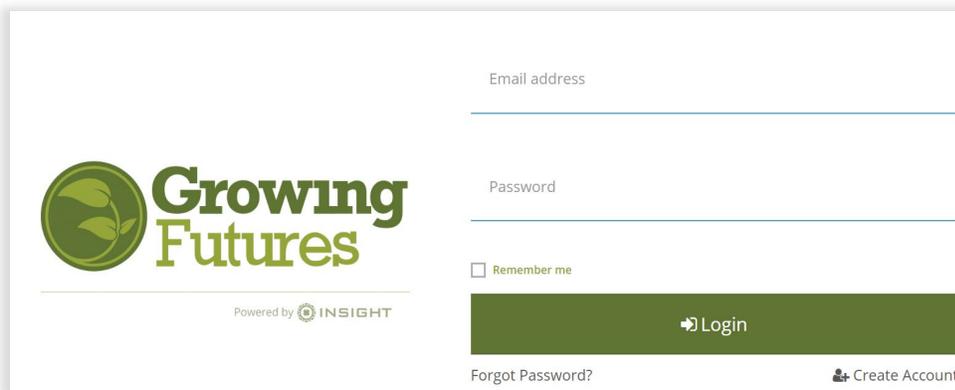


How to Apply for COVID-19 Stabilization and Recovery Grants

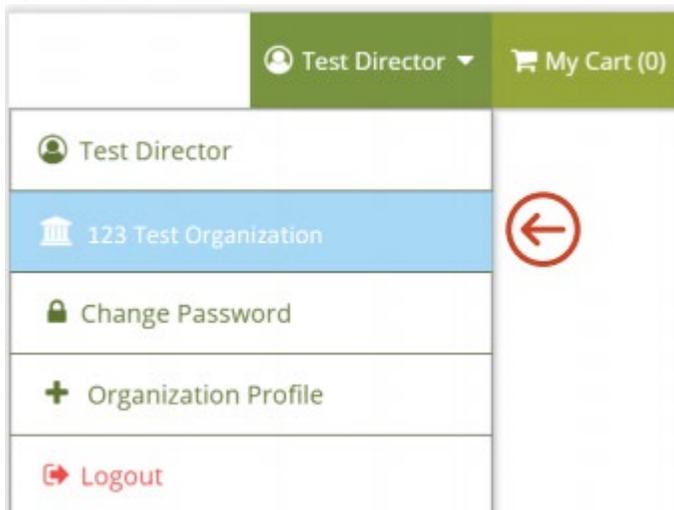
1. Go to the Growing Futures website at www.ndgrowingfutures.org, click on **Login**.



2. Log in to your account in Growing Futures.

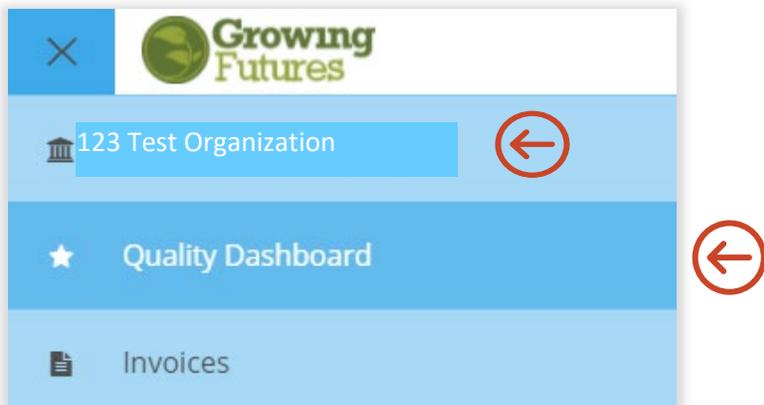


3. To access your organization profile, click on the **Green Box** in the upper right-hand corner. Then, select your organization profile.



