



Family Engagement Mini-Grant Application

The Early Learning Coalition of Duval encourages School Readiness and Voluntary Pre-Kindergarten programs to plan Family Engagement activities that bring families together, promote positive relationships between the parent and teacher, and strengthen family success. Mini-grant opportunities up to \$1000 are available for programs to recoup some of the costs associated with hosting family activities and events.

Reimbursement will be considered for any family activity or event. Some examples include, but are not limited to:

- Open Houses
- Holiday/Celebratory Events such as Holiday Programs, Egg Hunts, Trunk or Treat
- Parent/Teacher Conferences
- Transition to Kindergarten activities with parents
- Parent Education
- Guest Speakers
- Carnivals/Festivals
- VPK Graduations
- Family Garden Projects
- Parent meetings
- Child/Parent Activities

Reimbursement is **not available for food**, but is available for items such as::

- Decorations
- Activity materials
- Learning Materials
- Speaker fees
- Equipment rentals
- Staff overtime pay (for after-hour family events)

Other criteria include:

- Events must involve families in your program
- The event needs to occur between **10/1/23 – 6/15/24**
- Reimbursement applications are due no later than 30 days after the event
- When applying for reimbursement, you must have proof of the activity including:
 - A dated sign-in sheet with parent signatures
 - A flyer, letter, or newsletter advertising the activity
 - At least 2 pictures
 - Purchase receipts and/or documentation of employee overtime

To apply for reimbursement or for questions, please contact Charlene Gross, Director of Family Engagement, at cgross@elcduval.org or 904-208-2044 Ext. 240.

Family Engagement Mini-Grant Applicant Information

Name of Early Learning Program: _____

Mailing Address of Center: _____

Office Phone: _____ Cell Phone _____

Email Address: _____

Applicant's Name: _____

Title: _____

Are you a School Readiness Provider? Yes No

Are you a Voluntary Pre-Kindergarten Provider? Yes No

What was your family event? _____

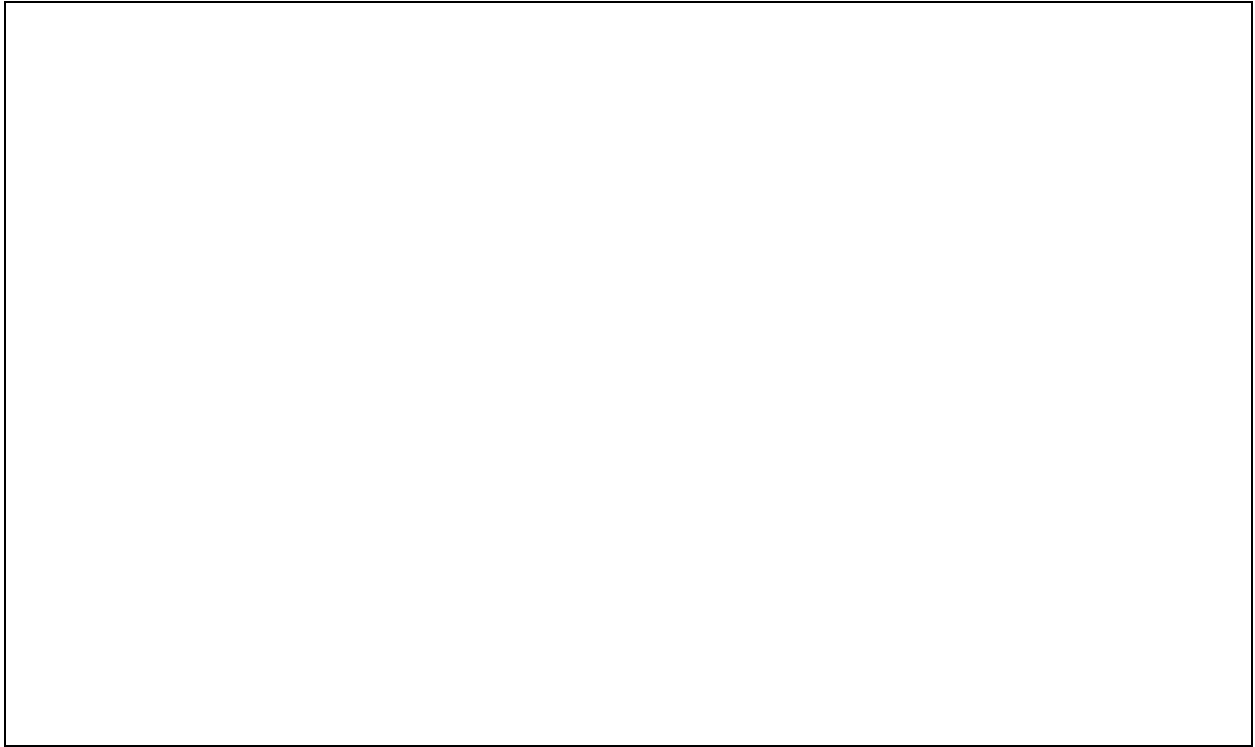
When was it held (Date/Time?) _____

How many adults attended (not including staff)? _____ How many children attended? _____

