



Educational Scholarship Process

Purpose

Quality Program Scholarship funding is intended to assist Readiness and VPK programs in attending enhanced staff development. This allows programs to utilize scholarship funding to support their staff in meeting program's educational needs. This funding also allows the Program to attend staff development as a "program" and a Team.

Maximum Amount of Scholarships

Maximum amount of scholarship funding will be allocated based on the number of staff employed by the program. This funding allocation is \$250 per student biannually for attending classes. This funding may be used to pay registration, tuition, and/or travel fees for staff to attend trainings.

Approved Educational Opportunities

Scholarship funding may be used for the following:

- Attendance at Conferences or seminars on child related issues
- Obtaining Director credential from approved program
- Conferences
- College Courses

Process

The Program Owner/Operator will submit a Quality Initiative Expense Authorization Form, Staff Education Report, and required documentation to the Coalition or designee. Upon receipt of completed forms and documentation, the Coalition will approve payment to the program. It is the responsibility of the Directors/Owner-Operator to provide to the Coalition adequate documentation to demonstrate student/staff participation in educational opportunities.

Provider Agreement

I understand my responsibility and agree to submit the documentation required to receive funding. I agree to utilize this funding for the express purpose of supporting staff development within my program. I understand that the funding allocation is \$250 per student per six month period. I understand that this program is subject to funding availability.

Program Owner/Operator: _____

Date: _____

Coalition Acceptance: _____

Date: _____



Early Learning Coalition of Northwest Florida, Inc.
Quality Initiative Expenditure Authorization

Quality Initiative Type: _____

Amount Requested: _____

Date: _____

Paid To: _____

Phone: _____

Address: _____

City, State, Zip: _____

Contact for Quality Initiative: _____

Paid For: _____

How spending increases quality services and outcomes for children:

Attachments:

Coalition Approval / Date:

Amount Approved: _____

Instructions:

This form is used to request reimbursement for Coalition Quality Initiatives. The form may be obtained from the Coalition and must be approved by the Coalition in writing to be reimbursed.

- Quality Initiative Type is the program that the 'Paid To:' is asking for reimbursement under.
- Fill out name, address, phone, and contact information.
- Fill in the date and amount of the request for quality funding.
- Paid for: is the party that will receive funding or benefit of the funding.
- Write in a brief description on how the spending increases quality services and outcomes for children.
- Attach any forms and supporting documentation as listed.
- A copy of this form with proof of payment must be remitted for reimbursement on service provider invoice.
- Normally, the Coalition will state the Quality Initiative Type and Attachment requirements.

**Early Learning Coalition of Northwest Florida, Inc.
Staff Education Report**

For Period of: _____

Company/Provider: _____

Address: _____

City, State Zip: _____

Phone: _____

Program Owner/Operator: _____

	<u>Staff Name</u>	<u>Age Teach</u>	<u>Education Opportunity Attended</u>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Complete the form and submit with Quality Initiative Expenditure Authorization for reimbursement on educational opportunities that staff have attended.

Attach documentation that demonstrates attendance and payment such as a certificate of completion/attendance, grade report from college, conference CEU certificate, conference agenda and proof of payment. If there is a question of documentation, please contact the Coalition.