

## Regional and MNTRECC 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, start to finish, 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 and MNTRECC 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 or MNTRECC 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 or MNTRECC 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

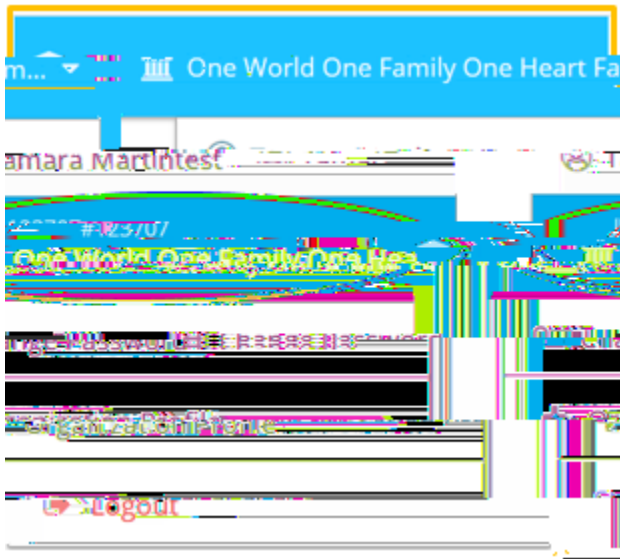
Have a copy of [this year's grant priorities](#) when programs beginning an application.

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 in to Develop at [www.developtoolmn.org](http://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 **E** tab, then the **5** sub-tab.



3. Scroll to the bottom of the page.
  - a. To apply for a MNTRECC Grant, click **5** next to the MNTRECC option.

Programs should choose the MNTRECC option if they:

- Are an enrolled member of a federally recognized Tribe, or
- Are a first or second generation descendent of an enrolled member, or
- Are licensed or funded by a Tribal Government, or
- 50% of children in care are of American Indian Descent





**Program Enrollment**

in which you provide care. In addition, enter the number of high-needs children in each age group. A child should be counted as high-needs if the child has a documented disability or a documented medical condition that requires special services or care.

Enter the number of children by age group for high-needs. If a child has a documented disability or a documented medical condition that requires special services or care, enter the number of children in the high-needs category.

Number of Classrooms / Groups:  Numl

Number of Children Enrolled:  Total

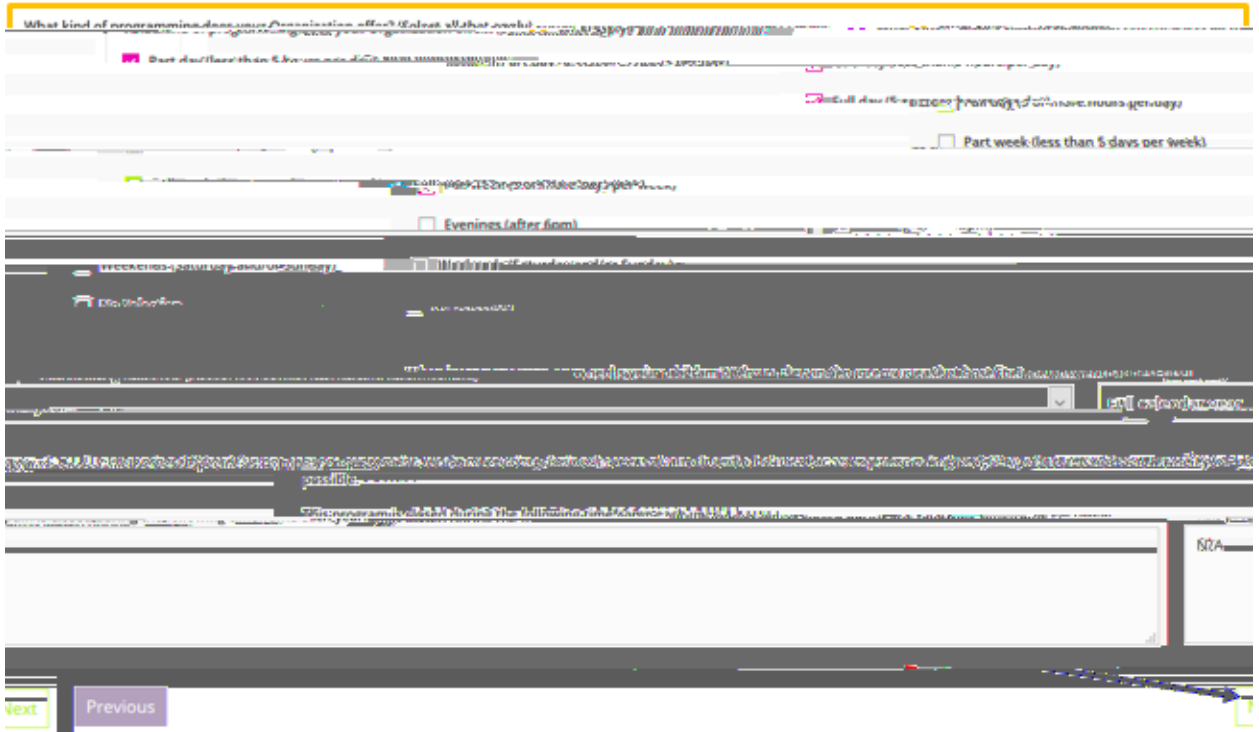
Age Group	High Needs
Infants	0
Toddlers	0
Preschool	0
High Needs	0

