

# Regional Collaborative Training Grant



Child Development Division (CDD)  
Department for Children and Families (DCF)  
Vermont Agency of Human Services (AHS)

For State Use Only

Date Received:	_____	Date	_____
Reviewed/approved:	_____	Date	_____
Payment entered by:	_____	Date	_____

**This application is for regional professional development events planned, sponsored, delivered and evaluated collaboratively between two or more organizations, to enhance the quality of child development, early education, and after-school services.**

## Eligibility

- Coordination with, and support from, the child care Resource Development Specialist (RD) from the region(s) is required. A letter of support is required from the RD.
- Application must be approved and supported by the regional Building Bright Futures (BBF) Council. A letter of support from the regional BBF director should include documentation that the council discussed and approved submitting this proposal.
- Application must indicate collaboration in identifying, planning, sponsoring, delivering, and evaluating the event.

**Note:** Professional development events, including in-service training, planned exclusively by one program or agency without a collaborative planning process will not be considered.

## CDD Regional Collaborative Training Grants

Grants of up to \$1,500 are available to each AHS region for collaborative professional development events that meet the region's priority needs. The identified professional development need should be one that cannot be met through existing program and com-

munity resources and be in line with Vermont Northern Lights Career Development Center core knowledge areas, or early childhood and family mental health domains.

The specific regional needs can be identified by an inclusive entity such as the regional Building Bright Futures Council, or a group of early childhood or Afterschool professionals and presented to the inclusive entity.

Priorities are given to learning opportunities that include follow-up activities such as consultation, mentoring, and/or reflective practice. Follow-up could be in person, or it could utilize technology. Required supporters and partners include the child care Resource Development Specialist and the regional Building Bright Futures Council. Additional letters of support are welcome.

Regions are not in competition with each other in applying for this grant; we expect one application to come from each region, representing the best thinking about how to meet the region's needs. A region may apply for one grant per year.

Regions may also plan together and are encouraged to do so. When regions combine, the application can be for a larger amount of funding, (up to \$3000 for two regions, \$4500 for three regions, and so on).

**This application includes two parts:** an Application Cover Page, and a Proposal Outline. For your convenience a checklist of requirements and a list of

resource development specialists and regional Building Bright Futures Council directors is included.

**Definition of Collaboration:** any mixed group of representatives from a cross-section of services who join together as professional peers, from early childhood, child development, or After-school care, to plan, sponsor, deliver, and assess a professional development opportunity.

**Examples of Professional Peers:** includes, but is not limited to, child care resource and referral agency; child care provider networks; pre-K collaboratives; Head Start; Essential Early Education (EEE) and Early Education Initiative (EEI); mental health/CUPS teams; Healthy Child Care Vermont; Child and Adult Care Food Program; regional BBF councils; regional Children's Integrated Services teams; regional partnerships; and professional associations such as Vermont Association for the Education of Young Children, Vermont Head Start Association, Vermont Child Care Providers Association; Vermont Out of School Time; Vermont School Age Care Network.

## Contact person for information or technical assistance on completing this grant

Janice Stockman  
802-257-8015  
jjstock@sover.net

## Application Deadline

November 15  
January 15  
May 15

## Regional Collaborative Training Grant Application Cover Page

**Check yourself!** Refer to this checklist to make sure your application is complete.

- |                                                                                                                                                                                   |                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Planning process is collaborative and includes partners                                                                                                  | <input type="checkbox"/> Format of the learning opportunity is described.                                 |
| <input type="checkbox"/> Resource Development Specialist is involved in coordination or support of this event.                                                                    | Is follow-up, reflective practice, or mentoring a component of the event?                                 |
| <input type="checkbox"/> Application is approved by the Regional Building Bright Futures Council.                                                                                 | <input type="checkbox"/> Outreach and promotion efforts are identified, and event will be listed on BFIS. |
| <input type="checkbox"/> Letters of support are included from the Resource Development Specialist, Regional Council Director. (Other letters of support may be included as well.) | <input type="checkbox"/> Evaluation methods are described, and sample evaluation form included.           |
| <input type="checkbox"/> Instructors are identified and qualified                                                                                                                 | <input type="checkbox"/> Budget is itemized, balanced, and other forms of revenue are listed.             |
|                                                                                                                                                                                   | <input type="checkbox"/> Food is not included in the costs covered by the grant.                          |

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**Person preparing this request** (Print) \_\_\_\_\_ **Title** \_\_\_\_\_

**Agency/Organization Name** \_\_\_\_\_

**Address** \_\_\_\_\_ **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_ **9-digit Federal Tax I.D. #** \_\_\_\_\_

