

# Regional Collaborative Training Grant

**Overview:** CDD Regional Collaborative Training Grants are grants of up to \$1,500 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 programs 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.

**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.

**Who Can Apply:** 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. Regions are not in competition with each other in applying for this grant. A region may apply for only one grant per year. If two regions have identified a shared training need, two regions may plan an event together and request up to \$3,000 for the two regions.

**Grant Priority:** Priority is given to learning opportunities that have not been addressed in the region and there is an identified need. Include follow-up activities such as consultation, mentoring and/or reflective practice. Follow-up could be in person or it could utilize technology.

**Payment Information:** *Approved grants must have a current Federal W9 Form on file for the approved grantee in order for a payment to be processed.*

## Grant Requirements:

- 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.
- Events must be listed on the Bright Futures Information System Course Calendar and use the Vermont Common Evaluation Process to evaluate the opportunity.
- Events including in-service training, that are planned exclusively by one program or agency without a collaborative planning process will not be considered.
- Four letters of support representing a diverse array of community partners will accompany the application. Two of the four letters will be from the region's Child Care Resource Development Specialist and from the Bright Futures Council Regional Representative.

**Grant Submission:** Ensure the application package is complete, including page 3 of the application (Regional Collaborative Training Grant Proposal Cover) and all required enclosures and attachments. Mail the original complete application package and two (2) complete copies to Linda Clark at the address below.

Send an additional copy to your local Child Care Community Support Agency Resource Development Specialist (by mail or email) and keep a copy for your records.

Child Development Division  
Regional Collaborative Grant  
ATTN: Linda Clark  
280 State Drive, NOB 1 North  
Waterbury, VT 05671-1040  
Phone: 800-649-2642; email: linda.clark@vermont.gov



## Instructions

**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; Prek collaboratives; Head Start/Early Head Start; Essential Early Education (EEE) and Early Education Initiative (EEI); Mental Health; 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 Afterschool.

**For information or technical assistance on completing this grant, contact:**  
Lynne Robbins  
802-241-0823 or 800-649-2642  
lynne.robbsins@vermont.gov

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

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*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.

# Regional Collaborative Training Grant Proposal Cover

Use this page as the cover sheet of your application.

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

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

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

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

Email \_\_\_\_\_ 9-digit Federal Tax ID \_\_\_\_\_

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

On this sheet, please provide:

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 #7 below.
- It is expected that instructors you hire will be listed in the Northern Lights Instructor Registry. Some exceptions may apply. For questions or to join the Instructor Registry visit the Northern Lights website [www.northernlightscdc.org](http://www.northernlightscdc.org) or contact the Northern Lights Career Development Center, Instructor Registry Manager at 802-885-8374.

### **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).
- Description of follow-up consultation, mentoring and/or reflective practice activities, if any.

### **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. Contact your Resource Development Specialist for a copy of this form. 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 [professional.development@ccv.edu](mailto:professional.development@ccv.edu).
- 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 forms 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.

## 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>          Lori Pinsonneault          Bennington Child Care Association          PO Box 829          Bennington, Vermont 05201          lorip@sunriseppcc.com or 447-6638</p>
<p><b>St. Johnsbury District</b>          Kim Buxton          Kingdom Child Care Connection @ Umbrella          1222 Main St., Suite 301          St. Johnsbury, VT 05819          kim@umbrellanek.org or 748-1992 x316</p>	<p><b>Rutland District</b>          Rosie Piontek          Child Care Support Services @          Vermont Achievement Center          88 Park Street          Rutland, Vermont 05701          rosiep@vac-rutland.com or 775-0033</p>
<p><b>Springfield District</b>          Kim Kiniry          Springfield Area Parent Child Center          2 Main Street          North Springfield, VT 05150          kimk@vermontel.net or 886-5242 x248</p>	<p><b>Burlington District</b>          Amy Conant          Child Care Resource          181 Commerce Street          Williston, VT 05495          aconant@childcareresource.org or 863-3367 x119</p>
<p><b>Barre District</b>          Jessica Jackson          The Family Center of Washington County          383 Sherwood Drive          Montpelier, VT 05602          jessicaj@fcwcv.org or 802-262-3292</p>	<p><b>St. Albans District</b>          Michelle Trayah          The Family Center of Northwestern Vermont          107 Fisher Pond Road          St. Albans, VT 05478          mtrayah@ncssinc.org or 393-9415</p>
<p><b>Brattleboro District</b>          Nancy Witherill          Windham Child Care Association          130 Birge Street          Brattleboro, VT 05301          nancy@windhamchildcare.org or 254-5332</p>	<p><b>Hartford District</b>          Chris Pressy-Murray          Christine.A.Pressey-Murray@dartmouth.edu          Cindy Binzen          Cindy.Binzen@dartmouth.edu</p> <p>Child Care Project          17 1/2 Lebanon Street, Suite 2          Hanover, N.H. 03755          800-323-5446</p>
<p><b>Lamoille District</b>          Daniela Caserta          Lamoille Family Center          480 Cadys Falls road          Morrisville, VT 05661          dcaserta@lamoille.familycenter.org or 888-5229</p>	<p><b>Newport District</b>          Ines Abdelnour          70 Main Street, PO Box 346          Newport, VT 05855          iabdelnour@nekcvt.org or 334-7316 x202</p>