



BECKER COUNTY BUILDING BLOCKS PROGRAM

Becker County has been awarded funding from the Minnesota Department of Employment and Economic Development (MN DEED).

The Becker County Board of Commissioners have approved this grant funding to be used to address the childcare availability shortage in Becker County.

Purpose:

To assist business owners and aspiring childcare providers start their career in Becker County and strengthen the local economy. The primary objectives of this grant are to increase childcare slot capacity and jobs within the County. Minnesota DEED has approved \$50,000 in funding to provide startup grants for licensed family childcare providers that are starting a new childcare business or increasing capacity.

Grant Guidelines:

BECKER COUNTY BUILDING BLOCKS grant program will be used to reimburse eligible expenses associated with licensing and requirements to open and operate a Family Childcare or Special License Family Childcare Business. Expenses related to general renovation and required modifications to meet licensing standards, and/or funding to support additional staffing. Funding is limited. Grant range minimum \$2,000 to maximum \$10,000.

Building Blocks Grant Eligibility:

1. All childcare business must be located and operated in Becker County to be eligible for the program.
 - a. Startup & New Childcare Business (Maximum Award \$10,000)
 - Be in the process of becoming licensed and/or operational
 - Be a new licensed provider (less than 6 months of operation)
 - Care for a minimum of 5 full-time equivalent of children (not including your own children)
 - b. Existing Childcare Business Expansion (Maximum Award \$10,000)
 - The facility or space that is being retrofitted to provide for a new childcare space will be occupied by the provider.
 - Cost associated with the expense of additional staff to increase the availability of childcare
2. Eligible Expense Examples:
 - Required licensing and training fees
 - General remodeling costs to meet licensing standards such as fire doors, egress windows, handrails, etc.
 - Startup supplies such as cribs, educational material, motor/cognitive skill toys, outdoor climbers, etc.
 - Safety and Security equipment such as fire extinguishers, water testing, resilient surfaces, etc.

3. Ineligible Expense Examples:
 - Accounting or legal fees, bank service charges.
 - Cleaning services, transportation expenses, consulting.
 - Insurance, taxes, rent, mortgage, utilities.
 - Home or facility improvements not required by licensing
4. Awards may not be used to reimburse expenses that occurred prior to grant approval by Becker County.
5. Proof of approved expenses must be submitted to Becker County within 30 days of purchase to be reimbursed throughout the awarded grant period. No reimbursements will be given without appropriate receipts.
6. Recipients must remain in business for a minimum of 18 months; any less than the stated minimum will result in a prorated claw back of grant funds calculated on the number of months short of the program as a percentage of the total award.
7. Funding applications will be considered for approval at the regularly scheduled monthly meetings of the Becker County Economic Development Authority in 2025. Authority recommendations will be submitted to the Becker County Board of Commissioners for final approval.
8. The Economic Development Authority may recommend to the Board of Commissioners to increase or decrease the amount awarded at their discretion. The Becker County Board of Commissioners grants the final approval for funding.
9. The Becker County Economic Development Authority will prioritize applications based on immediate needs and time effective project completion. Priority may be given to those applicants who are committing to increasing childcare slot availability for infants and toddlers, slot availability outside of normal business hours, and/or 1:1 matching funds for requests over \$5,000.
10. County-Wide Distribution: The intent of this program is to aid throughout Becker County without consideration given to any one particular region.

Application Procedure:

Guidelines for applications are as follows:

The application is **open until June 15th, 2025**, and will be reviewed for reopening pending available funds.

1. Grant requests should be submitted by email to the project coordinator:

eda@co.becker.mn.us, subject line: *BCBB 2025 – Last Name*

or by mail/in person to:

Cody Piper
Becker County EDA
915 Lake Ave
Detroit Lakes, MN 56431

2. Questions or help with the application or for navigational assistance please contact the above.
3. A committee will review applications and recommend them for approval. You will be notified if your application is approved or denied.

Reporting Requirements:

1. Applicants that are awarded a Childcare Building Blocks Grant are required to submit proof of project completion. Report information documents and deadlines will be included in the award letter. The program coordinator will coordinate with grant award winners to verify qualified grant use.
2. In the event that a childcare business accepts funds, and the business is not opened, or childcare slot capacity is not increased (existing childcare businesses) by the grant deadline, all funding must be paid back to Becker County.
3. Unused funds at the conclusion of the grant period must be returned to Becker County.
4. Applicants agree to use funds only for the designated purposes as described in the grant application and to notify the program coordinator and consent to any substantial deviation from the grant application.
5. Applicants agree to complete an onsite evaluation no later than 60 days following the event/project completion. This evaluation will be completed by the Project Coordinator and/or designated staff.
6. All awarded projects must be completed by the grant deadline **October 31st, 2025**.
7. That the total amount of the grant may be discontinued, modified or withheld at any time, when, in the judgement of the County, such action is necessary to comply with the requirements of the law or compliance to all the rules stated on the grant agreement form are not met.
8. Businesses eligible for the Becker County Childcare Building Blocks Grant must have a physical location in Becker County.
9. All applicants must be current on their property taxes through 2024 or any other obligations to Becker County.
10. All applicants agree that by signing and submitting the Becker County Childcare Building Blocks grant application they may be subject to a random audit by Becker County for accuracy in expenses, demonstration of business loss or any other statements or information requested. If it is determined that false or misleading information is provided on the Becker County Childcare Building Blocks Grant Application, the applicant will be required to repay Becker County the entire grant amount.
11. Any materials and promotion of the program must indicate/acknowledge Minnesota Department of Employment and Economic Development (DEED) and Becker County as a supporter of the project.
12. All applicants will be required to submit Form W-9, for payment processing.
13. No outstanding debts shall be paid with the grant money provided through the program.

