

**Kandiyohi County Child Care Economic Development Program (CCED)**  
**Language Accommodation Application**

**Contacts**

Program Administrator  
Kandiyohi County & City of Willmar  
Economic Development Commission (EDC)  
Sarah Swedburg  
[sarah@kandiyohi.com](mailto:sarah@kandiyohi.com)  
(320) 905-0069

Program Representative  
Mid-Minnesota Regional  
Development Commission (MMDC)  
Michelle Marotzke  
[michelle.marotzke@mmrdc.org](mailto:michelle.marotzke@mmrdc.org)  
(320) 287-1737

Anyone needing one-on-one assistance with completing an application should contact Sarah or Michelle (contact information above). If they are unavailable, you can also contact the EDC at (320) 235-7370. Interpreters, or any other needed accommodations, are available upon request.

**Applications are due by 8am on the 2nd Friday of the month** to be considered on the 4th Thursday of the month. Applications will be reviewed and approved on a monthly rolling basis through December, 2023. If any language within these guidelines and application conflict with program guidelines of the Minnesota Child Care Economic Development Program (CCED) or State Statute, State Statute and State guidelines will prevail.

The scope of this specific grant area will continue to grow and develop.

Learn about full details and available assistance made possible through the grant at:  
[www.kandiyohi.com/business/child-care-economic-development-grant/](http://www.kandiyohi.com/business/child-care-economic-development-grant/)

**Step 1: Complete Application Information**

Applicant Name:
Applicant Phone:
Applicant Email:
Child Care Provider:
Child Care Location Address:
Child Care Provider Phone:
Child Care Provider Email:
Length of Time as a Provider:

Amount of Funding/ Service Requested: \$
Approximate Date of Need:

Please explain what your current language accommodation need is. Please detail if you need translation services, assistance in completing forms in your native language or if you would like your policies and procedures translated into another language, access to phone translation services, the creation of communication cards or other.

Please select which the need is for:  Child Care  Personal Support

## **Step 2 – Deliver the Application**

By postal mail, email or in person to the EDC

Attention: Sarah Swedburg, 222 20<sup>th</sup> Street SE, Willmar, MN 56201

[sarah@kandiyohi.com](mailto:sarah@kandiyohi.com)

## **Step 3- Review of application by Program Administrator**

*A grant is not approved until this document is signed below by the Program Administrator.*

## **To be completed by the Program Administrator**

Date Application Received: \_\_\_\_\_

Grant Amount: \_\_\_\_\_ (herein referred to as "Grant")

Private Match: \_\_\_\_\_ (herein referred to as "Matching Funds")

Total Project Cost: \_\_\_\_\_ (Grant plus Matching Funds)

Grant Approval Date: \_\_\_\_\_

## **Program Administrator**

\_\_\_\_\_

By: Kandiyohi County & City of Willmar Economic Development Commission (EDC)

**Step 4 – Once grant is approved, the EDC will work with you to coordinate the accommodation you need.**

**The Kandiyohi County Child Care Economic Development Program is supported, in part, by the State of Minnesota through a grant from the Department of Employment and Economic Development.**

DEED's Mission is to empower the growth of the Minnesota economy, for everyone.