

# Ramsey County Early Childhood Academy

## 50/50 Match Financial Support Application Guide

### Grant Information

The Ramsey County Early Childhood Academy is a part of the Ramsey County Investment and Support Efforts program, funded through the American Rescue Plan Act. This grant is available to individuals in the process of opening a Family Child Care or expanding a Child Care Center in Ramsey County. Grants will be awarded based on funding available and program location, emphasizing areas of Ramsey County with the lowest access to child care.

### Grant Purpose

The purpose of the 50/50 Match Financial Support grant is to assist individuals with up-front renovation or lease costs associated with opening or expanding a child care program. The grant will match an individual's personal investment, up to \$7,000. For example, if an applicant has a renovation total of \$10,000, Ramsey County Early Childhood Academy will split the cost and pay 50% of the total. In this example, the applicant will pay \$5,000 and Ramsey County Early Childhood Academy will pay \$5,000.

### Eligibility

Applicants must:

- Be actively working with a Child Care Capacity Coach
- Have confirmation of background study clearance for all required individuals (for family child care this includes individuals in the home 13 years of age or older)
- Complete all required pre-licensing training

### Parameters

The grant cannot be used retroactively. Any service for which a previous payment has been made, is not eligible. This grant cannot be used for services you plan to use other public funding on. If you have another grant that does not cover the full cost of a project, you can use this grant only for the portion not already covered by the other funding source.

*Other parameters:*

- Applicants can only apply for the grant once per license number
- Application and agreement must be signed by the license holder
- For applicants applying for assistance with renovation costs:
  - applications must be submitted and approved before the project is complete
  - renovation projects must be completed within 3 months of application date
  - applicants must use a licensed contractor

## **Eligible Uses**

This grant can be used for:

- Project or services related to licensing requirements, Fire Marshal requirements, children’s safety, health and well-being and quality care and education.
- Upfront lease/rental costs on a space you plan to operate your program out of.

## **Documentation Required with Application and Agreement**

- Application and agreement
- Copy of background study clearance for all required parties
  - Family Child Care applicants are required to include background study clearance letters for all individuals living in the home ages 13 years or older
- Copy of Develop Learning Record with all required pre-licensing trainings “verified”
- Completed W-9
- For applicants applying for assistance with renovation costs
  - Itemized quote from licensed contractor including description of services and anticipated renovation cost
- For applicants applying to cover lease costs:
  - Invoice from the property owner including lease cost

## **Grant Process Timeline**

Once the application with all supporting documents has been submitted, please allow up to 7 business days for processing. If your application is approved, applicants will be required to complete the following steps within 3 months of your application date:

- Create a bill.com account (if you don’t already have one)
- For applicants that are applying for assistance with renovation costs:
  - Submit a final invoice after project completion indicating that at least 50% (up to \$7,000) has been paid by the applicant.

- For applicants applying to cover lease costs:
  - Invoice from property owner indicating at least 50% paid (up to \$7,000) by the applicant.

### **Definitions**

- Applicant – the individual applying for a child care license
- Child care program – space in which your program will operate
- Expanding a child care center– opening an additional child care center location or increasing your licensed capacity

### **Contact Us**

- For questions, to request a paper copy, or for support completing this application in another language, please reach out via email to: [childcarestartup@thinksmall.org](mailto:childcarestartup@thinksmall.org)