



2010 MetroAction Small Business Institute Scholarship Program Guidelines

Overview

MetroAction, certified through the PA Department of Public Welfare's PA Keys to Professional Development program, provides the Small Business Institute program which is eligible for professional development credits through the Pennsylvania Quality Assurance System (PQAS).

MetroAction has been committed to improving the quality of affordable child care in northeastern Pennsylvania since 2003. In March, MetroAction continue their commitment by awarding three (3) scholarships to the Small Business Institute Program to area child care providers.

MetroAction's Small Business Institute is a practical, hands-on, learning program designed to help entrepreneurs sharpen the skills needed to develop, manage, and grow a successful business. Participants incorporate their own business experiences while developing the building blocks for success.

The following information is intended to provide you with guidelines that MetroAction uses when scoring the scholarship applications. Please review this information carefully prior to submitting your application.

Eligibility

- Only child care providers located in Carbon, Lackawanna, Luzerne, Monroe, Pike, Susquehanna, Schuylkill, Wayne and Wyoming counties are eligible
- Applicants must be in good standing with the Pennsylvania Department of Public Welfare and must not have any pending legal issues or complaints
- Previous MetroAction Child Care MicroGrant recipients are eligible to apply for one of three (3) scholarships to MetroAction's Small Business Institute (SBI) program.

Use of Funds

Small Business Institute scholarship applications must describe how the child care provider will utilize the business practices learned with measurable and actual methods.

Important Notes

- Three (3) Small Business Institute (SBI) scholarships will be awarded;
- Applications will only be accepted during the following timeframe: February 1 through March 5, 2010;
- Application materials will NOT be returned to the applicant. Please do not send originals;
- Recipients must attend a Small Business Institute (SBI) program of their choice within six (6) months of receiving their scholarship. A complete schedule will be provided to all recipients.

For information on MetroAction's child care resources and to download an application, please visit

www.MetroAction.org



2010 MetroAction Small Business Institute Scholarship Application Instructions

How do I apply?

Once you download the Small Business Institute scholarship application from www.MetroAction.org, you must follow these steps:

1. Read the guidelines carefully;
2. Fill out the application completely. Applications may be typed or printed clearly in ink;
3. Include all required attachments and supplemental information;
4. Please be as detailed and specific with your information as possible;
5. Pictures and visuals are acceptable to include with the application. If you are attaching separate sheets, clearly label pages with the section being addressed;
6. Mail or fax the completed application to the following address by the deadline:

MetroAction
Attention: Desiree Ranella
PO Box 431
Scranton, PA 18501
Fax: (570) 347-6262

MetroAction's review committee gives careful consideration to the following criteria:

1. The need for the professional development training;
2. The innovative components of the child care services offered;
3. The applicant's definition of quality childcare;
4. Enrollment status with the Keystone Stars and NAEYC programs.

What happens next?

Once we receive your application, a committee will score the application according to the criteria listed in the guidelines and application instructions.

Recipients will be notified via telephone.

If you do not receive a scholarship at this time, please submit an application again in the fall when MetroAction will award another three (3) scholarships to the Small Business Institute.

SBI Scholarship Deadline: March 5, 2010