



Scholarship Program

Program Description and Application Form

Program Definition

The National Association for the Education of Young Children (NAEYC) started a national accreditation system for early childhood programs in centers and schools in the 1980s. Widely recognized as the mark of quality in early childhood education, NAEYC Accreditation reinvented its system in September 2006 to enhance reliability and accountability. Nearly 8,000 programs across the United States, its territories and military installations that serve young children and their families are NAEYC Accredited, with many more programs preparing for accreditation.

NAEYC policy states that “NAEYC Accreditation shall be accessible by ALL early childhood programs.” NAEYC recognizes that the fees associated with NAEYC Accreditation—along with the costs of assembling and maintaining a high quality program for young children and families—may present a financial challenge for some early childhood programs. To support these programs, the NAEYC Accreditation Scholarship Program was established. NAEYC offers a limited number and a limited amount (in terms of the actual award) of NAEYC Accreditation Scholarships. *Accreditation Scholarships are available to programs seeking NAEYC Accreditation for the first time as well as to programs seeking to maintain their NAEYC Accreditation.*

NAEYC Accreditation Scholarships subsidize the fees associated with achieving and maintaining NAEYC Accreditation, including fees for:

- **Enrollment in Self-Study** (Step 1)
- **Application and Self-Assessment** (Step 2)
- **Candidacy** (The site visit fee is included in the Candidacy fee; this fee reflects Step 3 and Step 4 of the accreditation process.)
- **Annual Reports** (The **Annual Report** is due on the 1st, 2nd, 3rd, and 4th anniversary of NAEYC accreditation. During the 5th year, the program pursues reaccreditation by starting at Step 1—Enrollment in Self-Study.)

NAEYC Accreditation Scholarships are awarded primarily on the basis of financial need. The NAEYC Accreditation Scholarship Program is supported by funds allocated by the NAEYC Governing Board from the reserves of the association, as well as funds generously provided to NAEYC for this purpose by the F.B. Heron Foundation and the W.K. Kellogg Foundation. Priority for

some funds is based on restrictions established by the funder; for example, certain funds are targeted to programs serving predominately low-income families and rural areas.

Program Terms

Scholarships are available for NAEYC Accreditation fees that are due or have been paid by the program within 12 months of the date of application. Programs that apply for and are awarded a scholarship for a fee that is due **after** the scheduled announcement of awards for a given scholarship period will receive a *payment voucher* for the amount of the grant. The deadlines for submitting applications to receive payment vouchers are on **page 3** of this document. All other awards will be considered as retroactive scholarships, and the award will **only** be made as a refund of the fee paid to NAEYC (applications must include proof of payment). Accreditation fees paid by a third party are not eligible to receive a retroactive scholarship.

Scholarship applications are considered monthly. **To be considered in a given month, the complete application must be postmarked by the 1st of that month** (e.g., for consideration of a scholarship in May, the application must be postmarked by May 1st). Programs will be notified of their award by the 15th of the second month following the consideration of their application (e.g., programs with applications postmarked by May 1st will be notified by July 15th, and vouchers would be provided for fees due as of July 30).

Programs may apply for multiple NAEYC Accreditation Scholarships to correspond with different steps of the process, but must submit a different application and supporting documents for each step. Priority may be given to programs that have not received previous awards.

A three-person Awards Committee will make decisions about the awarding of Accreditation Scholarship Funds. The members of the Awards Committee will not be staff members of the NAEYC Academy for Early Childhood Program Accreditation. That is, the decision about the awarding of Accreditation Scholarship Funds is completely independent and separate from the NAEYC Academy for Early Childhood Program Accreditation and its award of accreditation status.