- a. Enter or update the kind of programming offered, such as part-day, full-day, part-week, full-week, evenings, and weekends. Choose all options that are offered by the program. Programs will be awarded points based on the type(s) programming they offer. When done, click **B**.

**Race of Children Enrolled**

Race	Count	Percent
American Indian/Alaskan Native	1	1.3%
Black/African American	3	37%
Hispanic/Latino	0	0%
Bi/Multi-Racial	3	37%
White	4	45%

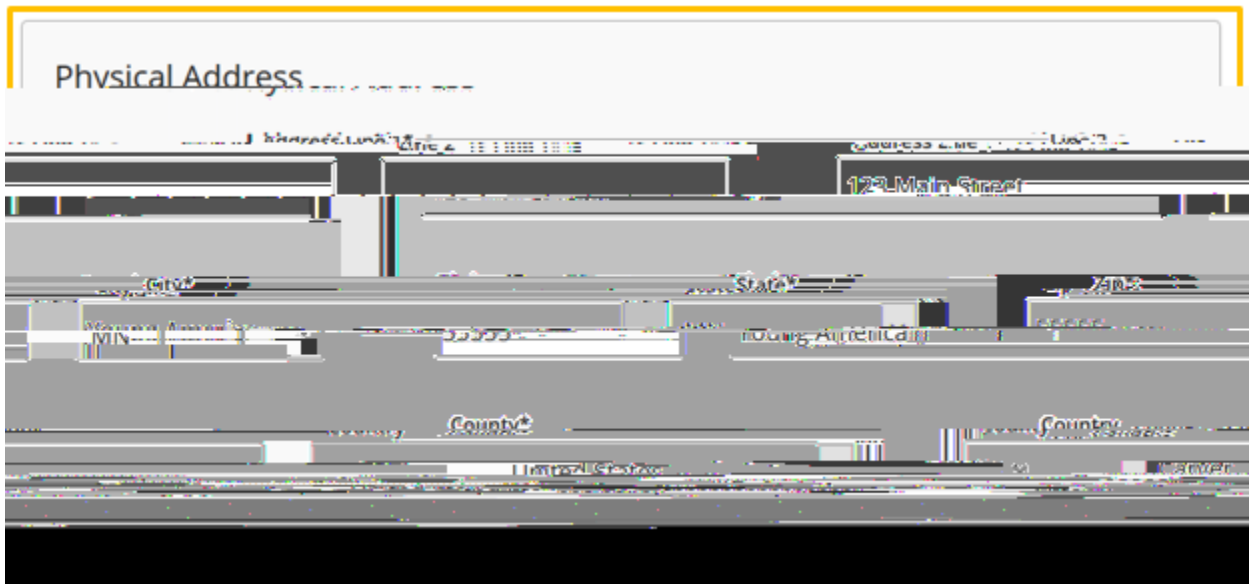
Number of enrolled children speaking English as a second language?  Percent: 0%



- 8. Update physical address and/or phone number, if needed.