Further information and additional forms may be obtained by contacting:

Cody Piper
Becker County EDA
915 Lake Ave
Detroit Lakes, MN 56431.

Email: eda@co.becker.mn.us

Phone: 218-846-7330

Becker County Building Blocks Grant Application

Applicant Information: *(attach a separate sheet if necessary)*

Name _____
First Middle Last

Street Address _____

City _____ State _____ Zip _____

Email _____ Phone _____

Childcare Business Name _____

Address (if different than above) _____

1. Have you started the licensing process?

☐ Yes, my application was submitted ____/____/____

☐ No (explain) _____

☐ I'm already a licensed provider as of ____/____/____

2. Has a Licenser visited your location? ☐ Yes ☐ No

a. Name: _____

b. Contact: _____

3. Do you have previous experience, training, or education relevant to the childcare industry?

4. Provide a brief description of your childcare business. Include days and hours of operation, number of slots and age groups of children you will be licensed for, and additional staff?

5. When do you anticipate your childcare business will be licensed and operational?

6. How will the grant funds be utilized?

7. Total grant amount requested \$ _____

- a. Please attach a project budget and/or timeline
- b. Attach additional information such as pre-inspection checklist, pictures, catalog copies, bids/estimates, contractor information, licensing coordinator information and/or supporting documents.

8. I understand the grant funds are provided via reimbursement for approved expenses after requirements are verified and proper documentation is submitted. ☐ Yes ☐ No

9. Reimbursement will only occur if the funds are used for the intended purpose per the application and award.

Acknowledgements:

Grantee understands eligibility and accepts responsibility for complying with this agreement's terms and conditions and will exercise full control over the grant and the expenditure of grant funds.

Grantee understands that if they knowingly submit false or fraudulent information during any part of the grant application process, their program will no longer be eligible for funds. If false or fraudulent information is discovered, any funds reimbursed during this grant process will be required to be repaid and appropriate authorities would be notified.

Grantee accepts they have that legal authority to execute the agreement and accept the grant funds on behalf of the applicant. Becker County reserves the right to discontinue, modify or withhold any payments to be made under this grant award or to require a total or partial refund of any grant funds, if, in Becker County's sole discretion, such action is necessary.

Grantee agrees to indemnify and hold harmless the County, its directors, officers, and employees, for any funds it receives under this grant that the federal government, the State, or the County determines was not used for eligible expenditures and, therefore, must be repaid within 30 days of receipt of written notice and demand from the County for any such fund. Grantee shall repay such funds to the County.

Grantee's deposit, negotiation or endorsement of a check will constitute its agreement to the terms and conditions set forth above. Grantee may wish to have this agreement reviewed by legal counsel.

Signature:

By signing and submitting this grant agreement, the applicant agrees they have read the grant guidelines, eligibility, and reporting requirements. If it is determined that false or fraudulent information is provided on the application, the applicant will be required to repay Becker County the entire grant amount.

Name: _____

Signature: _____

Date: _____

Option to Receive Grant Payment via ACH

If you would like your check directly deposited into your bank account, please fill out and include attached ACH form on page 6 of this application. Please note that if you request the ACH option, your check will still be mailed to you (warrant check) until you become fully initialized into the County system.



Mary E. Hendrickson
Becker County Auditor-Treasurer
915 Lake Avenue
Detroit Lakes, MN 56501-3403
(218) 846-7311

☐ New Setup
☐ Change
☐ Cancel

AUTHORIZATION FOR AUTOMATIC DEPOSIT OF VENDOR PAYMENTS

Vendor Information

Payee/Vendor Name			
Street Address	City	State	Zip Code
Contact Name		Contact Phone #	
Email Address for Remittance Notification (Required)			

Banking Information

Type of account (check one) <input type="checkbox"/> Checking <input type="checkbox"/> Savings	
Financial Institution Name	Financial Institution Address
Routing Number _____	Account Number _____

I, the undersigned, authorize Becker County, Detroit Lakes, MN, to deposit payments directly to the account indicated and to correct any errors which may occur from the transactions. I also authorize the financial institution named above to post these transactions to that account or to reverse any transaction that is in error. This authorization will remain in force until Becker County receives written notice of cancellation from the vendor and the County has reasonable time to act upon it.

Authorized Signature: _____

Date: _____

Printed Name: _____

Attach or scan a voided check to this form and mail/email to:

Becker County Auditor-Treasurer
Attn: ACH
915 Lake Avenue
Detroit Lakes, MN 56501-3403
Phone: (218) 846-7311 Email: auditor@co.becker.mn.us

Office Use Only:

Becker County Vendor #: _____
Received: _____
Effective: _____
Completed By: _____

Proposed Expenditures Template:

Item	Cost	Description	Required by Licensure	Required by Inspection
Total:				