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## **Grant Opportunity for Vermont Higher Ed Institution/Organizations**

### **Section A: Project Background**

The AOE invites interested higher education institutions and organizations to apply for grant funds to offer and conduct an Early Childhood professional development institute in July 2018.

In 2014, Vermont was awarded federal RTT ELC funds to support state and local efforts to build, develop, expand, and sustain high quality early education workforce. The Early Childhood Summer Institute is one of several important strategies to accomplish this goal. The purpose of this project is to increase access to high quality early childhood coursework. This professional learning grant will provide an opportunity for individuals in the early childhood workforce to gain knowledge, learn and implement evidence-based practices that support young children's growth and overall development, readiness for kindergarten, success in school, community and in life. The courses offered at the institute should be designed to promote Vermont's core values for early childhood education and to meet the needs of teachers from the AA to the MA level. Courses should align with Vermont Early Learning Standards (VELS), the protective factors of the Strengthening Families framework, and VT's Guiding Principles for the full participation of each and every child. A strong emphasis should be placed on courses that will assist teachers in obtaining or retaining AOE licensure in Early Childhood Education and/or Early Childhood Special Education.

### **Section B: Project Objectives and Deliverables**

By the end of this project, the subgrantee will:

- 1) Coordinate, plan and conduct an Early Childhood Education Institute by end of July 2018.
- 2) Coordinate with AOE licensing director and early learning program manager for syllabi review by April 15, 2018.
- 3) Submit a budget expenditure report by August 30, 2018.
- 4) Submit a conference post-evaluation report inclusive of attendance data by August 30, 2018.

### **Section C: Grants to Organization**

Proposals should describe how the organization will address the following:

- 1) How your organization will conduct outreach and publicity for the Early Childhood Summer Institute.
- 2) Coordination and participation of all planning sessions.
- 3) Coordination with venue and events staff.
- 4) Supply and coordination of on-line registration, payments, invoicing and scholarships as needed.
- 5) Securing and provision of spaces for classes, keynotes, break-out sessions, equipment (A/V etc.).

- 6) Coordination with faculty on syllabi requirements.
- 7) Coordination with institutions of higher education on credit bearing courses to facilitate transfer of credits as needed.
- 8) Provision of meals and lodging for attendees as needed.
- 9) Assistance with VT AOE licensing and endorsement cross-walking.
- 10) Coordination with a post-evaluation of the institute's outcomes.

## **Section D**

A detailed budget must be submitted with the proposal. Grant funds may be applied toward the following to support and off-set costs of the Early Childhood Summer Institute: faculty stipends, facilities fees, registration and credit fees, keynote presentations.

## **Section E: General Requirements and Deadlines**

**Submission Deadline:** All grant proposals must be submitted to the AOE by March 16, 2018. Please submit PDF proposals via email to [kate.rogers@vermont.gov](mailto:kate.rogers@vermont.gov). Grant proposals will undergo team review and scoring. Award recipients will be notified by March 20, 2018.

**Proposal Delivery:** The method of delivery shall be via e-mail attachment (Microsoft Word or PDF document) and shall arrive in the email in-box of the above Contact Person no later than 5:00pm on March 16, 2018 and should include the project title in the subject line of the e-mail.

Proposals responding to the grant opportunity are expected to cover the content listed below.

- a. A detailed outline of the plan for addressing chosen areas of work, based on the criteria in Section C.
- b. A detailed budget for completing the work in Section D.

**Single Point of Contact:** All communications and questions regarding this opportunity shall be in writing and addressed to Kate Rogers at [kate.rogers@vermont.gov](mailto:kate.rogers@vermont.gov).

## Scoring Criteria

CRITERIA FOR SCORING	Total Possible Points	Applicant Score
<b>A. Quality of Bidder's Experience</b> 1. The proposal demonstrates the organizations understanding, experience and knowledge related to the project.	20	
<b>B. Capacity to Perform</b> 1. The proposal demonstrates the organizations capacity to perform the necessary tasks for the project.	20	
<b>C. Responsiveness to Specifications</b> 1. The proposal addresses the priorities of the Early Childhood Institute. 2. The proposal includes a detailed plan describing appropriate, timely and accurate completion of project.	20  20	
<b>D. Cost</b> Lowest bid received by State of Vermont.	20	
<b>OVERALL TOTAL SCORE</b>	<b>100</b>	