

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

**Contacts**

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

Program Representative  
Mid-Minnesota Development Commission  
  
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 8 a.m. 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 (CCED) Program 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:
Please select if your transportation request is for personal family use ___ or child care field trip use ___

If for PERSONAL FAMILY use, please detail what the need is. Include where transportation is needed, where the pick-up and drop-off locations are, approximate distance, how often, for whom, and why you have the need.

If for CHILD CARE FIELD TRIP

Where is the trip location? \_\_\_\_\_

How far is the field trip location from your child care facility? \_\_\_\_\_

How many children will you be taking? \_\_\_\_\_

Do you have a need for car seats, strollers, etc. on this trip? If so, please detail below:

\*You may choose to check-out a field trip backpack that comes with a cordless cell phone charger, whistle, child identification bracelets, and first aid kit.\*

## **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, P.O. Box 1783, 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**

Kandiyohi County & City of Willmar Economic Development Commission

\_\_\_\_\_  
By:

**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).**

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