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.

Click **B** when done.



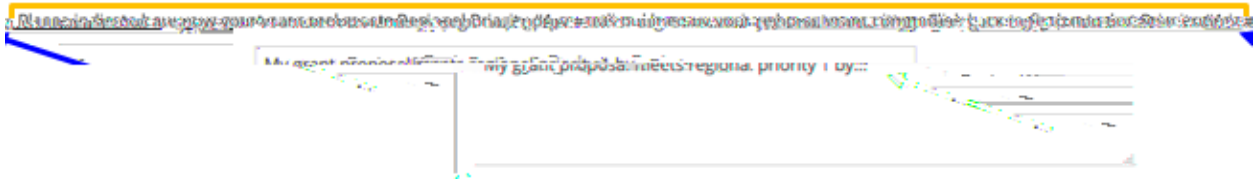
**AB**

**D**

**5**

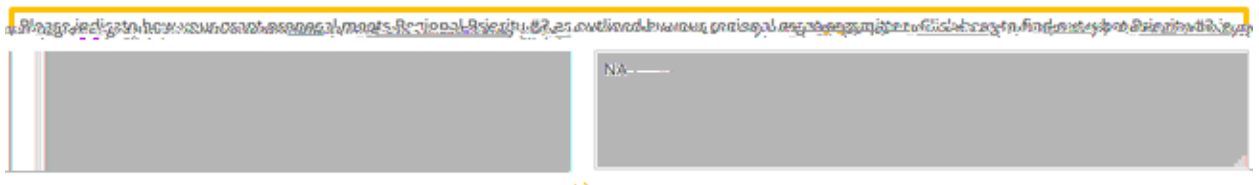


9. On the Participation page, respond to the priority questions. Click the link in the text to see this year's priorities.



**BC** . Enter a response for each priority text box. Type NA if there's nothing to enter.

Priority questions are scored on a scale of 1-5. Questions answered NA will be given a score of 1 by the three Grant Reviewers assigned to score the application.



10. When all priority textboxes have been entered, add the expenditure requests (items to be purchased if the grant is funded). Click to begin adding requested items.

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

NOTE:



