



BC Family Child Care Association (“BCFCCA”) has been granted permission to use some of the bursary funds allocated to family child care to conduct workshops and offer training opportunities to family child care providers throughout the Province. In an effort to support our mandate to promote family child care around British Columbia we are asking BCFCCA member groups and other interested non-profit groups and organizations to submit proposals to the Board of BCFCCA to conduct workshops for the 2014-2016 years.

BCFCCA will support training and network opportunities to communities that deliver at least 1.5 to 2 hours of training

Workshops will be advertised and promoted to Licensed Family Child Care, Registered License-Not-Required, License-Not Required and Multi-age Care

A maximum of Two (2) applications will be approved for each partnering organization that present all required documents to BCFCCA during one calendar year. A calendar year is from September 1st to August 31st in conjunction with BCFCCA’s membership year.

Partnering group will organize and ensure that all additional expenses are covered by the registration fee, including but not limited to:

- Rental of the venue
- Cost of lunch or snacks
- Costs of any required AV material

Partnering group will also be responsible for:

- Registration
- Certificates of participation
- Ensuring evaluations sent by BCFCCA are completed, tallied and returned
- Set up and tear down
- Advertising and promotion
- Any prizes, name tags or conference bags (if desired)

Partnering groups agree to:

- Read a welcome from the Co-Chairs of BCFCCA
- Use BCFCCA’s name and logo in all promotion and print material
- Distribute BCFCCA pamphlets (contact BCFCCA’s office for pamphlets)
- Promote the philosophies and beliefs of BCFCCA

BCFCCA agrees to:

- Provide funds **up to** \$200 per workshop to cover honorariums (larger amounts may be approved by BCFCCA board on a case-by-case basis)
- Provide BCFCCA pamphlets for distributions
- Post and promote the workshops on the BCFCCA website
- Provide the BCFCCA logo to go on all material
- Provide Co-Chair's welcome message to be read at the beginning of the workshop
- Provide a check-list to assist with documents required to be submitted to BCFCCA
- Provide copies of evaluations and a template for partnering organizations to compile and submit results

Note: Six to Eight (6-8) weeks is required to assess and respond to this application.

Application to be sent to BCFCCA and include:

- full name of organization and any partners putting on workshop**
- proposed title/name of workshop**
- target audience**
- name and brief bio of facilitator**
- proposed date and location of workshop**
- number of anticipated attendees**
- how organization plans to advertise workshop**
- anticipated cost of workshop**
- amount of funds requested**
- outline of how requested funds will be spent**



Partner Organization Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

Email: _____

Website: _____

Proposed workshop date: _____

Proposed workshop location: _____

Proposed workshop topic:

- Infant/toddler course as it applies to Family Child Care
- Communication with families in Family Child Care
- Environmentally friendly practices in Family Child Care
- Family child care business model development and resources
- Forging and maintaining local partnerships for Family Child Care providers

Proposed workshop title: _____

Proposed workshop description: _____

Proposed workshop presenter: _____

Proposed presenter bio: _____

Amount Requested: _____

BCFCCA OFFICE USE ONLY

Received Date: _____

Reviewed date: _____

Approved or Denied _____

Material Sent Date: _____

Logo _____ BCFCCA Brochures _____

Evaluations _____

Final Material from Applicant received date: _____

Compiled evaluations _____