



Professional Development Grant

This grant requires the student to submit a completed application specifying the training opportunity in which the student intends to enroll. ELC will supply a “pre-approval” or rejection letter based on the information provided in the application.

Students who are pre-approved will submit the following to complete the reimbursement request process within two weeks of the event:

- Receipt or other valid proof of payment (grant is **reimbursement only**),
- Reimbursement claim form (download from ELC website),
- Proof of attendance (a certificate, a final grade, validated conference schedule, etc.),
- Reflection form (download from ELC website), and
- W-9 (download from ELC website).

Reimbursement will only be issued for registration fees/tuition up to \$100.00. The ELC will not reimburse for meals, travel, parking, or incidentals related to the conference/training/college course.

Name of Attendee: _____

Signature: _____ Date: _____

Name of Payer (check box if same): _____

Signature: _____ Date: _____

Employer Name: _____

Employer Address: _____

Phone: _____

Email: _____

Does this site offer the School Readiness program to Manatee County children? Yes No

This grant is to attend:

- Early childhood conference/training (attach copy of completed registration form – include dates)
- Early childhood related college credit course (attach proof of enrollment – include dates)
- Other (please explain – include dates)

Email, fax, or mail this form to the Early Learning Coalition of Manatee County, Attention: Education Department.
(Emails must be scanned form attached to an email.)

Mailing address: 3526 9th Street West - Suite 200
Bradenton, FL 34205

fax: (941) 757-2917
email: Education@elc-manatee.org

Questions? Phone: (941) 757-2900 ext. 250

