



Mini-Grant Guidelines For UW-Madison Network Child Care Centers

The Office of Child Care and Family Resources (OCCFR) is pleased to announce a call for mini-grant applications. OCCFR will provide funds for projects that target either a ***New Initiative*** (curriculum enhancement or classroom equipment/resources promoting best practices in early childhood) or ***Professional Development*** training. We do not guarantee full funding and any requests for “consumables” that should already be included in the center operating budget will not be considered. Collaborative grants that benefit the entire early education learning community are especially encouraged. The annual budget is **\$5,000.00** for network centers serving 75% or more UW-Madison families and **\$3,000.00** for all others. **Priority will be given to the applications of centers serving mostly UW-Madison student families.** Maximum individual grant awards will not exceed **\$1,000.00**. There is no deadline for submissions; however, our budget allocation is strongest at the start of the fiscal year beginning July 1st. The grant budget cycle also begins on July 1st. We will make award determinations on a first come, first served basis. If network centers decide not to submit grant applications to take advantage of the maximum amount available to them, the remaining balance for the academic year will not carry over. **All requests must be submitted no later than March 1st to ensure reimbursement by the end of the fiscal year.**

ELIGIBILITY:

Full and part-time early education teachers and directors in our nine centers are eligible to apply for these grants. Teachers may only receive one grant per year. Funding priority will be given to first-time applicants.

GRANT REPORTING AND OUTCOMES:

We require that teachers who attend a conference, workshop or any other professional training be willing to share their experience with other early educators at OCCFR professional development events. For all other funded grants, we would appreciate photos of children with these new purchases where applicable and allowable. **We also ask that you submit a testimonial detailing outcomes and send it to our office within 30 days of receiving your grant items.**

GRANT WRITING PROTOCOL:

- You will find the ***Request for Support*** form on our website (occf.wisc.edu).

- Click on the “Campus Early Education Teachers” box on our home page and you will see “OCCFR Grant Options.” Choose the **Request for Support** link. 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 vendor 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 AND SCORING RUBRIC:

The OCCFR grant committee meets weekly to review all requests. The evaluation process is quantitative in nature. Our scoring rubric uses a point system (scale of 1-3) and four categories to grade each grant:

- Presentation of Need
- Quality of Writing
- Description of Outcomes
- Budget

NOTIFICATION AND PURCHASING PROTOCOL:

Once a grant has been awarded, we will let the applicant and center director know our decision with an official letter no later than two weeks from the date on which the request was submitted. It is the responsibility of the center or teacher to make the purchase and to make registration and traveling arrangements. As soon as we have proof of purchase and attendance, we will expedite reimbursement through the most appropriate financial channel. **As of FY 21 (July 1, 2020), we require that all purchasing documentation be routed to Marcia Castro, our financial manager, within 20 business days of receipt of the official award letter. If there are extenuating circumstances, please let us know and we will try to be as flexible as possible.**

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; lodging; transportation. **We are not able to pay for meals.** Since UW-Madison is tax-exempt, you will need to present documentation at the time of hotel check-out to ensure that tax has been removed from any room charge.