

# Regional Collaborative Training Grant

**Purpose:** This application is for regional professional development events planned, sponsored, delivered and evaluated collaboratively between two or more organizations, to enhance the quality of child development, early education, and afterschool services.

**Submission:** E-mail submission is strongly encouraged. A signed original copy of the cover sheet and letters of support should be mailed to Linda Clark (address at the end of this application). All other documents, including this application, may be sent as attachments to Linda at [linda.clark@ahs.state.vt.us](mailto:linda.clark@ahs.state.vt.us)

**Note:** *Professional development events, including in-service training, planned exclusively by one program or agency, without a collaborative planning process will not be considered, even if it is an umbrella agency containing multiple services and programs.*

## Eligibility:

- Coordination with the child care resource development specialist (RD) from the region(s) is required.
- Four letters of support representing a diverse array of community partners will accompany the application. One of the letters will be from the region's child care resource development specialist.  
Or, the Application must be approved and supported by an inclusive entity, such as the regional early childhood or Building Bright Futures Council, or another entity representing early childhood or Afterschool professionals. Support documentation should include evidence that the council or network discussed and approved submitting this proposal.
- A region is eligible for only one regional collaborative training grant per year
- Application must indicate collaboration in identifying, planning, sponsoring, delivering, and evaluating the event.

## Part 1: Overview and Instructions

### CDD Regional Collaborative Training Grants

Grants of up to \$1,500 are available to each AHS region for collaborative professional development events that meet the region's priority needs. The identified professional development need should be one that cannot be met through existing program and community resources and be in line with Vermont Northern Lights Career Development Center core knowledge areas for early childhood or afterschool, or early childhood and family mental health competencies.

The specific regional needs can be identified by an inclusive entity, such as the regional early childhood or Building Bright Futures Council, or another entity representing early childhood or Afterschool professionals.

Priorities are given to learning opportunities that include follow-up activities such as consultation, mentoring, and/or reflective practice. Follow-up could be in person or it could utilize technology. A required supporter and partner is the child care Resource Development Specialist, who will write a letter of support. Three additional letters of support are required.

Regions are not in competition with each other in applying for this grant; we expect one application to come from each region, representing the best thinking about how to meet the region's needs. A region may apply for only one grant per year.



Regions may also plan together and are encouraged to do so. When regions combine, the application can be for a larger amount of funding, (up to \$3000 for two regions, \$4500 for three regions, and so on).

**This application includes:** an Application Cover Page, and a Proposal Outline. For your convenience a checklist of requirements and a list of resource development specialists is included.

**Definition of Collaboration:** Any mixed group of representatives from a cross-section of services who join together as professional peers, from early childhood, child development, health/mental health, family support, or Afterschool care, to plan, sponsor, deliver, and assess a professional development opportunity.

**Examples of professional peers:** includes, but is not limited to, child care resource and referral agency; child care provider networks; pre-K collaboratives; Head Start/Early Head Start; Essential Early Education (EEE) and Early Education Initiative (EEI); mental health/CUPS teams; Healthy Child Care Vermont; Child and Adult Care Food Program; regional early childhood/BBF councils; regional Children's Integrated Services teams; and professional associations such as Vermont Association for the Education of Young Children, Vermont Head Start Association, Vermont Child Care Providers Association; Vermont Out of School Time (do they still exist?); Vermont School Age Care Network.

**Contact person for information or technical assistance on completing this grant:**  
Jan Walker  
802-241-2198 or 800-649-2642 ext. 2198  
jan.walker@ahs.state.vt.us

**Application deadlines**  
August 1  
November 1  
March 1

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*Check yourself! Refer to this checklist to make sure your application is complete.*

- Planning process is collaborative and includes partners
- Resource Development Specialist is involved in coordination or support of this event.
- Application is approved by a local inclusive council or network.
- Four letters of support are included from the Resource Development Specialist (required), and other relevant community partners.
- Instructors are identified and qualified
- Format of the learning opportunity is described.
- Is follow-up, reflective practice, or mentoring a component of the event?
- Outreach and promotion efforts are identified, and event will be listed on BFIS.
- Evaluation methods are described, and sample evaluation form included.
- Budget is itemized, balanced, and other forms of revenue are listed.
- Food is not included in the costs covered by the grant.

## Part II: Regional Collaborative Training Grant Proposal Outline

Person preparing this request (Print) \_\_\_\_\_ Title \_\_\_\_\_

Agency/Organization Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ 9-digit Federal Tax I.D. \_\_\_\_\_

Amount of Funds Requested \_\_\_\_\_

1. Title of proposed regional collaborative professional development opportunity.
2. Brief summary describing the opportunity (2-3 sentences)
3. Indicate the target populations(s) for this professional development opportunity - for example, early interventionists, teachers, parents, early childhood mental health consultants, and so on.
4. Estimate the number of individuals who will attend this opportunity.
5. Indicate the populations whose services will be enhanced as a result of having taken this professional development opportunity. For example, the children or families who will benefit by providers or parents having increased knowledge in this area, such as infants and toddlers, children with special health needs, children living in difficult situations, mothers suffering from post-natal depression, and so on.

I certify that the information contained in this application is true and correct, and that this program will comply with applicable eligibility criteria of the Federal Child Care Development Fund which includes not discriminating or barring participation in this program on the basis of race, religion, sex, color, handicap or national origin. I understand that if the funds granted are not used for the purpose requested, the funds must be returned to the Child Development Division.

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

Use the following outline to prepare your proposal. Be sure to number each section and use the same headings as in the outline below.

### **1) Planning process**

- Describe the collaborative process used to identify the need for the training.
- Define the goal or purpose of the training, including how the topic chosen addresses the identified gap. Reasonable research into the availability of comparable training statewide and/or in adjacent regions is expected.
- Attach a list of names and titles of the professionals involved in the collaborative planning
- Describe how this professional development event supports your region's priorities for courses, workshops and in-service training.

