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. A completed Daycare Provider Grant Application.
2. A copy of the current daycare license or documentation verifying licensing status.
3. A copy of the attendance/child roster submitted to the State of North Dakota for licensure (baseline roster), if applicable.
4. A brief letter of intent outlining the applicant's goals, intended use of grant funds, and how the additional childcare spots will benefit the business or organization.
5. A completed and signed IRS Form W-9.

CARRINGTON
the central city

CCEDC
Carrington Chamber & Economic Development Corporation

Revised Oct 2026

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

Grant funds will be disbursed in three phases based on the number of approved new full-time childcare spots. Continued payments are subject to verification that the funded spots are being maintained.

Payment Schedule:

- Initial Payment (50%) – Disbursed following application approval
- Second Payment (25%) – Disbursed after six (6) months of operation, upon submission of an updated State roster verifying that the funded spots remain filled, subject to the requirements outlined under *Maintaining Funded Spots*.
- Final Payment (25%) – Disbursed after nine (9) months of operation upon submission of an updated State roster verifying that the funded spots remain filled, subject to the requirements outlined under *Maintaining Funded Spots*.

Maintaining Funded Spots

To ensure the program supports sustained childcare capacity, providers must maintain their original number of filled full-time childcare spots, plus the additional spots approved for funding. At the six-month and nine-month checkpoints, providers must submit an updated State roster verifying the total number of filled full-time childcare spots.

Providers must maintain at least **90% of the approved new funded spots filled** at each checkpoint.

If the verified number of approved new spots falls below 90% of the required total, the corresponding payment may be reduced proportionally, delayed pending additional 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.

CARRINGTON
the central city

CCEDC
Carrington Chamber & Economic Development Corporation

Revised Oct 2026

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

Current licensed childcare capacity (if applicable):

Current or intended number of full-time childcare spots (baseline):

Number of additional full-time childcare spots requested for funding:

Total projected full-time childcare spots after expansion:

Baseline State roster date (if applicable):

Projected date additional full-time childcare spots will become available:

Required Attachments (Checklist)

☐ Copy of current daycare license or documentation verifying licensing status.
☐ Baseline attendance/child roster submitted to the State of North Dakota (if applicable).
☐ Brief letter of intent describing the proposed additional childcare spots, intended use of grant funds, and benefits to the business or organization.
☐ Completed and signed IRS Form W-9.
Additional documentation may be requested during the application review process.

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

CARRINGTON
the central city

CCEDC
Carrington Chamber & Economic Development Corporation

Revised Oct 2026