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Maximum awards are as follows:

Enrollment in Self-Study (Step 1)

Level	Fee	Maximum Award
1	\$425	\$200
2	\$525	\$250
3	\$650	\$350
4	\$775	\$400

Application and Self-Assessment (Step 2)

Level	Fee	Maximum Award
1	\$200	\$100
2	\$275	\$125
3	\$350	\$175
4	\$425	\$225

Candidacy (includes Site Visit; Steps 3/4)

Level	Fee	Maximum Award
1	\$650	\$275
2	\$775	\$325
3	\$950	\$400
4	\$1,150	\$475

Annual Report

Level	Fee	Maximum Award
1	\$300	\$250
2	\$350	\$300
3	\$400	\$350
4	\$450	\$400

Applicants for the NAEYC Accreditation Scholarship Program must:

1. Submit a completed Application for Accreditation Scholarship Funds. **Incomplete applications will not be processed and will be returned to the applicant.**
2. Provide **all** required supplemental documents as listed on the last page of this Application.
3. Submit a copy of the program's brochure or other such materials describing the program, and
4. Submit a letter from the program administrator or chair of the program's board of directors (or similar structure as applicable to your program) describing the program's history and explaining the reason for the application for NAEYC Accreditation Scholarship Funds.

If an application is denied, and additional information becomes available which significantly changes the program's application, the program may resubmit its application for reconsideration at a subsequent monthly application deadline.

**Send completed applications to:
NAEYC Accreditation Scholarships
Attn: Regina Thomas
1313 L Street, Suite 500
Washington, DC 20005-4101**

If you have questions about the Accreditation Scholarship program, please contact:

Regina Thomas

Accreditation Scholarship Program

National Association for the Education of Young Children

1313 L Street, NW, Suite 500

Washington, DC 20005-4101

800-424-2460 ext 8359

rthomas@naeyc.org



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Deadlines for NAEYC Accreditation Scholarship Applications for Recipients to Receive Payment Vouchers

Fee	NAEYC Academy DUE DATES	Scholarship application must be POSTMARKED BY:	Program will be NOTIFIED BY:
Enrollment in Self-Study (Step 1)	No due dates	1st day of the month of consideration	15th day of the second month following consideration
Application and Self-Assessment (Step 2)	February 28, 2009	Vouchers are only available to programs that submitted applications prior to January 1, 2009. Others will receive refunds of previously paid fees.	
	June 30, 2009	April 1, 2009	June 15, 2009
	October 30, 2009	August 1, 2009	October 15, 2009
	February 28, 2010	December 1, 2009	February 15, 2010
Candidacy (includes Site Visit)	January 31, 2009	Vouchers are only available to programs that submitted applications prior to January 1, 2009.	
	May 31, 2009	March 1, 2009	May 15, 2009
	September 30, 2009	July 1, 2009	September 15, 2009
	January 31, 2010	November 1, 2009	January 15, 2010
Annual Report 2009 Annual Report Due Dates (These are anniversary dates that do not include 60-day grace period provided by the NAEYC Academy.)	January 1–January 31	Vouchers are only available to programs that submitted applications prior to January 1, 2009. Others will receive refunds of previously paid fees.	
	February 1 – February 28		
	March 1 – March 31		
	April 1 – April 30	February 1	April 15
	May 1 – May 31	March 1	May 15
	June 1 – June 30	April 1	June 15
	July 1 – July 31	May 1	July 15
	August 1 – August 31	June 1	August 15
	September 1 – September 30	July 1	September 15
	October 1 – October 31	August 1	October 15
	November 1 – November 30	September 1	November 15
	December 1 – December 31	October 1	December 15
	2010 Annual Report Due Dates	January 1–January 31, 2010	November 1
February 1 – February 28, 2010		December 1	February 15

