

- Colored wording indicates a direct link to the form or procedure description
- The third column is only for your convenience. My records will be in column four
- These forms and explanations are also available on the CESA #2 Early Childhood the Minigrant section: <http://www.wcwcw.com/earlychildhood/grid.pdf>

Preschool Planning Minigrant Requirements 2009-2010

Grant Requirement	Due <small>(Suggestion: Circle date(s), if more than one listed)</small>	District Records <small>(Suggestion: Include names, dates, initials as is helpful)</small>	CESA #2 Records <small>(Districts receive copy mid-year and early spring)</small>
Fall Regional Grant meeting: *Regional Grant Meetings: Open to 2009-10 Preschool Planning, Implementation or Demonstration minigrant recipients only, with registration.	September 30, October 13, October 20, November 4, 2009		
Grant finalized	10-31-09		
ONLY required for first year grants: Pre-Grant (6-30-09) Vital Signs Self-Assessment FORM -Print off form and send in ONLINE - Complete Online	10-31-09		
Mid-Year Progress Report If you have trouble, you can email your report in word format to wcwcw@wcwcw.com and the webmaster can post for you.	Mid January 2009		
Additional Conferences_____	TBD		
Claim Reimbursement Form to CESA	5-28-2010		
End-of-Year Progress Report If you have trouble, you can email your report in word format to wcwcw@wcwcw.com and the webmaster can post for you.	6-30-10		
Required for all grants. End-of-Year Vital Signs Self-Assessment: FORM -Print off form and send in ONLINE - Complete Online	6-30-10		

* Choose from any training posted on collaboratingpartners.com; or local trainings sponsored by your CESA EC department or WECCP regional network, i.e. WMELS, LINK, PEC, PACT, Creative Curriculum or other state-recommended curriculum or assessment trainings, Ready, Set, Go, etc.; check with grant coordinator if unsure.