



Submitted by: _____

Campus Child Care Center: _____

Phone number: _____

E-mail address: _____

Amount of Request: _____

Date Funds are needed: _____

I have read and understand the grant guidelines.

1) Describe the need and the details of your request.

2) Does this request fall into the category of a **New Initiative** (curriculum enhancement; classroom equipment; playground upgrade) or **Professional Development** training or conference? Please explain.

3) How does this request improve the curriculum quality and/or educational environment for the children in your center?

4) How does this request align with current best practices in early childhood?

5) What are the intended outcomes and/or deliverables of this request?

6) What other financial resources are available to you for this request? Please be specific.

7) Will you need salary support to cover the cost of substitute teachers?

Please check all that apply:

- I am willing to make a presentation at the annual campus child care professional development day.
- I am willing to meet with presenters to share what I learned from a professional development training.

Financial/Budget Information

Provide a detailed list of the expenditures included in this request.

Qty	Cost	Item Description	Vendor Web Link	Item Number	Total Cost
			Total shipping costs		
			Total proposed		
			Less total available from other sources	Include minus (-) sign	
			TOTAL AMOUNT REQUESTED		

Please add any other pertinent information for consideration.

Submitted by: _____ Date: _____

Director approval: _____ Date: _____

(Individual applications must be discussed with center directors and have signature approval)

Date received in OCCFR:

Reviewed by:

Decision:

Fund: