



**United Way Fund for Quality Early Childhood Education  
Application for Program Improvement**

Name: _____	Email: _____
Social Security # (required to issue a 1099 for grant awards of \$600 or more): _____	
Home Mailing Address: _____ (Street or PO Box #, Town, State, Zip)	Home Tel #: _____
____ Registered Family Child Care Provider; VT Child Care Registration Certificate #: _____	
____ Licensed Center Staff Member at: _____ (Center Name)	
Your Job Title at the Center: _____	
Work Mailing Address: _____ (Street or PO Box #, Town, State, Zip)	Work Tel #: _____
<b>AMOUNT OF FUNDS REQUESTED \$</b> _____	

**In order for application to be complete, you must submit the following:**

A brief description of the materials, equipment, furnishings or toys you need to improve your program. Include the following:

- Reasons why you chose these items and how it will impact the quality of care in your child care setting
- Number of children in your program who will benefit from the items
- Results of your Environmental Rating Scale assessment, the name of your assessor, and date the assessment was completed
- The plan for improvement based on your Environmental Rating Scale assessment
- A list of items, cost, and source for purchasing
- If you have sought other funds to help support this project please list them along with the outcome of your request

**APPLICATION PROCESS**

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

Email your application and supporting documentation to: [margaret@winstonprouty.org](mailto: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

I certify that the information contained in this application is true and correct, and that I will comply with applicable eligibility criteria of the United Way Fund for Quality Early Education. I understand if I do not complete the project and submit documentation proving completion, I must return these funds to the Winston Prouty Center, to be returned to the Fund.

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Name

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Date