

**Professional Development APPLICANT COVER PAGE**

**APPLICANT CONTACT INFORMATION**

**Agency Name:**

**Address:**

**Contact Name:**

**Phone:**

**E-mail:**

**Federal Tax ID #:**

**Fiscal Person Contact Name and E-mail:**

**Amount of Funding Requested (whole dollars only):**

**ASSURANCES:** This signature attests that:

- a. Professional Development activity will be provided at no cost or substantially reduced cost for eligible Linn County child care providers that serve families with children <age 6.
- b. The Professional Development activity will be completed prior to June 30, 2017.
- c. I have read Attachment A: *FY 15 Linn County ECI Child Care Provider Needs Survey*.
- d. **If** selected for funding then a Certificate of Insurance listing Linn County Early Childhood Iowa Board as a Certificate Holder, or proof of self-insurance if a governmental entity, will be submitted with the signed ECI contract, if not already on file with Linn County ECI.
- e. Applicant is currently registered to do business in Iowa.
- f. The ECI funding requested is not being used to supplant an existing funding source for the services in this proposal.
- g. The applicant can provide required data.

Signature of Authorized Agency Representative: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date of Submittal: \_\_\_\_\_

**ATTACHMENTS**

- A. FY 15 Linn County ECI Child Care Provider Needs Survey
- B. FY 17 ECI Budget Form

**INSTRUCTIONS**

Select which Program Category below best aligns with your proposed services. Mark your selection in the far right column of the table.

- Your Proposal and Budget will pertain to only this Program Category.
- If you would like to provide more than 1 Professional Development activity then submit a separate Proposal & Budget for each activity.
- ***There is no wrong answer.*** This section allows the Board to share with you the required data of each activity and for them to understand the type of activity requested.

Program Category & Required Data to Report	Check Only One (1) Box i
<p style="text-align: center;"><b>Host a Training</b></p> <p><b>Mark this option if you seek to sponsor/host a local training opportunity.</b> <i>Trainings are an in-depth focus on a particular topic. It may be one-time training/workshop or provided as a series, such as ChildNet. This can include Train-The-Trainer options too. Target audience is Linn County child care providers that serve families with children under age 6.</i></p> <p style="text-align: center;"><u>If awarded \$ here are the required data points to collect and report to ECI office.</u></p> <ul style="list-style-type: none"> <li>• # of participants at the training</li> <li>• # &amp; % of trainings held per category: early learning; family support; special needs; health; mental health; nutrition</li> <li>• % of participants report increase in knowledge, skills, or awareness of topic as result of the training</li> </ul>	
<p style="text-align: center;"><b>Host a Conference</b></p> <p><b>Mark this option if you seek to sponsor/host a single or multi-day conference.</b> <i>Conference is defined as variety of related topics or breakout sessions, perhaps with a keynote speaker, etc. Target audience is Linn County child care providers that serve families with children under age 6.</i></p> <p style="text-align: center;"><u>If awarded \$ here are the required data points to collect and report to ECI office.</u></p> <ul style="list-style-type: none"> <li>• # of participants at the conference:</li> <li>• # &amp; % of conferences held by category: early learning; family support; special needs; health; mental health; nutrition.</li> <li>• % of participants report increase in knowledge skill or awareness of topic as result of the training</li> </ul>	
<p style="text-align: center;"><b>Send ECI Staff to Professional Development Opportunity</b></p> <p><b>Only current Linn ECI-funded, eligible childcare programs can request \$ to send their staff to relevant training or conference not already funded in their FY 17 budget.</b></p> <p style="text-align: center;"><u>If awarded \$ here are the required data points to collect and report to ECI office.</u></p> <ul style="list-style-type: none"> <li>• # of staff sent to professional development opportunity</li> <li>• Type of training or conference attended: early learning; family support; special needs; health; mental health; nutrition.</li> <li>• % of participants' report increase in knowledge skill or awareness of topic as result of the training</li> <li>• Submit plan to distribute information gained to other early care providers in Linn County.</li> </ul>	

**Linn County Early Childhood Iowa Board Priorities**

The Early Childhood funds must be used to improve the quality and capacity of child care programs in Linn County. One way to achieve that is to support a skilled workforce with professional development opportunities.

There are a number of training and conference topics of value to early child care providers. Attachment A contains current input from Linn County child care providers on their professional development needs. Other emerging needs are the field of study on Adverse Childhood Experiences, use of Ages & Stages Questionnaire and the increasing diversity of children and families in Linn County. This is not an exhaustive list and the Board would be interested in learning about your unmet professional development need.

**Instructions:** Review the list of professional development topics below and mark in the far right column the topic(s) your training or conference will address:

Examples of Professional Development Topics	Check box(es) that describes your professional development focus
<i>Identified Training Needs from Linn Co ECI FY 15 Child Care Provider Survey: Attachment A</i>	
• Child development & lesson plans	
• Child health, safety & nutrition	
• Poverty, Trauma and Violence: Implications for children	
• Child behavior issues	
• Small business management practices	
• Iowa Quality Rating System	
• DHS Licensing/Registration requirements	
• Child abuse prevention and reporting	
Adverse Childhood Experiences or Trauma Informed Care	
Ages and Stages & SE Questionnaire	
Child and Family Cultural Diversity and Cultural Competence	
<u>Other:</u> If your topic is not listed then please describe: -	

**Professional Development BID PROPOSAL NARRATIVE**

DO NOT ALTER THE FORMAT OF THE NARRATIVE. FOLLOW THE OUTLINE.

**OVERVIEW**

1. Describe the professional development activity to be provided with the ECI funding.
2. Cite the qualifications of the person/persons that will present the professional development opportunity (Attach flyer or include website reference as applicable.)
3. Identify how you assessed the community need for the proposed activity.
4. Identify the target audience for the activity.
5. Identify the desired goal/outcome of the proposed professional development activity.

**PROGRAM SPECIFICS**

1. If known then identify the date and location the activity will take place.
2. Will a fee be charged to participants? If yes, then state the fee.
3. Will the professional development activity provide CEU's, DHS training hours or certifications?
4. Specify the method to obtain participant feedback on the value of the professional development activity.
5. What is the estimated # of participants?
6. Describe the collaborative partnerships that support this activity, as applicable.
7. IF the request involves sending current Linn County ECI-funded program staff to a training/conference then describe how the information gained will be shared with other Linn County early care providers. Otherwise mark NA.

**FUNDING- Submit ECI Budget Request Form w/Proposal**

1. Has the applicant received funding in the past from Linn County ECI Board?
2. List the amount of funding you are requesting from the Linn County ECI Board.
3. List the source of the required 15% Local Match (cash or in-kind.)
4. What would be the impact if the grant award is less than the requested amount?
5. Provide brief description of the primary expenses noted in the Budget.