



BCAEYC TRAINING GRANT REQUIREMENTS

Guidelines for workshops:

- i. Center must meet state licensing requirements to qualify.
State licensing documentation must be attached to grant application.
- ii. Two staff members must be BCAEYC members for a minimum of 90 days.
- iii. The application must be submitted *at least 90 days prior* to the training.
- iv. There must be two specific methods of informing BCAEYC members of the training.
Example: BCAEYC newsletters, BCAEYC website, PA KEYS training calendar website, flyers,
Proof must be provided (printout of web page, copy of newsletter, etc.).
- v. Centers can request up to \$300 per training, with a maximum of \$600 per center per calendar year.
- vi. Training must be free to all BCAEYC members.
- vii. Non-members may be charged a nominal fee which is to be returned to BCAEYC within 30 days of the session.
- viii. Address labels are available from BCAEYC for \$15. Contact membership chairperson.
- ix. Refreshments are the responsibility of the hosting center.

Procedures:

1. *At least 90 days prior to training/workshop:*
Send 2 copies of the application, 1 copy of state licensing and advertising documentation to:
Janet Richard
266 Hickory Road
Warminster, PA 18974
215-672-8332
2. *Within 30 days after training:*
Grant funds will be sent to the center after approved training & following receipt of training documentation:
attendance/sign-in sheet, evaluation form, fees collected from non-member attendees, and proof of payment/invoice with amount paid to trainer



APPLICATION FOR TRAINING GRANTS

Center requesting training grant funds: _____

Center address: _____

Contact person: _____ Title _____

Telephone: _____ Fax: _____ E-mail: _____

Title of training: _____

Presenter of training: _____

Description of training: _____

Total cost of this training: \$ _____

Other sources of funding: _____

Total amount requested for this training from BCAEYC (maximum \$300): \$ _____

Date and time of training: _____

Location of training: _____

Total # of training hours: _____

Total # of staff to be trained: _____

Two methods to inform BCAEYC members of training (flyers/ mailing, BCAEYC website, BCAEYC newsletter, etc.):

1. _____

2. _____

(complete both sides)

Name/addresses of two staff members who are BCAEYC members:

1. Name: _____

Address: _____

2. Name: _____

Address: _____

Projected Budget for Training

Funds requested from BCAEYC: \$ _____

Projected expenses: Explain \$ _____

Projected income: Explain: \$ _____

Signature _____ Date: ___/___/___

At least 90 days prior to proposed training event date -
send 2 copies of application, 1 copy of state licensing and 1 copy of advertising documentation to:

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266 Hickory Road
Warminster, PA 18974
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Updated 12/20/10