



# Fixed Cost Reimbursement Program

***The Fixed Cost Reimbursement Program exists to assist local childcare centers by alleviating strained budgets and allow facilities to reallocate funds elsewhere to better position a center to offer competitive pay and provide some remedy to the affects of the current workforce shortage.***

## **Guidelines**

- New and existing licensed childcare centers are eligible for an annual reimbursement up to \$20,000/year.
- Eligible items: rent, utilities, licenses, insurance, supplies, training.
- Application and approval must be made prior to eligible expenses.
- Receipts must be submitted prior to reimbursement.
- Facility must be a licensed childcare center through the state of North Dakota.
- Childcare center must be located in Bowman County.
- Approved facility will receive \$5,000 for every 10 children on an annually verified roster, up to \$20,000.

## **Terms and Conditions:**

- Program funds are subject to availability and shall not exceed \$40,000 for the 2023 fiscal year.
- A written report must be submitted annually from the facility explaining how funds helped support operations and what the increased operating was used for.
- A roster of children enrolled must be submitted annually for verification.
- Funds will be paid upon review and approval of submitted receipts.
- Applicants will be required to sign a Business Incentive Agreement the funds will be utilized according to the details laid out.
- BCDC reserves the right to cancel the program in the event of failure to comply with this agreement.
- Application to the Fixed Cost Reimbursement Program does not guarantee funding.
- BCDC reserves the right to request additional information as needed.
- Past expenses are not eligible. Only expenses that have be incurred post application approval are eligible for reimbursement.
- Application is valid and reimbursements eligible until December 31, 2023.
- Please consult your accountant on proper tax handling.

## **Application Process:**

- Childcare center submits completed Fixed Cost Reimbursement Application to BCDC.
- Application is reviewed by BCDC.
- Upon approval, center can begin to gather receipts for reimbursement.
- Center must submit receipts along with reimbursement form.
- Receipts may be submitted with reimbursement form once a month for monthly reimbursement.
- At the end of the year, the center must submit a year end report.

**Total Childcare Fixed Cost Reimbursement Program Budget \$40,000**

Centers are capped at \$20,000 in reimbursement funding in fiscal year 2023.



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