NOTE: If you have multiple organizations, you will have My Organizations. Click My Organizations to see the list of organizations and then choose the one you want to view

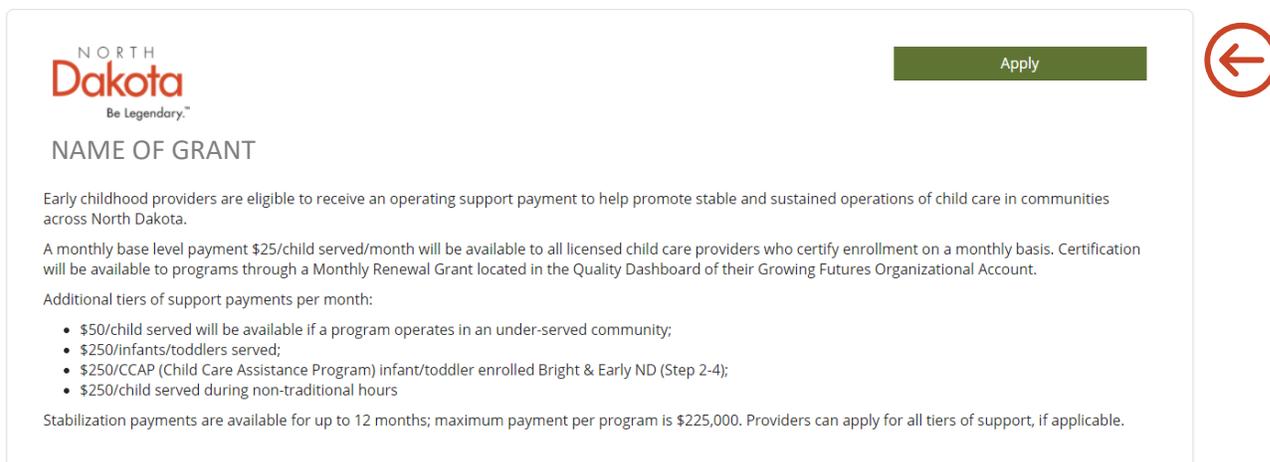
4. On the left side navigation, Click on the **Quality Dashboard**.



5. Once on the Quality Dashboard, click on the **Apply for Cases** on the right side of the screen.



6. On the Apply for Cases page, find the grant you would like to apply for and click on the green **Apply** button.



7. There are multiple sections in the application that you will need to review. Information in these sections comes directly from your program's organization profile. You can track your progress by viewing the (confirmed, review, incomplete) icons. Click the review button to view the information in each section.

General Information General organization information such as contact information.	 confirmed	<input type="button" value="Review"/> 
Licensing & Affiliations Organization licensing, approvals, affiliations, and applicable identification numbers.	 review	<input type="button" value="Review"/>
Grant Details Employment, Enrollment, and Operations	 incomplete	<input type="button" value="Review"/>
Bright & Early ND Quality Rating Providers with an active Bright & Early ND Step 2-4 Quality Rating, serving infants and/or toddlers, and families enrolled in the Child Care Assistance Program (CCAP), will receive an additional \$250/CCAP infant and/or toddler when applying for the Stabilization Grant.	 review	<input type="button" value="Review"/>

8. It is important that your general information be correct and up to date. Click the edit button in the top right corner. You will then be directed to your organization profile to update your information.

General Information

● General organization information comes directly from your Growing Futures organization profile. Updates to this information must be made within your Org Profile. Click "Edit" and you'll be redirected to your organization profile. When you are finished making changes, click on "Return to Application" to return to this application.



Contact Information

 **Provider Name**

 testndchildcare+3@gmail.com

Physical Address

 1111 Main Street

City MINOT / State ND / Zip 58701

County Ward / Country United States

Mailing Address

 1111 Main Street

City MINOT / State ND / Zip 58701

County Ward / Country United States

Additional Information

 (701) 123-1234

Confirm
Close

9. Once you have made the changes to the general information you will need to click the update button at the bottom of the page.

Phone*

- -

Fax

- -

Primary Website

Additional Info



10. After you click update, you will then need to click the green **Return to Review** button on the top right. You will then return to your grant application screen.

Organization Profile

Return to Review



11. You will need to follow the same process of steps 7-10 for each section in the application. Once all sections have been reviewed and confirmed, click on the green **Submit Application** button.

General Information General organization information such as contact information.	✔ confirmed	Review
Licensing & Affiliations Organization licensing, approvals, affiliations, and applicable identification numbers.	✔ confirmed	Review
Grant Details Employment, Enrollment, and Operations	✔ confirmed	Review
Bright & Early ND Quality Rating Providers with an active Bright & Early ND Step 2-4 Quality Rating, serving infants and/or toddlers, and families enrolled in the Child Care Assistance Program (CCAP), will receive an additional \$250/CCAP infant and/or toddler when applying for the Stabilization Grant.	✔ confirmed	Review

Submit Application



12. On the final page of the application after you click submit application, you will need to read through the COVID-19 Stabilization and Recovery grant attestation and agree to the terms before you can finalize your application. Be sure to click the appropriate box and click continue.

Terms and Conditions



Attestation for the Grant

If you are an eligible provider interested in applying for the COVID-19 Stabilization and Recovery grant, please read, sign, and submit the following attestation. Questions and clarifications about the attestation can be directed to the ND Early Childhood Division. <http://www.nd.gov/dhs/services/earlychildhood/index.html>

By submitting this form, I attest to and will comply with the following:

1. My facility is open and operating a North Dakota licensed child care program, OR my facility is temporarily closed as per ND Department of Health advisement for COVID-19-related closure.
2. My facility will meet all child care rules and regulations as defined in North Dakota century code (NDCC 50-11.1) and administrative code according to my license type. (<http://www.nd.gov/dhs/services/childcare/info/>)
3. My facility, when open and operating and available to provide child care, will implement policies in line with guidance from the Centers for Disease Control and Prevention (CDC) (available at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>) and with guidance and orders from state and local public health authorities.
4. For each employee at my facility on the day of this application, I agree that I must pay at least the same or higher

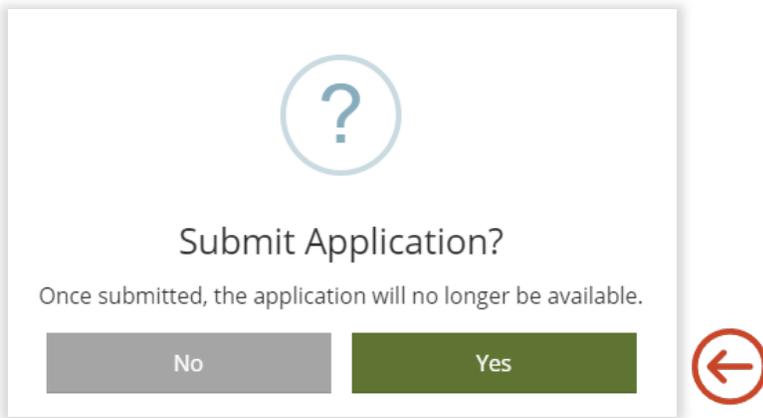
I agree to the attestation for the grant

I do not agree to the attestation for the grant by not agreeing, I am cancelling my application

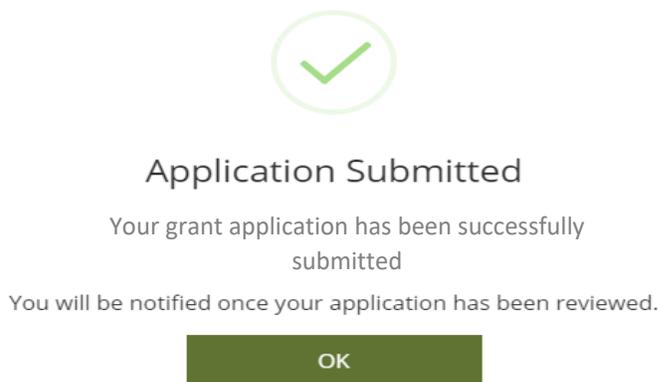
Continue



13. To submit your application, select **Yes**.



14. Your program has successfully applied for a COVID-19 Stabilization and Recovery Grant when you see this box.



15. You can check your grant status in the quality dashboard under active cases. Click on the green **Case Details** for more information about the grant.

