



AB212 Center-Based Team Professional Development Grant REQUEST FOR APPLICATIONS

Summary of Program Requirements & Eligibility

GENERAL INFORMATION

The Contra Costa County Local Planning Council for Child Care and Development (LPC) invites applications from state funded centers for a Center-Based Team Professional Development Grant. The LPC has allocated AB212 funds to award grants up to \$5,000 each. The LPC reserves the right to cancel this offer at its discretion at any time before the execution of the contract agreement. These grants are funded by the California Department of Education and are contingent upon State budget enactment. The goal of the Center-Based Team Professional Development grant program is to support and empower teams of early care and education professionals to identify and engage in professional development with a team spirit and commitment to program goals.

The AB212 Center-Based Team Professional Development Grant is designed to foster:

1. **PEER-LEARNING** - through the creation of small peer learning groups or discussion groups.
2. **COMMUNICATION** - to identify areas of staff expertise and areas for staff growth.
3. **MUTUAL COOPERATION** - to promote sharing of professional knowledge, to utilize knowledge gained from professional development opportunities into practice in the classroom, and to support team-based approaches to program improvement.
4. **PROFESSIONAL DEVELOPMENT** - in areas that have been identified by the staff team at the site.
5. **PERSONAL GROWTH AND EMOTIONAL SUPPORT FOR STAFF** - to support the retention of a stable and skilled workforce.

The grant is to encourage staff to collaborate together to engage in common and purposeful professional development to help them address a specific program need. Programs are encouraged to:

- define the team size within the state-funded program, and to
- identify those who will be actively engaged in activities directly related to the funded goal

ELIGIBLE GROUPS

Contra Costa County child care programs that provide services to children who receive state subsidized child care services. Eligible teams should be at least 5 participants. Grant money goes to the center to support the activities of the team. Teams may include staff in a teaching position, instructional assistant, site supervisor or center director position. Individual staff members can not receive funds or stipends.



**CONTRA COSTA'S PROFESSIONAL DEVELOPMENT PROGRAM
FOR AB212 STATE FUNDED PROGRAMS
FY 2011-12**



ELIGIBLE PROJECTS

Applicants are asked to identify an area of program need from the Desired Results classroom summary and define it with a brief statement. Based on the area of program need that is identified, centers are expected to describe their team's Professional Development Goal to meet their identified program need, and what they expect to accomplish through participation in the center-based team model program. Example: *Increase staff ability to observe, recognize, and provide appropriate intervention strategies that will improve children's social interpersonal skills.*

IMPORTANT DATES

The Local Planning Council (LPC) staff has established the following table of important dates. All deadlines are subject to change at the LPC's discretion. Changes will be posted on the LPC's website www.plan4kids.org.

	EVENTS	DATES
1	Release RFA	July 29, 2011
2	Notice of Intent to Apply – teams of at least 5 participants due Registration for Grantwriting Workshop due	August 5, 2011
3	Mandatory Grant Writing and Application Workshop - Who should attend? At least 3 team members who will be responsible for writing and submitting the grant application. Application materials will be distributed at the workshop.	August 18 , 2011 Time and Location – Contra Costa County Office of Education, 77 Santa Barbara Rd., Pleasant Hill, CA 94523
4	Follow-up Conference Call for Grant Writing Workshop Attendees ONLY - to address questions	August 22, 2011
5	Proposal and Application due date	September 12, 2011 Received no later than 5 p.m. at the CCCOE – 77 Santa Barbara Rd. Pleasant Hill, CA 94523
6	Review Period	September 13-16, 2011
7	Tentative site visits	Week of September 19-23, 2011
8	Issue Notice of Awards	October 1, 2011
9	Grant Award Notification packet sent to grantees	Week of October 1, 2011
10	Grantee Seminar - Mandatory	October 10, 2011 Specific date, time, and location TBA

Note: The application for 2011-12 will include a supplemental questionnaire information included in the application packet. Supplemental information will focus on ways in which a request for funding will support previous efforts by the team and how the team will continue to measure the impact on program quality for children. First year applicants will not be required to complete the supplemental questionnaire.



**CONTRA COSTA'S PROFESSIONAL DEVELOPMENT PROGRAM
FOR AB212 STATE FUNDED PROGRAMS
FY 2011-12**

Interested applicants should mail the Letter of Intent Form and the Grant Writing and Application Workshop Registration Form **by or before August 5, 2011** to:

**Contra Costa County Local Planning Council for Child Care and Development
Contra Costa County Office of Education
Attn: Ruth Fernandez, LPC Coordinator
77 Santa Barbara Rd.
Pleasant Hill, CA 94523**

For more information or questions about the CBTM Professional Development Grants contact:
Ruth Fernandez at (925) 942-3413 or rfernandez@cccoe.k12.ca.us



**AB212 Center-Based Team Professional Development Grant
Letter of Intent Form
First Year Applicant Team**

PLEASE TYPE OR PRINT CLEARLY

Center Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Center Phone: (____) _____ Director Phone: (____) _____

Fax Number: (____) _____ Director E-mail: _____

Organization/Agency: _____

Primary contact name for this project (Team Leader): _____

Contact Phone: (____) _____ Contact E-mail: _____

Contact Job Title: _____

Total number of staff at program site: _____

Number of staff that will participate in the professional development team: _____

We understand that the Contra Costa County Local Planning Council for Child Care and Development is offering the Center-Based Team Professional Development Grants to state funded centers for 2011-2012. Our center requests materials necessary to apply for funds to increase professional development with a team spirit and commitment to program goals.

