



SCHOLARSHIP INCENTIVE PROGRAM
For School Readiness Providers Only
2009-2010

Program Overview:

The Early Learning Coalition of Pasco and Hernando Counties, Inc. is committed to allow providers and their staff access to quality conference and training programs. The PHELSC Scholarship program is dedicated to assisting staff in attending trainings that are 50 miles or more from the provider's center. The **Scholarship Incentive Program** will assist with the costs associated with travel (one vehicle) and hotel accommodations for two (2) individuals and the registration fees associated with these "long distance" conferences.

Applicant may be reimbursed up to 50% of registration costs, hotel accommodations and mileage to a maximum annual reimbursement of \$250.00, per individual, per year, based on budget allocations determined by the Coalition Board. To confirm reimbursement, the applicant/provider must submit a proposal to the Coalition, via email, for pre-approval prior to attending the conference and subject to filing all necessary paperwork. The approved funds will be reimbursed to the provider within 30 days of the Quality Committee meeting at which the application was approved. This initiative **will not** include Coalition sponsored trainings or conferences.

Approved conferences to include:

- Early childhood conference
- Accreditation conference

Application Criteria – There are two (2) different ways to apply (choose one):

A. If an Early Learning Provider requests reimbursement for one (1) person:

1. Completed application from Provider
2. Letter of Interest
3. 2 Recommendations from community members
4. Copy of applicant's current resume
5. The applicant is responsible for pre-payment (payment must be made between July 1-June 30) of all registration activities and payment of associated fees
6. Copy of conference/training registration receipt and conference information for each individual
7. Itemized receipt from the hotel showing double occupancy
8. MapQuest mileage form showing mileage in excess of 50 miles one-way from the applicant's center or home child care facility (only one (1) mileage form per application will be accepted)
9. Upon completion of the approved activity, the applicant must submit documentation of completion and/or attendance, and certificate (if applicable)

10. The completed application must be received no later than June 15, 2010

B. If an Early Learning Provider requests reimbursement for more than one (1) person:

1. Completed application from Provider
2. Letter of Interest
3. Early Learning Provider must be in business and contracted for at least 2 full years prior to the date of application
4. Copy of latest licensing report
5. Pre and Post Assessments must be current
6. Child Developmental Screening (Ages and Stages) must be current
7. 2 Recommendations from community members
8. Must have scored above 80% in most recent Monitoring tool
9. Copy of applicant's current resume
10. The applicant is responsible for pre-payment (payment must be made between July 1-June 30) of all registration activities and payment of associated fees
11. Copy of conference/training registration receipt and conference information for each individual
12. Itemized receipt from the hotel showing double occupancy
13. MapQuest mileage form showing mileage in excess of 50 miles one-way from the applicant's center or home child care facility (only one (1) mileage form per application will be accepted)
14. Upon completion of the approved activity, the applicant must submit documentation of completion and/or attendance, and certificate (if applicable)
15. Copy of Director/Owner resume (at least 5 years experience in early learning)
16. The completed application must be received no later than June 15, 2010

Eligibility

The applicant must be an early learning provider employee contracted to provide School Readiness services for the Early Learning Coalition of Pasco and Hernando Counties, Inc. The applicant must be in full compliance with the contract deliverables.

Applicant must maintain a contract with the Early Learning Coalition of Pasco and Hernando Counties, Inc., for at least a year after the award has been approved.

Submit Completed Application and Supporting Documentation To:

**Early Learning Coalition
of Pasco and Hernando Counties, Inc**
15506 County Line Road
Spring Hill, FL 34610

Attention: Nicole Flechas, Quality Manager



SCHOLARSHIP INCENTIVE PROGRAM 2009-2010

Name: _____ Email: _____

Employer: _____ Phone Number: _____

Employer's Address: _____

Conference/Course Information

Title of Conference/Course: _____

Conference or Course Dates and Location, if applicable: _____

Conference/Course Costs: _____

Reimbursement amount requested: _____

Fees Paid by: _____ Participant _____ Employer

Name and Address for reimbursement check, if approved:

Required documentation attached (as appropriate)

A. Application Criteria for Early Learning Provider requesting reimbursement for one (1) person:

- _____ Completed application from Provider
- _____ Letter of Interest
- _____ 2 Recommendations from community members
- _____ Copy of applicant's current resume
- _____ The applicant is responsible for pre-payment (payment must be made between July 1- June 30) of all registration activities and payment of associated fees
- _____ Copy of registration receipt and conference information

- _____ Copy of conference/training registration receipt and conference information for each individual
- _____ Itemized receipt from the hotel showing double occupancy
- _____ MapQuest mileage form showing mileage in excess of 50 miles one-way from the applicant's center or home child care facility (only one (1) mileage form per application will be accepted)
- _____ Upon completion of the approved activity, the applicant must submit documentation of completion and/or attendance, and certificate (if applicable)

B. Application Criteria for Early Learning Provider requesting reimbursement for more than one (1) person:

- _____ Completed application from Provider
- _____ Letter of Interest
- _____ Early Learning Provider must be in business and contracted for at least 2 full years prior to the date of application
- _____ Copy of latest licensing report
- _____ Pre and Post Assessments must be current
- _____ Child Developmental Screening (Ages and Stages) must be current
- _____ 2 Recommendations from community members
- _____ Must have scored above 80% in most recent Monitoring tool
- _____ Copy of applicant's current resume
- _____ The applicant is responsible for pre-payment (payment must be made between July 1-June 30) of all registration activities and payment of associated fees
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- _____ Upon completion of the approved activity, the applicant must submit documentation of completion and/or attendance, and certificate (if applicable)
- _____ Copy of Director/Owner resume (at least 5 years experience in early learning)

Provider Applicant must maintain a contract with the Early Learning Coalition of Pasco and Hernando Counties, Inc., for at least a year after the award has been approved.

Applicant Signature

Date