

Carrington Daycare Provider Grant Program

Introduction

The City of Carrington, through its Economic Development Fund, offers a Daycare Provider Grant to assist licensed childcare providers in adding additional full-time childcare availability within Carrington city limits.

This program supports the goals outlined in the Carrington Strategic Plan and Main Street Revitalization Plan by expanding childcare capacity so parents can participate in the workforce and families can access safe, reliable learning environments for children.

Program Overview

- Incentive amount: Up to \$1,000 per approved new full-time spot added.
- Maximum funded spots per institution: Up to 50 new full-time spots per licensed facility/license number. (Higher requests may be considered case-by-case with CCEDC Board recommendation and City Council approval.)
- Payment structure: Phase-based (50% / 25% / 25%) with required roster verification.

Eligibility Requirements

- Available to new or existing licensed daycare providers seeking to add additional full-time childcare spots within Carrington city limits.
- Applicants must be able to provide:
 - Attendance/child roster submitted to the State of North Dakota for licensure (baseline roster), and
 - Copy of daycare license (or licensing status documentation as applicable).

Definitions

Full-time spot: A childcare slot counted as a full-time opening/slot on the provider's State roster/licensure documentation.

Institution (facility): One licensed daycare location identified by a license number and physical address.

Funded spots: The number of new full-time spots approved for incentive payments under this program.

Grant Funds Available

Licensed providers may receive up to \$1,000 per full-time spot added, subject to the funded spot limit and available program funds.

Application Requirements

1. Complete the Daycare Provider Grant Application (attached).
2. Provide the attendance/child roster submitted to the State of North Dakota for licensure (baseline roster).
3. Provide a copy of daycare license (or proof of licensing status).
4. Provide a brief letter of intent describing your goals and explaining how the requested grant funds will be used and how the project will benefit your business or organization



Grant Process

Administration: Completed applications are to be submitted to the CCEDC office. The CCEDC Board will recommend approval or denial to the Carrington City Council. The City Council shall have final approval authority.

Payment Disbursement and Verification

Payments are tied to approved new full-time spots and require roster verification at each payment phase to confirm funded spots are being maintained.

Payment Schedule:

- Initial Payment (50%) – Paid after application approval
- Checkpoint 1 (25%) – Paid after six (6) months of operation (Required: updated State roster verifying funded spots are still filled (see Maintaining Funded Spots))
- Checkpoint 2 (25%) – Paid after nine (9) months of operation (Required: updated State roster verifying funded spots are still filled (see Maintaining Funded Spots))

Maintaining Funded Spots

To ensure the program supports sustained childcare capacity, providers must maintain the funded spots through the 6- and 9-month checkpoints.

- At each checkpoint (6 months and 9 months), the provider must submit a roster verifying the funded spots remain filled.
- Allowable leeway: Provider must maintain at least 90% of approved funded spots filled at each checkpoint.
- If verified filled funded spots fall below 90%, the checkpoint payment may be reduced proportionally, delayed pending updated documentation, or discontinued.

Additional Information

With questions about the Carrington Daycare Provider Grant program or process, contact the CCEDC office at **701-652-2524** or **chambergal@daktel.com**.

Incomplete applications will not be processed until all requirements are received.

This grant program will be reviewed on a year-by-year basis and is subject to change.



Application for Carrington Daycare Provider Grant

Date:

Applicant Name:

Business Name:

Mailing Address:

Phone:

Email:

Facility/Business Location Address:

License Number (If pending, provide date applied):

Funding Request

Number of new full-time spots requested for funding:

Current licensed capacity (if known):

Current number of filled full-time spots (baseline):

Baseline roster date (Only for operating Daycare):

Projected date the new funded spots will be available:

Required Attachments (Checklist)

- Copy of daycare license (or licensing status documentation, if applicable)
- State roster submitted for licensure (baseline roster)
- Letter of intent (goals, use of funds, and benefit)
- Any additional information requested by CCEDC/City (if applicable)

Certification and Acknowledgement

The data supplied will be used to assess qualifications for this grant program. We will not be able to process the application without it. There is a possibility that this data may constitute a public record and may be examined by anyone.

By signing below, the applicant certifies that the information contained in this application and any attachments is true and correct to the best of the applicant's knowledge and belief. The applicant understands they must comply with all program guidelines and any applicable requirements of the City of Carrington and the CCEDC. The applicant acknowledges that 6- and 9-month payments require roster verification and may be reduced or discontinued if funded spots are not maintained.

Authorized Signature: _____ **Date:** _____

Please return to: Carrington Chamber & Economic Development Corp.

871 Main Street, Carrington, ND 58421

Email: chambergal@daktel.com | Phone: 701-652-2524