### **2) Instructors**

- List the names and titles of proposed or scheduled instructors. Describe their qualifications and any other reason for selecting that individual or group to deliver this professional development event. Include their fee here and in #6 below.
- It is expected that instructors you hire will be listed in the Northern Lights Instructor Registry. Some exceptions may apply. For assistance becoming registered, contact the Northern Lights Career Development Center, 802-885-8374 or [www.northernlightscdc.org](http://www.northernlightscdc.org).

### **3) Format**

Describe the format of the learning opportunity. Include the following:

- Draft agenda and outline including learning objectives, methods of instruction (lecture, small group, audiovisual, scenarios, etc.).
- Location and proposed dates.
- Projected attendance (how many people you anticipate in the training)
- Follow-up consultation, mentoring and/or reflective practice activities.

### **4) Documentation of Professional Development Form**

Submit a draft of a completed Documentation of Professional Development (DPD) Form that will be used for this learning opportunity. The template for this form is available at <http://northernlights.vsc.edu/career.html> or by calling 885-8374. You are expected to use the DPD form and to submit attendance forms to the Northern Lights Career Development Center and to the CDD as part of your final report on the grant award. This does not preclude the use of additional documentation forms such as certificates or CEUs.

### **5) Promotion**

The event must be listed on the Bright Futures Information System (BFIS) Course Calendar. For assistance posting the event on BFIS, contact Northern Lights at 802-885-8374.

Describe other methods of advertisement and promotion, how participants will be recruited, and how anticipated levels of attendance will be met.

### **6) Evaluation**

Describe formal and informal methods to be used to evaluate the effectiveness of this event. Attach sample evaluation documents or assessment plans that are linked to the learning objectives and competencies of the event.

### **7) Budget**

Attach a balanced budget and budget description that includes itemized expenses and documentation of costs. Include any additional or potential revenue to help cover the costs of the event. Food cannot be included as an expense to be funded through this grant.

It is recommended you send your application as an email attachment to [linda.clark@ahs.state.vt.us](mailto:linda.clark@ahs.state.vt.us) and mail 5 copies of the cover page with signatures, and letters of support to Linda Clark at the address below, and 1 copy to your local Child Care Community Support Agency Resource Development Specialist (contact information included below). You may also scan all required documents and email the entire package to Linda Clark.

OR, make 6 copies of your complete\* application. Keep one for yourself; send one copy to your local Child Care Community Support Agency Resource Development Specialist, and four copies to the address below. Be sure to sign the appropriate certification for your application!

*\*Complete means all the required enclosures and attachments are included with each application.*

Child Development Division — Regional Collaborative Grant

ATTN: Linda Clark

103 South Main Street

Waterbury, VT 05671-2901

Phone: 802-241-1215; email: [linda.clark@ahs.state.vt.us](mailto:linda.clark@ahs.state.vt.us)

## Resource Development Specialists by District

<p><b>Middlebury District</b>          Amethyst Peaslee          Mary Johnson Children's Center          81 Water Street          Middlebury, Vermont 05753-0591          resource@mjcvt.org or 388-4304</p>	<p><b>Bennington District</b>          Pam Torres          Bennington Child Care Association          PO Box 829          Bennington, Vermont 05201          pam.bccca@comcast.net or 447-6485</p>
<p><b>St. Johnsbury District</b>          Marie Sullivan          Kingdom Child Care Connection @ Umbrella          1222 Main St., Suite 301          St. Johnsbury, VT 05819          marie@umbrellanek.org or 748-8645</p>	<p><b>Rutland District</b>          Rosie Piontek          Child Care Support Services @          Vermont Achievement Center          88 Park Street, PO Box 6283          Rutland, Vermont 05702-6283          rosiep@vac-rutland.com or 775-2395</p>
<p><b>Springfield District</b>          Kim Kiniry          Springfield Area Parent Child Center          2 Main Street          No. Springfield, VT 05150          kimk@vermontel.net or 886-5242</p>	<p><b>Burlington District</b>          Amy Conant          Child Care Resource          181 Commerce Street          Williston, VT 05495          aconant@childcareresource.org or 863-3367</p>
<p><b>Barre District</b>          Dori Oatley, 262-3292          dorio@fcwcvt.org          Brenda Buzzell, 262-3292          brendabu@fcwcvt.org</p> <p>The Family Center of Washington County          383 Sherwood Drive          Montpelier, VT 05602</p>	<p><b>St. Albans District</b>          Sue Stanley          The Family Center of Northwestern Vermont          130 Fisher Pond Road          St. Albans, VT 05478          sstanley@ncssinc.org or 393-6591 or 524-6554</p>
<p><b>Brattleboro District</b>          Cyndi Miller          Cyndi@windhamchildcare.org          Gretchen Horton-Kuebler          Gretchen@windhamchildcare.org          254-5332</p> <p>Windham Child Care Association          130 Birge Street          Brattleboro, VT 05301</p>	<p><b>Hartford District</b>          Chris Pressy-Murray          Christine.A.Pressey-Murray@dartmouth.edu          Cindy Binzen          Cindy.Binzen@dartmouth.edu          800-323-5446</p> <p>Child Care Project          17 1/2 Lebanon Street, Suite 2          Hanover, N.H. 03755</p>
<p><b>Lamoille District</b>          Lorraine Patterson          Lamoille Family Center          480 Cadys Falls road          Morrisville, VT 05661          lorrainelfc@yahoo.com or 888-5229</p>	<p><b>Newport District</b>          Ines Abdelnour          32 Central Street          Newport, VT 05855          ines_abdelnour@yahoo.com or 334-4072</p>