



Early Education Professional Development Grant Reimbursement  
APPLICATION Page 1 of 2

Contact Information

Name \_\_\_\_\_ Date: \_\_\_\_\_

Title \_\_\_\_\_

Organization/  
Child Care  
Name: \_\_\_\_\_

Check one:

Licensed Child Care Center       Licensed Child Care Home  
 Unlicensed Registered Ministry       Other/Specify \_\_\_\_\_

Is site on the Paths to QUALITY program? Yes or No    If Yes List Level # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Conference/Training/Course Information

Conference/Workshop Title \_\_\_\_\_

Conference/Workshop Sponsor \_\_\_\_\_  
\_\_\_\_\_

Sponsor's Web Site \_\_\_\_\_

Conference/Workshop Date(s) \_\_\_\_\_ Location \_\_\_\_\_

Expenses Requested

Actual cost of Registration \$ \_\_\_\_\_

Amount Requested for Reimbursement (must not exceed \$150) \$ \_\_\_\_\_

*By signing below, I agree to use the funds for the purpose specified above only and in compliance with the guidelines set forth in the program description. Further, I agree to submit a certificate of attendance, check request and evaluation report following the conference or training.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Director/ Employer's Signature \_\_\_\_\_ Date \_\_\_\_\_



## Early Education Professional Development Grant Reimbursement GUIDELINES

### Purpose

The Professional Development Grant Program supports attendance at continuing education programs for child care providers/early education professionals that work directly with children ages 0-6.

### Eligible Conferences, Trainings, and Workshops

Success by Six Professional Development Grants may be used for conferences, trainings, or workshops that focus on early education, child development or child care. Conferences, trainings, or workshops must be significantly related to the applicant's position and improve the applicant's ability to do his or her job and the agency's ability to foster the healthy development of young children. Funds may not be applied to a conference or training that have already occurred.

### Eligible Expenses

Professional Development Grants may only be used for the following expenses: Registration/conference/training fees. The minimum cost of the registration must be \$30. Trainings with minimal registration fees of less than \$30 are not eligible for a grant. Total grant available: **\$ 150 maximum and only one grant per person per calendar year.**

*Examples: A training costs \$25 to attend... this training is not eligible for the grant. Do not apply.*

*A training costs \$75 to attend... you may apply for \$75 reimbursement and if awarded may not apply again in this calendar year.*

*A training costs \$200 to attend... you may apply for \$150 reimbursement for the registration and if awarded may not apply again in this calendar year.*

### Eligibility Requirements and Guidelines

1. Applicants must be a staff member of a child care site or preschool and provide direct care to children ages 0-6.
2. Applicant must work or live in the United Way of the Wabash Valley IN Counties- (Clay, Parke, Sullivan, Vermillion or Vigo).
3. Grants are limited to **one per person** per year and a maximum of **three per agency/organization** per year. Licensed child care homes with one license holder owning multiple sites are limited to three total grants.
4. Conferences or courses must begin after the grant decision date, which is the first of the month following the application deadline.
5. Grants are non-transferable and can be used by the recipient only. Funds must be used specifically for the purposes stated in the application.
6. Duplicate submissions from the same organization (different people submitting an application with the same answers, or multiple names on one application) will not be accepted.
7. Please make sure that you submit a **complete** application. Incomplete applications will not be reviewed.

### Evaluation, Selection, Notification, and Follow-up

1. A limited number of professional development grants (maximum \$150 each) will be awarded each month on a competitive basis. Applications are due the 10<sup>th</sup> of every month.
2. If funding is limited, priority will be granted to 1) Paths To QUALITY enrolled sites 2) Licensed child care facilities.
3. Applicants will be notified of their grant status via mail around the first of the month following application. For example, if your application is postmarked on or before August 10, you should expect a decision around September 1. The notification will include a check request form and survey.
4. All grant recipients must submit a certificate verifying their attendance at the requested conference/training within two weeks of the event to the United Way of the Wabash Valley. Approximately two weeks after receipt of this information, a check will be issued.
5. All grant recipients must submit a completed survey after attending the conference or training.

**Direct questions and mail your application postmarked by the 10<sup>th</sup> of the month, to:**

United Way of the Wabash Valley  
2901 Ohio Blvd., Suite 215  
Terre Haute, IN 47803

Phone: 812-235-6287