We also understand that our program will be required to identify members of a team from the total staff who wish to engage in focused professional development activities, which will include:

- Attendance by a minimum of three (3) team members at a grant-writing workshop is required of those who are writing and submitting the application
- Collaborating together with other staff to identify goals for funding
- Supporting other team members to identify activities which increase professional development in the targeted goal area
- Engaging in professional development activities that increase children's developmental outcomes
- Meeting regularly to discuss expected outcomes for professional develop and the benefits for children
- Summarizing through a reflection narrative the professional development benefits of individual members of the team, as well as the administrator.

Administrator Name (Please Print)

Signature

Date



AB212 Center-Based Team Professional Development Grant
Letter of Intent Form
Second Year Applicant Team

PLEASE TYPE OR PRINT CLEARLY

Center Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Center Phone: (____) _____ Director Phone: (____) _____

Fax Number: (____) _____ Director E-mail: _____

Organization/Agency: _____

Primary contact name for this project (Team Leader): _____

Contact Phone: (____) _____ Contact E-mail: _____

Contact Job Title: _____

Total number of staff at program site: _____

Number of staff that will participate in the professional development team: _____

We understand that the Contra Costa County Local Planning Council for Child Care and Development is offering the Center-Based Team Professional Development Grants to state funded centers for 2011-2012. Our center requests materials necessary to apply for funds to increase professional development with a team spirit and commitment to program goals.

We also understand that our program will be required to identify members of a team from the total staff who wish to engage in focused professional development activities, which will include:

- Attendance by a minimum of three (3) team members at a grant-writing workshop is required of those who are writing and submitting the application
Collaborating together with other staff to identify goals for funding
Supporting other team members to identify activities which increase professional development in the targeted goal area
Engaging in professional development activities that increase children's developmental outcomes
Meeting regularly to discuss expected outcomes for professional develop and the benefits for children
Summarizing through a reflection narrative the professional development benefits of individual members of the team, as well as administrator.
As a second year grantee our program will be expected to design a professional development training related to the previous year's goals and activities. (More details to be provided at Grant Writing Workshop)

Administrator Name (Please Print)

Signature

Date



**AB212 Center-Based Team Professional Development Grant
Letter of Intent Form
Third Year Applicant Team**

PLEASE TYPE OR PRINT CLEARLY

Center Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Center Phone: (____) _____ Director Phone: (____) _____

Fax Number: (____) _____ Director Email: _____

Organization/Agency: _____

Primary contact name for this project (Team Leader): _____

Contact Phone: (____) _____ Contact E-mail: _____

Contact Job Title: _____

Total number of staff at program site: _____

Number of staff that will participate in the professional development team: _____

We understand that the Contra Costa County Local Planning Council for Child Care and Development is offering the Center-Based Team Professional Development Grants to state funded centers for 2011-2012. Our center requests materials necessary to apply for funds to increase professional development with a team spirit and commitment to program goals.

We also understand that our program will be required to identify members of a team from the total staff who wish to engage in focused professional development activities, which will include:

- Attendance by a minimum of three (3) team members at a Grant Writing workshop is required of those who are writing and submitting the application
- Collaborating together with other staff to identify goals for funding
- Supporting other team members to identify activities which increase professional development in the targeted goal area
- Engaging in professional development activities that increase children's developmental outcomes
- Meeting regularly to discuss expected outcomes for professional development and the benefits for children
- Summarizing through a reflection narrative the professional development benefits of individual members of the team, as well as the administrator.
- Participate in evaluation and monitoring activities conducted by AB212 Program Staff and/or evaluators



CONTRA COSTA'S PROFESSIONAL DEVELOPMENT PROGRAM FOR AB212 STATE FUNDED PROGRAMS FY 2011-12



- Provide supportive documentation about approved grant activities and fiscal management as requested by AB212 Program staff.
- As a third year grantee, our program will be expected to deliver the professional development training that was defined in the end-of-year report in 2010-11 and is related to the previous year's goals and activities.
- Also, as a third year grantee, our team will engage in mentoring and coaching of year one and two programs who wish peer-to-peer advising on their Center-Based Team activities (More details to be provided at Grant Writing Workshop)

Administrator Name (Please Print)

Signature

Date



Registration Form

**Grantwriting and Application Workshop
August 11, 2011
Contra Costa County Office of Education
77 Santa Barbara Rd., Pleasant Hill, CA 94523**

PLEASE TYPE OR PRINT CLEARLY

Center Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Center Phone: (____) _____ Director Phone: (____) _____

Fax Number: (____) _____ Director Email: _____

Organization/Agency: _____

Team Member's Name	Job Title	Permit Level

Please consider that those attending the workshop should be prepared to return to the team and share the concepts of the workshop with those who will be participating in the grant-writing process.

**Interested applicants, please return these documents by August 5 by mail to:
Ruth Fernandez, Manager, Educational Services
Contra Costa County Office of Education
77 Santa Barbara Rd., Pleasant Hill, CA 94523**