



Vermont Association for the Education of Young Children

# **Education Gap Grant for Early Childhood Educators**

**Grant Guidelines  
released November 15, 2022**

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**Please read through this document before completing an application.**



## **Introduction**

The Education Gap Grant for Early Childhood Educators offers grant funds to early childhood educators who are seeking additional early childhood education credentials and need a small amount of funding to fill a financial “gap” to reach their goal. Early childhood educators may request up to \$1000 to address a financial barrier to continuing education. Launched in November 2022, this program is generously funded by an anonymous donor.

## **Eligibility**

Applicants must be currently working in a Child Development Division-regulated early childhood education center-based program, family child care home, and/or public preschool program serving children between the ages of 0 and 5. Applicants must also have a financial need that prohibits them from continuing their education.

This funding is designed to provide financial support after all other relevant funding resources have been exhausted. Applicants should plan to fully expend any grant funds within six months of receiving an award.


Examples of expenses that can be covered include but are not limited to:

- Tuition costs not covered by other financial aid
- Books required for coursework or classes
- Deposits and fees required by a higher educational institution
- Paying off a small amount of student debt or fees, so a higher education institution will release a transcript and transfer credits
- Tuition costs at a non-Vermont college when other financial aid sources are exhausted and degree is too close to completion to be allowed to transfer into the VT State College system
- Rehabilitating existing student loans that are in default to become eligible for state-funded scholarships
- Portfolio fees for Assessment of Prior Learning, including competency-based pathways and course challenges not covered by another funding source
- License or test fees, including Praxis or alternative pathways to AOE teacher licensure
- Costs for student teaching mentor supervision
- Supports for students for whom English is not their native language

Awardees may only receive one award in a twelve-month period. Awards in future years will depend on the availability of grant funds.

## **Application Process**

Applications for the Gap Funding Program are accepted year-round. Applications can be found on the VTAEYC website at: [vtaeyc.org/education-gap-grant/](https://vtaeyc.org/education-gap-grant/).



Completed applications should be submitted by email to [pdsupports@vtaeyc.org](mailto:pdsupports@vtaeyc.org). Please fill out the application completely and include all required information. (VTAEYC anticipates the application process will move into an online portal early 2023.)

After you apply, your application will be reviewed by the VTAEYC review committee. You may receive a request for more information, documentation, or clarification; please respond in a timely fashion.

VTAEYC will send notification of the decision by email within four weeks of receiving a completed application.

### **Award Determination**

Awards of up to \$1000 are granted at the discretion of the VTAEYC review committee. All decisions are final. Awards are limited to available grant funds. Award notifications will be sent through email.

### **Grant Report**

Awardees are required to complete a funding report after funds are expended. This funding report will be due *no later than six months* after the grant is given. VTAEYC will provide a reporting template to awardees and will request documentation that the funds were used as intended. Awardees must complete a report to be eligible for any future grants. Upon completion of the funding report, recipients receive a one-year NAEYC+VTAEYC membership at no cost to them to support continued growth within the early childhood education field.

### **Tax Information**


If awarded, VTAEYC will request a current W-9 from you before we issue payment. At the end of the calendar year, VTAEYC will send awardees a 1099 tax form. Program participants are encouraged to consult with their own tax advisor for advice on any tax obligations resulting from a Education Gap Grant award. VTAEYC cannot provide legal advice on possible tax obligations.

### **Non-Discrimination Policy**

VTAEYC does not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status in any of its activities or programs. We are committed to providing an inclusive and welcoming environment for all members of our staff, program participants, volunteers, members, consultants, subcontractors, and vendors.

### **Confidentiality Policy**

All information concerning the personal and financial information of our program participants, volunteers and members is confidential and is not disclosed or discussed with unauthorized



individuals outside VTAEYC's organization. It is the policy of VTAEYC that such information be kept confidential both during and after employment, consultation, or volunteer service. Unauthorized disclosure of confidential or privileged information is a violation of this policy and will subject the person(s) who made the unauthorized disclosure to appropriate discipline, including possible removal/dismissal.

## **Frequently Asked Questions**

Can I use this grant to cover the cost of my annual professional development?

- No, the Education Gap Grant is not intended to fund annual professional development training hours. It is intended to address gaps in funding in order to support individual early childhood educators to earn specific post-secondary degrees and credentials.

Do I have to be a Vermont resident to apply for the Education Gap Grant?

- No, you do not have to be a Vermont resident, but you must be working in a regulated Vermont program.

I know the Grant Guidelines require that I apply for other funding sources; where can I find other funding options?

- You can find information about grants available to early childhood educators by visiting [https://www.vsac.org/sites/default/files/uploads/pdf\\_resources/Early%20Childhood%20funding%2022-23.pdf](https://www.vsac.org/sites/default/files/uploads/pdf_resources/Early%20Childhood%20funding%2022-23.pdf). This document compares the eligibility requirements and features of many funding opportunities for higher education for early childhood educators.
- VTAEYC staff are also happy to provide advice on options; please reach out to [pdsupports@vtaeyc.org](mailto:pdsupports@vtaeyc.org) to connect.

Can this program be combined with other financial aid?

- Yes, the expectation is that an applicant will have sought out other sources of financial aid. If available financial aid doesn't cover the full cost of tuition and fees, the applicant should submit tuition statements showing other financial aid and the remaining need.

Can this funding be used for multiple barriers?

- Yes, this funding can be used for multiple barriers at once but the total request may not exceed \$1000. For example, if an applicant wanted to apply to cover the cost of books, a parking pass, and other fees to a higher education institution, that would be allowable.

What early childhood education credentials are supported by the Education Gap Grant?

- This grant is designed to support individuals taking steps to earn a higher education degree or a credential on the Early Childhood Career Ladder and/or obtaining a Program Director Credential. For more information, please visit <https://northernlightscv.org/career-development/early-childhood-career-ladder/>.

Do I need to show receipts?

- Awardees are required to complete a funding report after funds are expended. This report will ask you to submit documentation that the funds were spent for the reason that they were awarded. We ask that you save your receipts as proof of documentation.

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Can I apply for the Education Gap Grant funds more than once?

- At this time, it is a one-time grant. Should the program continue beyond one year, we anticipate that early childhood educators would apply once per year as long as you still have a qualifying need.