



Cincinnati Preschool Promise Teacher Promise Grants Program

Application Checklist

- Completed teacher application
 - Section 1: Teacher Information
 - Section 2: Employment Information
 - Section 3 (FCC only): Family Childcare
 - Section 4: Background Information (not used for grant eligibility)
- Signed Participation Agreement Form
- Signed Employer Form
- Current Career Pathways Profile Summary (printed within 30 days of application submission)
- Completed W-9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>)
- Completed ACH (direct deposit form)

Section One: Teacher Information

First Name:		Last Name:	
Date of Birth:	Phone:	Email:	
Address:			
City:	State:	Zip Code:	
The maximum amount of funding for Teacher Promise Grants is \$2,000 per year. If you prefer to apply for less than the maximum amount, please enter that amount here: \$ _____			

Section Two: Employment Information

Site Name:		Employment Start Date:	
Address:			
City:	State:	Zip Code:	
Hours Worked per Week:		Current Hourly Wage: (Except family child care)	

Section Three: Family Childcare Owner/Proprietor Questions
If you are not an owner/proprietor of a family care center please move on to section four

Are you an owner/proprietor of a family care center?	
Yes (please finish section three)	No (please skip forward to section four)
If you employ paid staff, are they:	How many?
	What is their rate of pay?
	How many hours do they work per week?
Lead Teachers	
Assistant Teachers	
Other Staff	

Section Four: Teacher Background Information
Note: the following information will be used for evaluation of granting program. It will not be used to determine grant eligibility.

Race/Ethnicity: (Check all that apply)				
American Indian/ Alaskan Native	African American/ Black	Asian or Pacific Islander		
Hispanic	White	Other - please specify: _____		
Primary Language: (Check all that apply)	English	Spanish	French	Other – please specify: _____
Secondary Language: (Check all that apply)	English	Spanish	French	Other – please specify: _____
Gender:	Male	Female	Other	Decline to Respond
Including yourself how many adults age 18 and older live in your household?				
Including yourself how many children 17 and younger live in your household?				
In total, how many years have you been teaching (including all grades and preschool)?				
How many of those years have you been teaching for this provider (as either a lead or assistant teacher of any age level)?				
How many years have you been a preschool teacher at this provider?				

Section Four: Teacher Background Information cont.

What is the highest level of education you have completed?		
Less than High School	High School Diploma/Equivalent	Some College but No Degree
Associate's Degree	Bachelor's Degree	Master's Degree
Doctorate or Professional Degree		
In what field did you obtain your highest degree?		
Child Development	Early Childhood Education	Elementary Education
Other Education Field: _____ Other non-Education Field: _____		
Are you a veteran or currently serving on active duty in the U.S. Armed Forces, Reserves or National Guard?		
Yes, served in the past	Yes, currently serving	No, never served
Do you have a Child Development Associate (CDA) credential?		Yes No
Are you currently enrolled in any training or education?		Yes No
If yes, what kind of training or education are you enrolled in?		
Child Development Associate (CDA) Degree Program	Teaching Certificate Program	
Special Education Teaching Degree Program	Bachelor's Degree Program	
Graduate Degree Program (Master's, P.H.D., or ED.D.)	Associate's Degree Program	
Other – please specify: _____		
Current Career Pathways Level :		
I	II	III
IV	V	VI
How many hours of Ohio approved professional development have you completed in the last 12 months? (This can be calculated using the Step Up to Quality PD Certificate report on your Ohio Professional Registry page)		

Section Four: Teacher Background Information cont.

Has your pay rate changed in the last two years?

Increased Decreased Did Not Change

What was your previous rate of pay before the change?

\$ _____

Which of the following benefits are available to you through your employer, and which benefits do you currently use?

Paid Time Off:

Available Not Available

Paid Family/Medical Leave:

Available Not Available

Unpaid Family/Medical Leave:

Available Not Available

Fully or Partially Paid Health Insurance?

Available & I Participate Available & I Don't Participate Not Available

Fully or Partially Paid Dental Insurance?

Available & I Participate Available & I Don't Participate Not Available

Tuition Reimbursement?

Available & I Participate Available & I Don't Participate Not Available

Retirement Plan?

