



Professional Development Award Policy and Instructions

Policy

First 5 Butte County intends to allocate up to \$6,000 per year in professional development awards for First 5 Butte County grantees to attend trainings, workshops, summits, or conferences that directly impact an organization's ability to deliver quality services aligned with the Commission's three Initiatives (Health, Oral Health, and Strengthening Families).

Instructions

Before applying for funds please read the Commission's 2010-2015 Strategic Plan and Professional Development Award Policy. Both can be found on the First 5 Butte County website, located at www.first5butte.org.

Application Process:

Each professional development award has a maximum value of \$1000.00. Please make note of the following criteria and restrictions for professional development awards:

1. The professional development award is for current First 5 Butte County grantees only.
2. Each organization can apply for up to two (2) professional development awards.
3. The professional development award may be used towards any expenses associated with trainings, workshops, summits, or conference. However, the money will be awarded on a reimbursement basis only – receipts for \$1000 worth of expenses must be submitted with a Final Report and will then be reimbursed by First 5 Butte County.
4. No cash will be received by the professional development award recipients or their organizations.
5. Successful recipients are expected to attend the entire training, workshop, summit, or conference. Only emergency medical or family situations will be accepted as reason for cancellation.

Proposal Submission:

To apply, please complete the First 5 Butte County Professional Development Award Application and carefully review the Final Report form available on our website at www.first5butte.org; sign the application (electronic signature is okay); and retain a copy for your records. Forms may be emailed to tfranzen@buttecounty.net or delivered to the following address:

Professional Development Award
First 5 Butte County
82 Table Mountain Blvd., Suite 40
Oroville, CA 95965

Professional Development Award applications may be submitted at any time during the fiscal year.

Application Review:

The Administrative Analyst will review all applications within thirty (30) days in the order they are received in the First 5 office and will exercise discretion in responding to professional development award requests. After review, and as per the Commission's policy, the Director may approve professional development awards in amounts up to \$1,000 in consultation with the Chair.

Funding Process:

Applicants will be notified by email whether or not they receive a Professional Development Award. All successful awardees will be required to sign a liability release.

Final Report:

All recipients will be required to complete a First 5 Butte County Professional Development Award Final Report form available on our website at www.first5butte.org within thirty (30) working days upon completion of their training.

All questions about the instructions or the required format are to be submitted in writing to Troy Franzen, Administrative Analyst, either via email to tfranzen@buttecounty.net with "Professional Development Awards" written in the subject line, or via the USPS to Troy Franzen, First 5 Butte County, 82 Table Mountain Blvd., #40, Oroville, CA 95965, Attn: Professional Development Awards. No phone calls please.