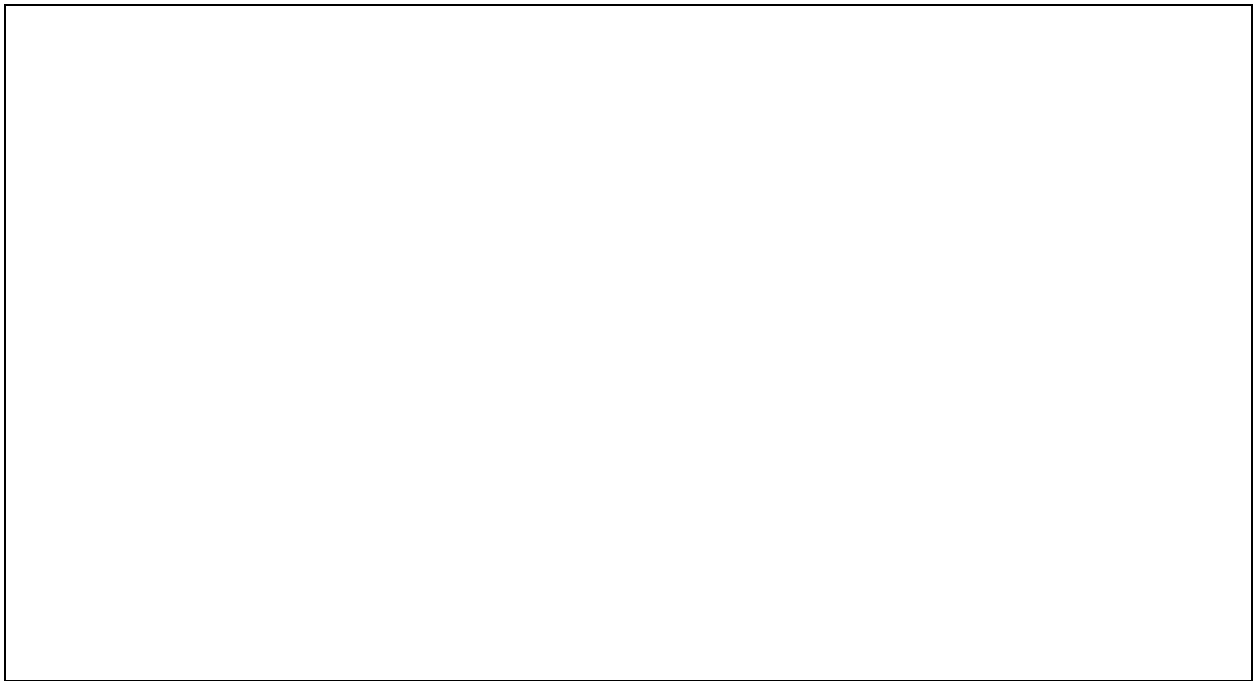
Please provide detailed answers for the following:

Please explain your family event/activity.

What were the goals of hosting your family activity? Do you feel the goals were met?



What did you do to encourage family participation in the activity? Were you satisfied with the participation? Would you do anything differently next time?



Please explain the receipts and purchases you are requesting reimbursement for. Food purchases cannot be reimbursed. If you are requesting staff time, please include their name and rate of pay. It must be for extra time outside of their normal work schedule. It must be time-related to the activity/event and no more than 4 hours per staff person.

What is the total amount you are requesting reimbursement for? (Up to \$1000)

Applications for reimbursement must be received by Charlene Gross no later than 30 days after your event.

Applications must include:

- A dated sign in sheet with parent signatures
- A flyer, letter, or newsletter advertising the activity
- At least 2 pictures
- Purchase receipts and/or Documentation of Employee Overtime

Submit via email to cgross@elcduval.org or drop off to the Early Learning Coalition of Duval located at 6500 Bowden Road, Suite 290, Jacksonville, 32216

For additional questions or information about this mini-grant contact:

Charlene Gross, Director of Family Engagement @ cgross@elcduval.org or

904-208-2044 Ext. 240