Available & I Participate Available & I Don't Participate Not Available

If your program closes for a summer break, do you receive pay checks during the school year only, or are your pay checks extended to cover the summer months?

- Work 12 months and receive 12 months of paychecks
- Work 9-10 months and receive 12 months of paychecks
- Work 9-10 months and receive 9-10 months of paychecks



Participation Agreement

Cincinnati Preschool Promise Agrees to:

- Provide wage supplements and advancement bonuses to eligible lead preschool teachers as a special pilot program to support teacher recruitment and retention, improve teacher satisfaction, and encourage teacher professional and educational advancement, thereby providing preschool children more stable, positive relationships with better educated teachers.
• Provide IRS-1099 at the end of the year to participants, as mandated by current tax law.

The Teacher Promise Grants Program recipient agrees to:

- Complete at least 10 hours of Ohio approved professional development, documented on the participant's Ohio Professional Registry profile, for continued program eligibility;
• Attend one Teacher Promise Grants cohort event during 12-month grant cycle;
• Participate in ongoing program evaluation.

I, _____ (applicant's printed name), attest that the information provided in this application and the supporting documentation is true to the best of my knowledge.

I acknowledge that I have read the CPP Teacher Promise Grants Program General Terms and Conditions, and agree to be bound by such terms and conditions as may be modified by CPP from time to time.

I understand that the funds provided through the Teacher Promise Grants Program are taxable, and that I will be issued an IRS-1099 documenting receipt of these funds. I understand that taxes are not withheld from an IRS-1099 by either the employer or Cincinnati Preschool Promise, and I will be responsible for any taxes related to the grant.

To be considered for the Teacher Promise Grants Program, I understand that data related to my participation may be shared with CPP evaluators and affiliates. I hereby authorize Cincinnati Preschool Promise, LLC, an Ohio non-profit limited liability company ("CPP"), to release any information in this application (the "Data") or program participation to CPP affiliates for the purpose of record keeping, audits, and improving program quality. I releases CPP and CPP's members, directors, officers, employees, affiliates, attorneys, consultants, and agents, and their respective heirs, executors, administrators, successors, and assigns (collectively, the "CPP Group") from any and all claims, demands, liabilities, damages, or causes of action arising from the release of Data, this application, or any grant or bonus provided to teacher. I further acknowledge CPP may request other information in the event of an audit. CPP will not sell or rent the data to third parties without Parent's consent. CPP may, however, use the data to support CPP's goals and mission.

Applicant's Signature _____ Date _____



Employer Form
This form is to be completed by teacher's Program or Center Director

Program Director Name: _____

Site Name: _____

Applicant's name: _____

This teacher currently receives an hourly wage of: \$ _____

Teacher's employment start date: _____

Please initial beside each number to acknowledge and affirm the following statements:

1. I am aware that the teacher named above is applying to the **Teacher Promise Grant** program. If s/he is awarded the grant, s/he will be eligible for monthly wage supplements as well as Teacher Advancement bonuses for completing professional development and/or educational advancements.
2. I certify that this teacher's position is **Lead Teacher**. If center uses position titles other than "lead teacher," I agree that teacher's responsibilities fit the below description.

Lead Teacher Position Description: The Lead Teacher is responsible for the planning, development, and implementation of curriculum and program activities in one or more preschool classroom. Duties include:

- Administers the day-to-day operation of assigned classroom
- Maintains accurate classroom records in compliance with state licensing and program requirements.
- Holds primary responsibility for planning and implementing classroom curriculum, activities, experiences, and routines
- Participates in the training, supervision, and evaluation of classroom staff and volunteers
- Holds primary responsibility for ensuring that classroom health and safety practices adhere to all state, local and program standards.
- Meets SUTQ standards for lead teacher qualifications appropriate to program's star level

3. I understand that this teacher's participation in the Teacher Promise Grants program **should not impact his or her eligibility for wage increases** or any other changes in compensation. Cincinnati Preschool Promise encourages all providers to continue making strides toward increased compensation for teachers.
4. I understand that I will be expected to **report any changes in this teacher's employment**—including leaves, termination, or a move out of the preschool classroom—on Cincinnati Preschool Promise's monthly attendance reports.
5. I certify all information on this form is true and accurate. I understand falsifying any information on this form could jeopardize Provider's relationship with Cincinnati Preschool Promise.

