



## Conference Support and Scholarship Program Guidelines

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This program, sponsored by the Department of Early Learning, supports the professional development of child care providers by supporting the conferences they attend. For this program, conferences are defined as events that provide professionals with educational and networking opportunities and include a keynote and breakout sessions. The award amount is determined by the number of attendees and the total hours of STARS training. Funds are promised on a first-come, first-served basis until the available funds are distributed on a reimbursement basis.

### **Who can apply?**

STARS approved Training Organizations providing conferences that

- Will occur in Washington State between July 1, 2010 and June 30, 2011
- Have a keynote and breakout sessions
- Have registration open to all interested individuals

Applications must be received at least two weeks before the conference start date. Submit application, IRS Form W-9, conference agenda and current or previous brochure. Reimbursements will be payable to the organization named and sent to the address listed on the W-9.

### **What are the funds for?**

**Conference Support** *Documentation showing proof of payment is required for all eligible expenses*

- Keynote speaker (including honorarium and related travel costs). *Receipts for keynote honoraria are preferred but we will accept a signed contract for documentation.*
- Printing and postage (no internal printing) costs
- Translation and interpretation costs
- Audiovisual costs

### **Scholarships**

Scholarship dollars should be allocated on a first-come, first-served basis to any eligible registrant requesting one. Awards cannot exceed \$75 per participant and a maximum of five employees per program may receive scholarships to attend a particular conference. The scholarships are for registration fees only. **Participants must receive scholarships at the time of registration.** Scholarships can only be awarded to participants who are

- Currently working in a Washington State licensed, exempt or tribally-certified child care or afterschool program
- Not Washington State employees (including but not limited to Head Start, ECEAP, and School District employees)

### **What are the organization's responsibilities?**

- Collect a signed scholarship form from each applicant (sample forms in English and Spanish will be provided).
- Award scholarships to eligible applicants only.
- Submit a completed Conference Support and Scholarship Evaluation form (will be provided).
- Submit a reimbursement form (will be provided) to WAEYC along with all required documentation within 30 days of the ending date of the conference or funds will not be distributed.

**What is the award notification process?**

- WAEYC reviews application and makes a decision based on eligibility criteria and funding availability.
- WAEYC notifies organization of decision within 10 working days of our receipt of a complete application.

**Questions? Call us at (253) 854-2565 X33 or (800) 727-3107 x33**