

OCDEL Conference Fund Request

On behalf of the Office of Child Development and Early Learning, the PA Key will accept applications for funds to support large-scale professional development events and conferences at the state and regional level for fiscal year 2018-19.

Events must be focused on improving the skill, knowledge, and network of the early childhood education community.

Applications will be accepted from non-profit and for-profit entities, as well as institutions of primary and higher education.

Applications may be submitted as one of three event levels as defined:

Summit - events serving more than 1,000 people in a face-to-face setting or virtually. A maximum of \$10,000 may be requested.

Conference – events serving more than 250 to 1,000 people in a face-to-face setting or virtually. A maximum of \$5,000 may be requested.

Mini Conference - events serving 20 to 250 people in a face-to-face setting or virtually. A maximum of \$2,000 may be requested.

In evaluating requests for funding, OCDEL reserves the right to offer smaller monetary awards based on the goals and objectives of the event, availability of funding, or the justification of the request for funds.

Funding is limited to one event per organization annually.

If funding is awarded, the following stipulations must be met:

- Event recipients must include the following statement on conference or event materials (including promotional materials, agenda and internet sites):
 - *“Funding for this conference was made possible (in part) by the Pennsylvania Office of Child Development and Early Learning (OCDEL). The views expressed in written conference materials or publications and by speakers and moderators do not necessarily reflect the official policies of OCDEL; nor does mention by trade names, commercial practice or organizations imply endorsement by the Commonwealth.”*
 - Appropriate use of the OCDEL logo on materials is important. The OCDEL logo should not be displayed if it would cause confusion as to the source of the conference or give false appearance of government endorsement. Accordingly, unless specifically authorized by the award, any use of the OCDEL logo requires prior approval;
- At OCDEL’s request, information, materials or resources can be included with event materials (At no cost to planners);
- At the conference or summit level of funding, opportunity must be provided for OCDEL leadership to offer remarks to attendees;
- Planners must be approved to offer PQAS, Act 48, CEU’s or college credit to attendees of the event; and

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- Conference planners must provide a post-event summary to include information on the overall attendance, summary of attendees' evaluations of the event and how the event fulfilled the conference's goals.

Prohibitions and limitations – event funding request cannot be used to offset the cost of meals, prizes, or advertising. Event funding cannot support lobbying or advocacy activities.

Deadline: Event planners must submit the following information annually by **May 31, 2018, by 4:00 PM** for consideration of funding for events that will occur in the following fiscal year (July 1, 2018 - June 30, 2019). Funding decision will be made and communicated by June 15, 2018.

There is no specific application for this. Please use the following elements below to create your request for funds. Funding requests are limited to two pages and should address the following *required* elements:

Applicant Organization Name
Primary Contact Name, phone number and email address
Event Name
Event Funding Level
Targeted/Confirmed Event Date
Anticipated Registration Cost
Type and total number of professional development hours offered.
Targeted number of attendees. Provide past attendance numbers if available for reference
Overall Event Cost
Justification and Use of Requested Funds.

**If the event is supported through an existing grant or contract with the commonwealth, justification must be supplied on the need for supplementary funding.*

Applications for funding should be submitted to Conference Request (conferencerequest@pakeys.org).