



Bowman County

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:

- A detailed, 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, 2024. A new application must be submitted annually.
- 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.

Centers are capped at \$20,000 in reimbursement funding in fiscal year 2024.

