



Office of Child Care
and Family Resources
SCHOOL OF EDUCATION
UNIVERSITY OF WISCONSIN-MADISON

Mini Grant Guidelines

For UW-Madison Campus 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. 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. **Maximum individual professional development grant awards can be up to \$1,000 and limited to 1 award per person, per fiscal year.** 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. **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 three campus child care 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 event be willing to share their experience with other early educators at our annual Professional Development day each fall. For all other funded grants, we require 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 20 days of receiving your grant items.

Grant Writing Protocol

- You will find the Request for Support form on our website (occfr.wisc.edu). Click on the "Early Childhood Professionals" box on our home page and you will see "Grant Opportunities."
- This form is fillable if 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.
- Email your completed request and any questions to leidson@wisc.edu and cigdem.unal@wisc.edu.

Evaluation Criteria and Scoring Rubric

The OCCFR grant committee meets weekly to review all requests. The evaluation process is qualitative 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 no later than two weeks from the date on which the request was submitted. It is the responsibility of the center and/or teacher to make the purchase and to make registration and traveling arrangements. As soon as we have proof of purchase and attendance, along with a testimonial, we will expedite reimbursement through the most appropriate channel. **We require that all purchasing documentation be routed to Lucy Eidson, leidson@wisc.edu, 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:

Maximum individual professional development grant awards can be up to \$1,000 and limited to 1 award per person, per fiscal year. Funding priority will be given to first-time applicants. 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.