NAEYC Accreditation Scholarship Funds Application

FUNDING REQUESTED (Please check one only) Support toward:		
<input type="checkbox"/> Enrollment/Self-Study fee (Step 1) <input type="checkbox"/> Application and Self-Assessment fee (Step 2)		
<input type="checkbox"/> Candidacy fee (Steps 3 and 4; includes site visit fee) <input type="checkbox"/> Annual Report fee		
Please check appropriate box:		
<input type="checkbox"/> We are applying for a payment voucher. We have reviewed the deadlines on page 3. Our fee is due on (Month/Day/Year) _____.		
<input type="checkbox"/> We are applying for a retroactive fee. Our fee was paid on (Month/Day/Year) _____. (Proof of payment must be included in the application.)		
NOTE: Applications that do not include a proof of payment and do not meet the appropriate payment voucher deadlines will be returned to the program.		
What other sources of funding for this fee do you have or anticipate?		
PROGRAM INFORMATION		
Program Name		Program ID#
Street		Suite/dept/floor
City	State	Zip
My program location is (check one): <input type="checkbox"/> urban <input type="checkbox"/> suburban <input type="checkbox"/> rural		
Name of Program Administrator:		
Phone (_____) _____ - _____		Email:
Year Program first accredited by NAEYC (if applicable):		Expiration Date, NAEYC Accreditation (if applicable):
Full Name of parent or sponsoring organization (if different from above):		
Name, Title, and Phone number of person completing form, if different from Program Administrator:		
Program Level (Please circle one only) <i>Number is based on total number of children enrolled in program, not hourly or daily capacity.</i>		
Level 1: 10-60 children Level 2: 61-120 children Level 3: 121-240 children Level 4: 241 or more		
PROGRAM FINANCIAL INFORMATION:		
Total income for last fiscal year \$		
Total expense for last fiscal year \$		
What percentage of expenses are personnel costs for last fiscal year? \$		
Was your program audited by a CPA firm in the last three years? (check one) <input type="checkbox"/> Yes <input type="checkbox"/> No		
If Yes, please provide the name and address of audit firm and principal auditor:		
TUITION INFORMATION: Please provide tuition for each age group served.		
Infants (birth to 15-month-old)		
Toddlers/Twos (12- to 36-month-old)		
Preschool (30-month to 5-year-old)		
Kindergarten		

SUBSIDY INFORMATION:		
What percentage of children enrolled receive some type of subsidy?		
Ages Served	Total Number Children in each Age Group	Total Number of children per age group receiving child care subsidy (federal, state, community-based, etc.)
Infants (birth to 15-month-old)		
Toddlers/Twos (12- to 36-month-old)		
Preschool (30-month to 5-year-old)		
Kindergarten		

On a separate sheet, please list the following information:

- Specific governmental and/or community subsidy programs from whom you currently receive funds
- Total number of children receiving subsidies from each of these funding sources
- Total funds received from each funding source

For your application to be considered complete, please attach the following documents:

1. The current program operating budget (income and expense). **All programs must submit this information.**
2. A letter from the program director and/or chair of the program's board of directors, describing the program's history and explaining the reason and need for funds from the NAEYC Accreditation Scholarship Program. **All programs must submit this information.**
3. The previous year's (most recent) audited financial statements and management letter for the program and parent and/or host organization (if a parent and/or host organization exists). **If an audit is not available, please submit as much detailed financial information as is possible with a brief statement describing the financial condition of the program.**
4. The most recent tax return for the program. **(Not applicable for programs that do not submit taxes.)**
5. **Proof of payment of accreditation fee to NAEYC** (unless deadline for receipt of payment voucher has been met.)

How did you learn about the NAEYC Accreditation Scholarship? *(check all that apply)*

- NAEYC's website
- Communication with an NAEYC staff member (i.e. Quality Management, Information Center, etc.) List department or staff person's name: _____
- State or Local Affiliate, please list: _____
- An Accreditation Facilitation Project in my area, please list: _____
- The Community Partnership organization in my area, please list: _____
- Accreditation E-Update
- Accreditation Update* (NAEYC Accreditation newsletter mailed quarterly)
- Young Children* journal
- Teaching Young Children*
- Other, please describe: _____

The following statement must be signed by the program.

I certify this information to be accurate and complete to the best of my knowledge. If this is a retroactive scholarship application, I certify that no third-party funds were used to pay these fees.

Signature: _____

Printed Name: _____

Title: _____ Date: _____