**Amount of Funds Requested** \_\_\_\_\_

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- 1) Title of proposed regional collaborative professional development opportunity
- 2) Brief summary describing the opportunity (2-3 sentences)
- 3) Indicate the target population(s) for this professional development opportunity—for example, early interventionists, teachers, parents, early childhood mental health consultants, and so on.
- 4) Estimate the number of individuals who will attend this opportunity.
- 5) Indicate the population whose services will be enhanced as a result of having taken this professional development opportunity. For example, the children or families who will benefit by providers or parents having increased knowledge in this area, such as infants and toddlers, children with special health needs, children living in difficult situations, mothers suffering from post-natal depression, and so on.

I certify that the information contained in this application is true and correct, and that this program will comply with applicable eligibility criteria of the Federal Child Care Development Fund which includes not discriminating or barring participation in this program on the basis of race, religion, sex, color, handicap or national origin. I understand that if the funds granted are not used for the purpose requested, the funds must be returned to the Child Development Division.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Regional Collaborative Training Grant Proposal Outline

Use the following outline to prepare your proposal. **Be sure to number each section and use the same headings as in the outline below.**

## 1) Planning process

- Describe the process used to identify the need for the training.
- Define the goal or purpose of the training, including how the topic chosen addresses the identified gap. Reasonable research into the availability of comparable training statewide and/or in adjacent regions is expected.
- Attach a list of names and titles of the professionals involved in the collaborative planning
- Describe how this professional development event supports your region's priorities for courses, workshops and in-service training.

## 2) Instructors

- List the names and titles of proposed or scheduled instructors. Describe their qualifications and any other reason for selecting that individual or group to deliver this professional development event. Include their fee here and in #6 below.

Indicate whether instructors are listed in the Northern Lights Instructor Registry. This is encouraged, but not required. For assistance becoming registered, contact the Northern Lights Career Development Center, 802-241-4661 or [www.northernlightscdc.org](http://www.northernlightscdc.org)

## 3) Format - Describe the format of the learning opportunity. Include the following:

- Draft agenda and outline including learning objectives, methods of instruction (lecture, small group, audio-visual, scenarios, etc.).
- Location and proposed dates.
- Follow-up consultation, mentoring and/or reflective practice activities.

## 4) Documentation of Professional Development Form

- Complete and submit with this application a draft of the Documentation of Professional Development Form to be used for this learning opportunity. A sample of this form and tools to help you complete it are available at [www.northernlightscdc.org](http://www.northernlightscdc.org) under FINDING PROFESSIONAL DEVELOPMENT. Contact Maureen at 802-885-8374 or [professional.development@ccv.edu](mailto:professional.development@ccv.edu) to get a writable form for your training and to learn about sponsoring professional development.

It is an expectation of this grant award that this form will be used and that attendance forms will be submitted to the Northern Lights Career Development Center as well as be a component of the report to the CDD regarding this activity. This does not preclude the use of additional documentation forms such as for CEU's or college credit.

## 5) Promotion - the event must be listed on the Bright Futures Information System (BFIS) Course Calendar. For assistance posting the event on BFIS, contact Northern Lights at 802-241-4661.

- Describe other methods of advertisement and promotion, how participants will be recruited, and how anticipated levels of attendance will be met.

## 6) Evaluation

- Describe formal and informal methods to be used to evaluate the effectiveness of this event. Attach sample evaluation documents or assessment plans that are linked to the learning objectives and competencies of the event.

## 7) Budget

- Attach a balanced budget and budget description that includes itemized expenses and documentation of costs.
- Include any additional or potential revenue to help cover the costs of the event. Food cannot be included as an expense to be funded through this grant.

**Make 6 copies of your \*complete application.** Keep one for yourself, send one copy to your local Child Care Community Support Agency Resource Development Specialist, and four copies to the address below. Be sure to sign the appropriate certification for your application! \* "Complete" means all the required enclosures and attachments are included with each application.

