



Vermont Early Childhood Fund 2023 Application Guidelines

About the Application Process

- The application includes:
 - Cover page using this [template](#)
 - Two-page letter
 - Project budget using this [template](#)
 - Letters of support (optional, up to two)

- Applications are due by 4 p.m. on Friday, Oct. 7, 2022. Please send documents in one email to btruzansky@buildingbrightfutures.org. BBF will announce grantees by Nov. 7, 2022.

- Where to go for more information:
 - Please review the [Frequently Asked Questions \(FAQ\) document](#).
 - BBF will host a virtual **VECF Application Information Session** on Monday, Sept. 19 11 a.m.-12 p.m. To receive the zoom link, [please register](#). The session is optional and will be recorded.
 - Please reach out to your [BBF Regional Manager](#) who is available to provide guidance on applications and to support alignment with regional council priorities. Beth Truzansky, BBF Deputy Director, is also available at btruzansky@buildingbrightfutures.org.

What to include in the two-page letter:

- Project Name
- About your organization/group and the work it does
- Description of the project
- Target audience being served and the # of people you anticipate the project will impact if funded
- How this project is a great fit for your community and organization illustrated through a story or example

- How does this project respond to one of the identified [regional council priorities](#)?
- Key project partners and how they will work with you as part of this project (e.g. parents, community organizations, businesses, etc.)
- How does the proposed action expand opportunities for racial equity and social justice?

Note: Awardees will be asked to submit the following 30 days from award letter

- Workplan
- Evaluation plan
- Plan for financial sustainability