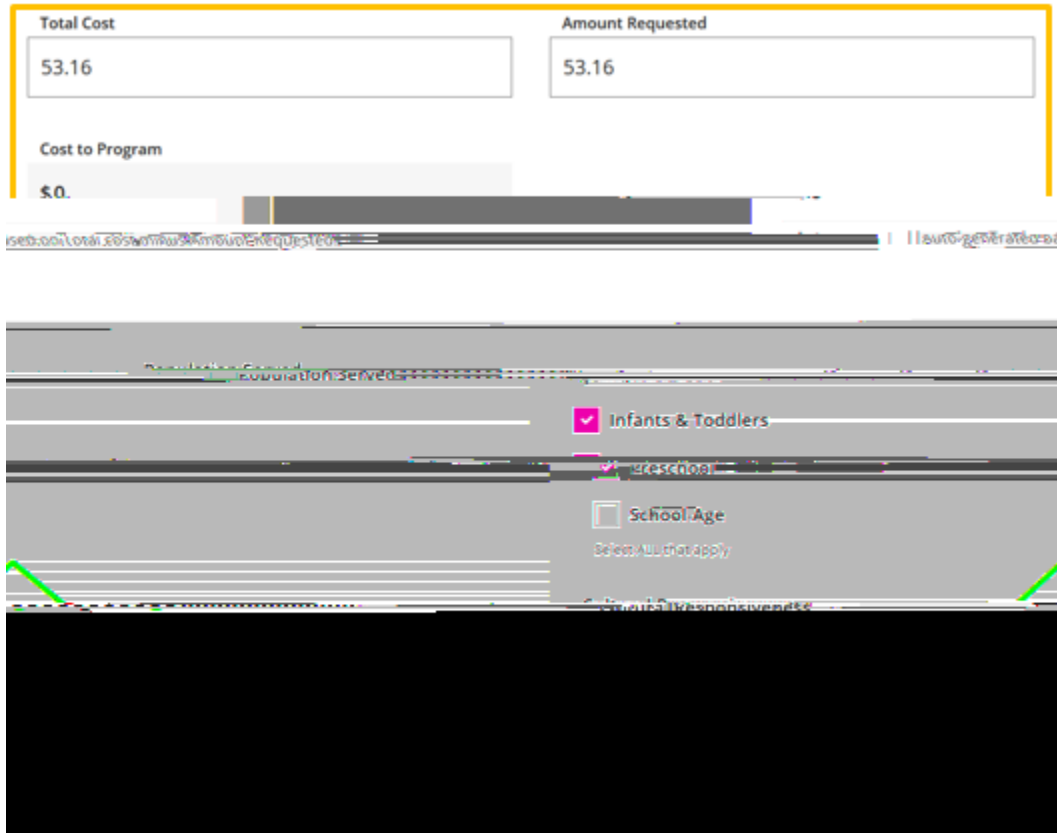
**AB**

**AB**

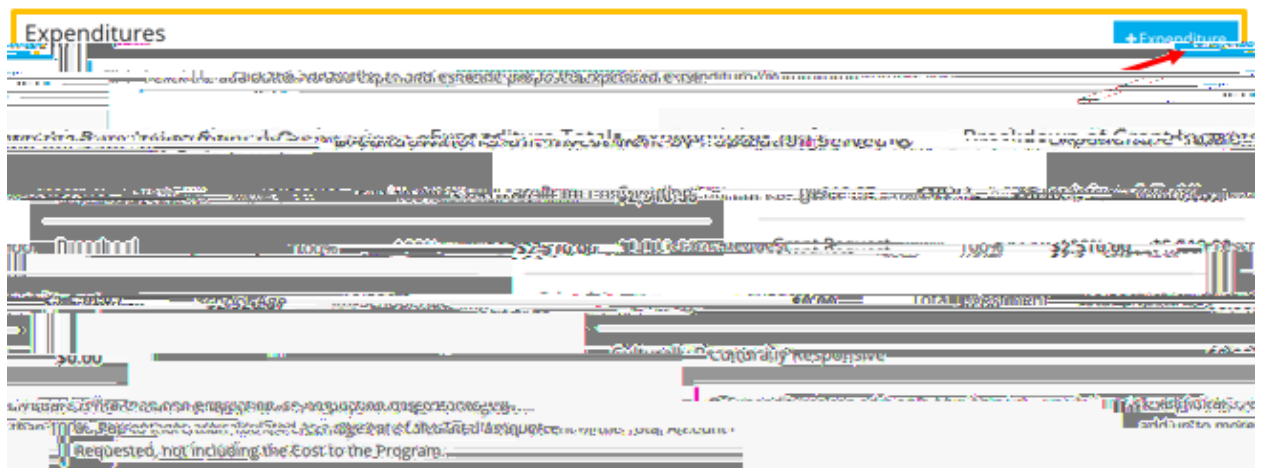
**D**

**5**

12. If the program has additional expenditure requests, click **G** **5** **5**. Follow steps 10-11 until all expenditures are requested, then click **G**



13. After clicking Save & Close, the application will return to the Participation page, where the expenditure totals and a breakdown of expenditures by population(s) served are available. Add a new expenditure request by clicking



**AB**

**D**

**5**

The program will see a list of entered

## 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.