



**COMMUNITY SERVICES**  
**NOBLES COUNTY - MINNESOTA**  
**Child Care Provider Fund Grant Program Guidelines**  
**04/10/23**

**PROGRAM DESCRIPTION**

Nobles County is accepting grant applications from new and current child care providers to help cover expenses related to child care services, including repairs, training, curriculum materials, playground equipment, and other related costs.

**GRANT ELIGIBILITY**

Child care centers, licensed family child care providers, and special family child care licensees are eligible to apply for a grant through the Child Care Fund. An eligible Applicant must:

- (1) Operate or intend to operate a child care program in Nobles County
- (2) Have no current tax liens with the Minnesota Secretary of State.
- (3) Be current on property taxes or any other obligations to Nobles County, as applicable.
- (4) Have a current active child care provider license and be in good standing or be in the process of getting a license. Applicants in the process of getting a license should be in the final stages of the licensing process when submitting an application.
- (5) Provide direct child care services to the public for at least 24 months following receipt of grant funds. An applicant who does not meet the 24-month minimum will be required to repay grant funds. The repayment amount will be pro-rated based on the number of months short of the 24-month minimum.

**ELIGIBLE EXPENSES**

Grant funds can be used to pay for repairs and improvements to an in-home or center-based child care program. Examples of eligible expenses include but are not limited to:

- (1) Facility and equipment repairs;
- (2) Equipment purchases, including toys and playground equipment;
- (3) Curriculum materials,
- (4) Safety materials; and
- (5) Training and professional development expenses.

Other expenses may be eligible. Questions about eligible expenses can be sent to [joshua.schuetz@cedusa.com](mailto:joshua.schuetz@cedusa.com). Applicants can request up to the following **maximum** grant amounts:

Provider Type	Maximum Grant Amount
Licensed Family Provider	\$4,000
Special Family Child Care License	\$4,000
Licensed Child Care Center	\$6,000

**APPLICATION PROCESS:**

- (1) Complete a Nobles County Child Care Fund Grant Application.
- (2) Submit the completed application by email to [joshua.schuetz@cedausa.com](mailto:joshua.schuetz@cedausa.com) or by mail to:

Nobles County Community Services Attn: Joshua Schuetz  
 318 Ninth Street / PO Box 189  
 Worthington, MN 56187

- (3) If grant funds are awarded, the applicant will get an email notice from [joshua.schuetz@cedausa.com](mailto:joshua.schuetz@cedausa.com) along with a grant agreement to review and sign. If the applicant has no email address, the notification and grant agreement will be mailed to the applicant.
- (4) After the grant agreement is signed and returned to the County, the applicant may begin work on their project.
- (5) The grantee should submit invoices for eligible expenses to the county, and the county will issue a check to the grantee for the payment of the invoice. Invoices cannot be dated prior to April 2023.
- (6) At six month intervals, the grantee will provide photographs of the work performed to update the county on the progress of the project until its completion, if applicable.

**TAXABLE INCOME**

Please note that any funding received through this grant program may be subject to federal and state taxation. It is the responsibility of the recipient to consult with a tax professional and accurately report any applicable taxes to the appropriate government agency. Nobles County will send grantees a W-9 form for tax purposes.

Questions? Contact Joshua Schuetz by emailing [joshua.schuetz@cedausa.com](mailto:joshua.schuetz@cedausa.com) or by telephone at (507) 295-5285.

**ACKNOWLEDGEMENTS**

Nobles County reserves the right to reject or modify any application or portions thereof if it feels the application does not meet the guidelines or application process requirements. Nobles County also reserves the right to modify the grant application requirements and process at any time.

# Nobles County Child Care Fund Grant Application

## APPLICANT INFORMATION

Applicant Name:		
Address:		
City:	State:	Zip:
Phone:	Email:	

## BUSINESS INFORMATION

Business Name:		
Address:		
City:	State:	Zip:
Office Phone:	Office Fax:	
Email:	Website:	

## SCOPE OF PROJECT

Describe the need and reason for the improvements:

---

---

---

---

Describe the scope of the project:

---

---

---

---

Start Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

**Project Expense Sheet**

<b>Project Expenses</b>	<b>Cost Estimate</b>
	<b>Total:</b>

**ITEMS TO INCLUDE WITH SUBMISSION:**

- Completed and signed application
- Photographs of the building showing the area to be improved as it exists before commencing work (only applies to facility improvements or repairs).

Note: Some of the work performed under this program may require a building permit. Before commencing work, contact your city officials if you have any questions about permit requirements.

**CERTIFICATION STATEMENT**

I certify that the information provided in this application is true and accurate in all material respects. I certify that I will use the funds requested under this grant only within permissible guidelines. I understand that I am responsible for paying back funds to the county if it is found that I have misrepresented the information on this application. I authorize Nobles County to utilize the information provided to determine my business' eligibility for the program. I authorize Nobles County to share my information with community partners for the purpose of additional outreach.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_