



**PROGRAM INFORMATION: GENERAL**

**Program Name and Location**

Program Name:

Full Name of Program's Parent or Sponsoring Organization:

Has your program been assigned a program ID number?  
 **Yes** -- If yes, please indicate Program ID#:  
 **No**

Mailing Address: Suite/Dept/Floor:

City: State: Zip:

My program location is (check only **ONE**):  urban  suburban  rural

**Program Administrator Information**

Name: Phone ( ) ext.

E-mail:

**Contact Information for Individual Completing this Form (if different from Program Administrator listed above)**

Name and Title: Phone ( ) ext.

E-mail:

**Number of Children**

Number of children: \_\_\_\_\_

Number of children is calculated using the following rules:

- Each child of eligible age (birth through kindergarten) that is part of an eligible group is counted. All eligible groups **MUST** be included in your program's NAEYC Accreditation. Please call 1.800.424.2460, option 3, option 1 if you have questions about a group's eligibility for NAEYC Accreditation.
- Each child is only counted once.
- For programs with hourly care or drop-in care groups in which the total number of children enrolled in the group exceeds the maximum licensing capacity of the group, only the maximum licensing capacity of the group is counted.
- If the number of children enrolled at the program changes for a defined portion of the year (for example, altered program operation during the summer), the program should report the number of children that typically applies throughout the majority of the school year.

**Program Level**

Check the appropriate level based on the number of children reported above.

<input type="checkbox"/> <b>Level 1</b> 10 to 60 children	<input type="checkbox"/> <b>Level 2</b> 61 to 120 children	<input type="checkbox"/> <b>Level 3</b> 121 to 240 children	<input type="checkbox"/> <b>Level 4</b> 241 or more children
--	---	--	---

**ACCREDITATION FEE**

Programs may request support for **ONE** accreditation fee in this Scholarship Application. To request support for additional accreditation fees and/or programs, separate applications must be submitted. Only one scholarship award per calendar year per program will be awarded.

My program is requesting support for the accreditation fee indicated below. Select only **ONE**:

- Enrollment/Self-Study fee (Step 1)
  - My program understands all Eligibility Requirements as outlined on the [NAEYC Academy Website](#).  
Must be checked if enrollment/self-study fee above is checked.
- Intent to Renew fee
- Application and Self-Assessment fee (Step 2)
- Candidacy fee (Steps 3 and 4; includes site visit fee)
- Renewal fee
- Annual Report fee

My program receives or anticipates receiving funding to subsidize this accreditation fee.

- No**  **Yes** -- If yes, indicate the funding source and amount:

**FUNDING TYPE REQUESTED**

**Voucher**

Programs applying for a voucher must reference the Scholarship Review Timeline below to ensure that their Scholarship is granted prior to their accreditation fee due date. A voucher must be submitted with payment.

**Scholarship Review Timeline**

Scholarship Postmarked on or Before...	Applicable Scholarship Granted On...
January 31	April 15
February 28	May 15
March 31	June 15
April 30	July 15
May 31	August 15
June 30	September 15
July 31	October 15
August 31	November 15
September 30	December 15
October 31	January 15
November 30	February 15
December 31	March 15

My program's accreditation fee has a specific deadline.

- Yes** – If yes, circle above to indicate due date
- No**

Currently accredited programs must refer to the [Timeline for Currently Accredited Programs](#) for submission due dates.

**Reimbursement**

Programs applying for a reimbursement must pay fees in full before submitting the Scholarship Application. Programs may apply for a reimbursement **up to one year** after an accreditation fee has been paid.

My program's accreditation fee was paid in full on     /     /     .

- Proof of payment is attached to this Scholarship Application

**OR**

**PROGRAM INFORMATION: FINANCIAL**

**Program Budget Information**

The current program operating budget (income and expense) must be **attached** to this form. Fill in the blanks below.

Total income for last fiscal year \$ \_\_\_\_\_

Total expense for last fiscal year \$ \_\_\_\_\_

What percentage of expenses are personnel costs for last fiscal year? \_\_\_\_\_%

Was your program audited by a CPA firm in the last three years? (check one)

- Yes**
- No**

- The most recent audited financial statements for the program (and/or program's parent or sponsoring organization if applicable) is **attached** to this form.     **OR**
- If an audit is not available, as much detailed financial information as possible with a brief statement describing the financial condition of the program is **attached** to this form (no more than one page).

**Tax Information**

Does your program submit a tax return (i.e. 990, 1040, 1065, 1120, etc.)? (check one)

- Yes** -- If yes, the most recent tax return or the 990 forms for the program must be **attached** to this form.
- No**

**Tuition Information**

My program has a tuition fee structure.      Yes      No     (check one)

**INFORMATION TO INFORM SCHOLARSHIP DECISION**

**Program Description**

Provide a brief description of your program:

Applicable documentation regarding program description, such as brochures and references to program information online is attached:

- Yes
- No

**Program History**

Provide a brief description of your program's history:

Applicable documentation regarding program history, such as brochures and references to program information online is attached:

- Yes
- No

**Reason for Scholarship Request**

Describe your program's specific need for assistance in paying Accreditation fees from the NAEYC Accreditation Scholarship Program:



**ADDITIONAL FUNDING RECEIVED**

**Subsidies for Tuition**

NAEYC Scholarships are awarded primarily on the basis of financial need. Priority for some funds is targeted to programs serving predominately low-income families. Complete the chart below to report the number of children enrolled in your program whose tuition is subsidized based on their family's financial need. Scholarship funds are limited and NAEYC cannot fund all requests.

Total number of children <u>enrolled</u> * in your program	Number of children whose tuition is subsidized
<i>Include each child of eligible age (birth through kindergarten) that is enrolled in an eligible group. Please call 1.800.424.2460, option 3, option 1 if you have questions about a group's eligibility for NAEYC Accreditation.</i>	<i>Do not include children whose tuition is discounted as a part of the tuition structure.</i>

\*If your program includes hourly care groups, the number of children enrolled in your program may be different from the "number of children" reported on page 1 of this form.

Report all funds your program receives annually to subsidize tuition in the chart below.

Funding Source <i>Specific group that provides funds to subsidize tuition</i>	Number of children receiving tuition subsidies from funding source	Total amount received from funding source for tuition subsidies
		\$
		\$
		\$
		\$

My program does not receive any subsidies for tuition.

**Subsidies for other Expenses**

Does your program receive any additional funds to subsidize other expenses?

- Yes** -- If yes, describe funds received.
- No**

**CERTIFICATION OF ACCURACY**

**The following statement must be signed by the program:**

I certify this information to be accurate and complete to the best of my knowledge. If this is a retroactive scholarship application, I certify that no third-party funds were used to pay these fees.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMISSION INSTRUCTIONS**

Mail completed applications to:  
**NAEYC Accreditation Program Support**  
**Attn: Accreditation Scholarships**  
**1313 L Street, NW, Suite 500**  
**Washington, C 20005-4101**

Scholarship Applications are **NOT** accepted via e-mail or fax. Please keep a copy of this completed application for your records.