# Freeborn County Child Care Loan Program Application

## PURPOSE

The Freeborn County Child Care Loan Program provides an incentive to newly licensed child care providers to provide services in Freeborn County.

The program provides a forgivable loan towards actual expenses relating to the cost of opening a child care business in Freeborn County, up to $2,000 per licensed child care provider. Qualifying expenses must be approved by the Freeborn County Child Care Licensor and the Albert Lea Economic Development Agency (ALEDA) Assistant Director. Approved requests will be funded on a first-come/first-served basis until all funds are expended.

## ELIGIBILITY

1. Only new child care providers located within Freeborn County are eligible for the loan program.
2. New providers must be licensed for infants and actively seek to fill that age slot.
3. New providers must have a one-hour (no cost) consultation with First Children’s Finance related to best business practices.
4. Provider must be working towards Parent Aware rating.
   * Within 6 months of caring for children have a signed participant rating.
   * After 24 months of caring for children, have made progress toward level one rating.
5. All items for which the child care provider is requesting funds must be approved by the Freeborn County Licensor and the ALEDA Assistant Director.
6. Items purchased prior to approval will typically not be eligible for funding unless ALEDA finds significant underlying purposes for work beginning prior to project approval (i.e. inability of quorum for a meeting, and the like).
7. Funds may be requested for the following items (up to):

* Licensing fee ($100)
* Background study fee ($100)
* Pre-Licensing training ($175/per person)
* Ongoing training ($250/per person)
* Fire Marshal visit, if needed ($50)
* Smoke Detectors ($10/each)
* Fire extinguishers ($35)
* Outlet plugs ($4)
* Stationary baby gate ($60)
* First aid kits ($20)
* Utensils/plates/cups ($30)
* Pack n Play ($120)
* Pack n Play sheet ($10)
* Cots ($120)
* High chair/booster seat ($75)
* Fluid Cleanup kit ($15)
* Potty seat/chair ($20)
* Monitor ($40)
* Toys for each age group ($200)
* Craft supplies ($200)
* Strollers ($100)

1. Other uses may also be eligible if prior approval is obtained by the Freeborn County Licensor and ALEDA.

## PROJECT GUIDELINES

Program oversight and authority for loan approval is delegated to the Albert Lea Economic Development Agency. ALEDA shall review loan applications and may approve loan issuance after considering the following guidelines:

1. Completed applications will be reviewed on a first come, first served basis.
2. Projects which will create new child care slots and reduce the gap in the number of child care slots in Freeborn County
3. The proposed expense receipts must be submitted within (6) months of loan approval. If the receipts are not submitted within six months, the Applicant may resubmit a child care loan application for reconsideration.

## LOAN DISBURSEMENT

Following loan approval ALEDA shall execute a promissory note. Awarded loan funds will be dispersed to the child care provider upon submittal of receipts or invoices for supplies purchased.

## REPAYMENT OF LOAN

The amount of the loan (without interest) will be due and payable to ALEDA two (2) years following the distribution of loan funds. If, however, the child care business to which the loan was granted remains in business in two (2) years following the distribution of loan funds, the loan shall be forgiven by ALEDA.

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### NOTE: Please read attached program criteria carefully before completing the application

Business Name:

Property Address:

Business Owner(s):

Property Owner(s):

Mailing Address:

Phone Number:

Fax Number:

E-Mail Address:

1. On the attached page, please identify the specific expenses you are proposing.

**EXPENSE DESCRIPTION**

### Please provide an accurate and thorough list of your expenses.

Loan Disbursement

Awarded loan funds will be dispersed to the child care provider upon submittal of receipts or invoices for supplies purchased and inspection of said receipts by ALEDA.

I/We understand that any intentional misstatements will be grounds for disqualification.

I/We further understand that I/we will make the final selection of the improvements to be made with the loan funds and that the contract for improvements will be solely between myself and the contractor(s). ALEDA will not be liable for the inadequate performance of the contractor(s).

The information on this application is accurate. I have read, understand, and agree to comply with the program criteria for the Freeborn County Child Care Loan Program.

Provider: Date:

***Mail or Deliver to:***

Albert Lea Economic Development Agency, attn: Noelle Hagen

132 N Broadway Ave, PO Box 370

Albert Lea, MN 56007