**Child Development Division — Regional Collaborative Grant**  
**ATTN: Linda Clark**  
**103 South Main Street**  
**Waterbury, VT 05671-2901**  
**Phone: 802-241-1215; email: [linda.clark@ahs.state.vt.us](mailto:linda.clark@ahs.state.vt.us)**

## Building Bright Futures Regional Directors by District

<p><b>Barre District</b>  <i>Michele Mahaney</i>          383 Sherwood Drive          Montpelier, VT 05602          Phone – 262-3292 ext 110          Fax – 262-6071          Email – mmahaney@buildingbrightfutures.org</p>	<p><b>Middlebury District</b>  <i>Susan Hackett</i>          827 North Pleasant Street          Middlebury, VT 05753          Phone – 388-0122          Location: Charter House          Email – shackett@buildingbrightfutures.org</p>
<p><b>Bennington District</b>  <i>Robin Stromgren</i>          PO Box 746          Bennington, VT 05201          Phone – 447-2887          Email – rstromgren@buildingbrightfutures.org</p>	<p><b>Newport District</b>  <i>Julie Mulroy-Evans</i>          1 Main Street          Newport, VT 05855          Phone – 334-4664          Fax – 334-6555          Email – jmulroyevans@buildingbrightfutures.org</p>
<p><b>Brattleboro District</b>  <i>Cynthia Tarail</i>          PO Box 6413          Brattleboro, VT 05302          Phone – 258-2273          Email – ctarail@buildingbrightfutures.org</p>	<p><b>Rutland District</b>  <i>Heidi Corcoran-Wener</i>          5 Asa Bloomer Building          Rutland, VT 05701          Phone – 786-0069          Email – hcorcoranwener@buildingbrightfutures.org</p>
<p><b>Burlington District</b>  <i>Ann Dillenbeck</i>          1110 Prim Road          Colchester, VT 05446          Phone – 652-5138          Fax – 860-6149          Email – adillenbeck@buildingbrightfutures.org</p>	<p><b>Springfield District</b>  <i>Gladys Collins</i>          56 Main Street, Suite 208          Springfield, VT 05156          Phone – 885-8703          Fax – 885-8708          Email – gcollins@buildingbrightfutures.org</p>
<p><b>Hartford District</b>  <i>Christie Binzen</i>          224 Holiday Drive, Suite A          White River Junction, VT 05001          Phone – 295-8860          Fax – 295-4101          Email – cbinzen@buildingbrightfutures.org</p>	<p><b>St Albans District</b>  <i>Cynthia Greene (beginning 8/20)</i>          20 Houghton Street          St Albans, VT 05478          Phone – 527-5426          Fax – 527-5426          Email - cgreene@buildingbrightfutures.org</p>
<p><b>Lamoille District</b>  <i>Laura Jacoby</i>          63 Professional Drive          Morrisville, VT 05661          Phone – 888-0539          Fax – 888-1343          Email – ljacoby@buildingbrightfutures.org</p>	<p><b>St Johnsbury District</b>  <i>Dawn Powers (beginning 8/6)</i>          67 Eastern Avenue #2          St Johnsbury, VT 05819          Phone – 751-8408          Fax – 751-8404          Email –</p>
	<p><b>Executive Director</b>  <i>Becky Gonyea</i>          PO Box 1232          Morrisville, VT 05661          Phone – 888-4909          Fax – 888-7659          Email – bgonyea@buildingbrightfutures.org</p>

## Resource Development Specialists by District

<p><b>Middlebury District</b>  <i>Amethyst Peaslee</i>  resource@mjcvt.org  388-4304</p>	<p><b>Hartford District</b>  <i>Susan Hackett</i>  81 Water Street  Middlebury, VT 05753  Phone – 388-4304  Fax – 388-3063  Email – referral@mjcvt.org</p>
<p><b>Bennington District</b>  <i>Pam Torres</i>  pam.bccca@adelphia.net  447-6485</p>	<p><b>Newport District</b>  <i>Inez Abdelnour</i>  ines_abdelnour@yahoo.com  334-4072</p>
<p><b>St. Johnsbury District</b>  <i>Marie Sullivan</i>  748-8645</p>	<p><b>Rutland District</b>  Rosie Piontek  rosiep@vac-rutland.com  775-2395</p>
<p><b>Burlington District</b>  <i>Amy Conant</i>  aconant@childcareresource.org  863-3367</p>	<p><b>Springfield District</b>  <i>Kim Kiniry</i>  kkiniry@vermontel.net  886-5242</p>
<p><b>St. Albans District</b>  <i>Sue Stanley</i>  sstanley@srs.state.vt.us  534-6574</p>	<p><b>Barre District</b>  <i>Dori Oatley, 828-8772</i>  dorio@fcwcv.org  Brenda Buzzell, 828-8529  bbuzzell@srs.state.vt.us</p>
<p><b>Lamoille District</b>  <i>Lorraine Patterson</i>  lorrainelfc@yahoo.com  888-5229</p>	<p><b>Brattleboro District</b>  <i>Cyndi Miller</i>  Cyndi@windhamchildcare.org  Gretchen Horton-Kuebler  Gretchen@windhamchildcare.org  254-5332</p>