Request for Support Grant Guidelines

The Office of Child Care and Family Resources (OCCFR) is pleased to announce a call for mini-grants or Request for Support (RFS) applications throughout the calendar year. OCCFR will provide funds for projects that target: teacher professional development; curriculum improvement; classroom equipment or resources promoting best practices in early childhood development; playground upgrades. Collaborative grants that benefit the entire early learning community are especially encouraged. Maximum individual grant awards will not exceed $5,000.00. There is no deadline for submissions; however, our budget allocation is strongest at the start of the fiscal year beginning July 1st.

ELIGIBILITY:
Full and part-time early education teachers and directors in our five UW campus centers are eligible to apply for these mini-grants. Teachers may only receive two grants per calendar year; however, funding priority will be given to first-time applicants.

FUNDING PRIORITIES:
Those requests that benefit our entire campus early education system.

GRANT REPORTING AND OUTCOMES:
We require that teachers who attend a conference, workshop or any other professional training event be willing to share their experience with other early educators at our annual Professional Development Day each fall. For all other funded requests, we would appreciate photos of children with these new purchases where applicable and allowable. We also ask that you complete a Grant Outcome Form and submit it to our office within 30 days of receiving your requested items.

GRANT WRITING PROTOCOL:

- You will find the Request for Support form on our website under the “Campus Child Care Teachers” Tab. Select the “Grants for Campus Teachers” on the drop-down menu.
- This form is fillable as long as you open it with Adobe Acrobat. We prefer that you use the fillable version of this document instead of hand-writing grant content.
- Please be as thorough and detailed as possible with your answers and when filling out the budget for your request. Include any supporting documents along with web links to specific items.
• The director of your center must sign off on your request before submission.
• Either fax (262-4622) or email your completed request and any questions to teri.stratton@wisc.edu

EVALUATION CRITERIA:
The OCCFR staff meets on a weekly basis to review each RFS. Our evaluation process is qualitative in nature. Here are the criteria we use to assess each request:

• Degree of need
• Value to center
• Innovation of request
• Outcome and/or deliverables
• Cost and quality of product requested
• Financial resources available to grant writer
• Presentation of request

NOTIFICATION OF APPROVAL:
We will let the grant writer know our decision no later than three weeks from the date of submission.

FUNDING POLICY FOR EARLY EDUCATION PROFESSIONAL DEVELOPMENT:

Domestic conferences/professional development/trainings or workshops:
If your grant request is approved, we are willing to fund up to 75% of the entire cost to attend the event including, but not limited to: registration fees; airfare; accommodations; transportation. We are not able to pay for meals. Please be as specific as possible with your budget and list of expenditures.

International conferences/professional development/trainings or workshops:
*Special eligibility requirement: three years of full-time employment in UW campus child care
If your grant request is approved, we are willing to fund up to 50% of the entire cost to attend the event including, but not limited to: registration fees; airfare; accommodations; transportation. We are not able to pay for meals. Please be as specific as possible with your budget and list of expenditures.

Additional documentation required:

• Conference overview with list of presenters and workshops
• Letter of support from your director