



Dear Applicant,

We are happy to continue offering the **United Way Fund for Quality Early Education (UWFQEE)**. This grant is administered through the Winston Prouty Center for Child and Family Development and is specific to individuals working in early childhood and out-of-school programs. The goal of the grant is to improve the quality of early childhood programs throughout Windham County to assure that all children get a good start. Please read the following guidelines carefully and thoroughly. They have been established to help us in our decision-making process. Due to the volume of requests, we regret that we will be unable to review applications that do not conform to these guidelines.

ELIGIBILITY

The grant is available to persons working in an early childhood program that holds a current license or registration issued by the licensing unit of the Child Development Division, which is part of the Vermont Agency of Human Services.

USE OF FUNDS

Funds may be used in four ways:

- **Professional development for educators in early childhood and out-of-school programs:** Professional development includes college courses, conferences, workshops or mentoring. Requests can be made for tuition, registration fees, or books and materials directly related to the course or workshop.
- **Program enrichment:** Program enrichment funds are for special events and activities in your program that you could not otherwise afford to offer.
- **Program improvement:** Program improvement funds are used for equipment and materials (books, toys, furnishings) needed to improve the program, as identified by an Environmental Rating Scales assessment.
- **Collaborative training:** Groups may plan collaborative training and enrichment events that serve unmet needs within our region.

GUIDELINES

Professional Development - College Coursework

Applicants must first apply for state and federal financial aid before applying for this grant. Use the document titled "Funding Your College Coursework" as a guide.

Professional Development Other than College Coursework

The grant may also be used for fees for conferences or other professional development opportunities, such as NAEYC or VAEYC conferences, or mentoring. This application can also be used for any books or materials specific to professional development.

Program Enrichment

Program enrichment funds can be used for special events and activities in your program that you could not otherwise afford to offer. These include, but are not limited to, music and/or arts programs with local artists, special one-time field trips, etc.

Program Improvement

Program improvement funds must be used for toys, materials, furniture and equipment that you could not otherwise afford. The program must have an Environmental Rating Scale assessment completed within the previous 6 months, and a completed plan for improvement that identifies the need for the equipment and/or materials and indicates how the Rating Scale scores will be improved with the purchase of the materials or equipment.

Collaborative Training & Enrichment

Collaborative training and enrichment funds may be used for professional development events planned, sponsored and delivered between two or more organizations, to enhance the quality of early childhood and after school programs. They can also be used for collaborative program enrichment opportunities such as visits to local farms or artist-in residence programs.

FUNDING AMOUNT

There is no fixed limit on the amount of funds requested, although we expect most will be within the \$100 - \$1,000 range. Proposals for Program Improvement will be accepted up to a limit of \$1,500.

APPLICATION PROCESS

Applications are accepted on a rolling basis and are viewed soon after the quarterly deadline:

August 15 - First Quarter
November 15 - Second Quarter
February 15 - Third Quarter
May 15 - Fourth Quarter

Unless we are told otherwise, applications received after each deadline will be held to be considered in the next quarter. We will strive to notify applicants of the committee's decisions within 30 days of the quarterly deadlines.

Please remember to include the required supporting documents which are listed in the application. **The application will not be considered unless paperwork is submitted in full.**

Email your application and supporting documentation to: margaret@winstonprouty.org, OR submit five (5) copies of the application and supporting documentation by mail to:

Quality Fund for Early Education Grant Committee
c/o The Winston Prouty Center for Child and Family Development
209 Austine Drive
Brattleboro, VT 05301

If you have any questions, contact me at (802) 257-7852 ext. 307.

Margaret

Margaret Atkinson
Director of Development & Community Relations
Winston Prouty Center for Child and Family Development