



## **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:  
Alison Angelaccio, 226 Penn St. Bristol, PA 19007 215-833-1376
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.

Updated 02/03/2015

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, email blast, PAKey website, etc.):

1. \_\_\_\_\_
2. \_\_\_\_\_

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:

**Alison Angelaccio 226 Penn St Bristol, PA 19007 215-833-1376**

**Updated 2/3/2105**