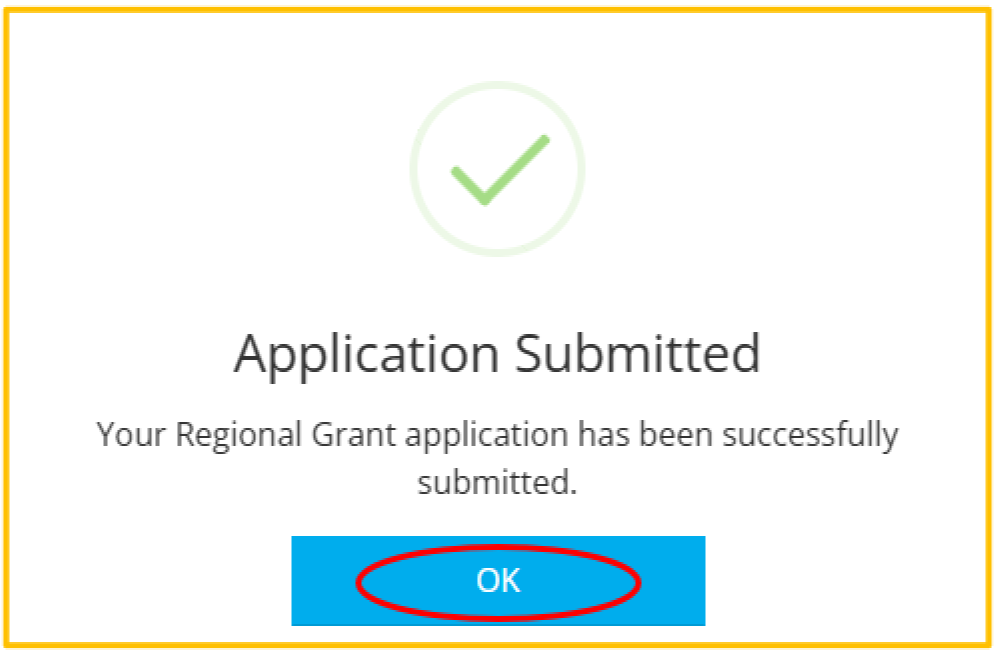
    Note: In order to enable to save button, you must check the consent box, or it will be greyed out as demonstrated in the screenshot below.



14. A pop up will appear. Click "No" to return to your appliation. Click "Yes" to submit your application.



15. Congratulations, your Regional Grant application has been successfully submitted. Click "Ok" to return to the Quality Dashboard.



PART 3: NEXT STEPS

A confirmation email will be sent after successfully applying to the grant. The program's Grant Administrator will assign three independent Grant Reviewers to review and score the grant application.

The program's Grant Administrator will contact them around November 1 to let them know whether their grant application has been selected (chosen to receive funding) or waitlisted (not chosen at this time but may be chosen later in the current fiscal year). The program might also receive an auto email from Develop with similar information.

If/when the program's grant application is selected, use the guide Regional and MNTRECC Grants – Award Instructions for Programs (PDF) available at on the Develop How do I? webpage.

If/when the program's grant application is not selected for funding in the current fiscal year, the program's Grant Administrator will update the grant to denied. Develop will send an automated email with this information as well.