Signature: _____

Date: _____

Completed applications can be submitted via mail or e-mail.
Mail: P.O. Box 6629, Cincinnati, OH 45206; Email: info@cincy-promise.org.

CINCINNATI PRESCHOOL PROMISE
TEACHER PROMISE GRANTS PROGRAM
GENERAL TERMS AND CONDITIONS

THESE GENERAL TERMS AND CONDITIONS (“Terms”) govern the Teacher Promise Grants Program (the “Grant Program”) administered by **CINCINNATI PRESCHOOL PROMISE, LLC**, an Ohio non-profit limited liability company (“CPP”), and all associated grant funds (“Grant Funds”) and advancement bonuses (“Advancement Bonuses”) disbursed to eligible preschool teachers (each, a “Teacher”). The CPP Teacher Promises Grants Program Frequently Asked Questions, as amended from time to time by CPP in its sole discretion (as amended from time to time, the “FAQ’s”) is hereby incorporated into these Terms by reference.

TERMS

I. Eligibility

CPP will only consider eligible Teachers to receive Grant Funds and Advancement Bonuses. To be eligible:

(a) Teacher must have been employed for at least six (6) weeks by a Cincinnati preschool provider (a “Provider”): (i) that receives tuition assistance funds from CPP’s tuition assistance program (the “TA Program”), and (ii) serves a student population comprised of at least ten percent (10%) of students receiving tuition assistance through the TA Program. Subject to the FAQ’s, Teacher must remain employed by an eligible Provider at all times while receiving Grant Funds. If Teacher switches employment for any reason during the Grant Cycle (defined below), the Teacher forfeits all remaining Grant Funds.

(b) Teacher must be a full-time “lead preschool teacher”, as further described in the FAQ’s.

II. Applications for Grant Funds

Teachers may submit applications to CPP to receive Grant Funds (“Applications”) during the months of January, April, July, and October of the 2019 and 2020 calendar years. CPP will not review Applications received outside of those months, although may hold Applications for later review. CPP will review all Applications and award Grant Funds to up to forty (40) Teachers in each quarter of 2019 and 2020; provided, that CPP may increase or decrease the total number of recipients in a given year in its sole discretion. If CPP receives more than forty (40) Applications from eligible Teachers in any quarterly Application cycle, CPP will award Grant Funds as set forth in the FAQ’s. CPP shall have the right to deny an Application for any or no reason.

III. Grant Funds Term; Payments

If a Teacher’s Application is approved, CPP will designate the total amount of Grant Funds that such Teacher will receive, as determined in CPP’s sole and absolute discretion. Approved Teacher’s may each receive up to \$2,000 in Grant Funds, which if not deferred, shall be paid directly to such Teacher in twelve (12) subsequent monthly installments following the accepted Teacher’s Application (the “Grant Cycle”); provided, that payments may not be actually received by Teacher until the second month after the Teacher’s Application is accepted. If the Teacher’s Provider closes for summer or other extended

holiday breaks, Grant Funds may be suspended until the Teacher resumes his or her lead teacher role. After the Grant Cycle, or after a Teacher’s Grant Funds are terminated by CPP for any reason, Teacher must submit a new Application which will be reviewed by CPP in accordance with the procedures described in Section II, above.

IV. Advancement Bonuses

Only Teachers receiving Grant Funds are eligible to receive one or more Advancement Bonuses. Teachers may earn Advancement Bonuses based on achieving the following professional development and educational levels during the Teacher’s Grant Cycle:

Teacher Advancement Bonuses							
Teacher Current CPL Level	Tier 2 Completion	Tier 3 Completion	Credential or Certificate I Completion	Credential or Certificate II Completion	Per 3 credits completed toward AA, BA, degree or CDA credential	AA, BA, degree or CDA credential completion	
CPL VI	\$ 200.00	\$ 200.00	\$ 350.00	\$ 150.00	\$ 150.00	\$ 1,000.00	
CPL V	\$ 200.00	\$ 200.00	\$ 350.00	\$ 150.00	\$ 150.00	\$ 1,000.00	
CPL IV	\$ 350.00	\$ 350.00	\$ 350.00	\$ 150.00	\$ 150.00	\$ 1,000.00	
CPL III	\$ 350.00	\$ 350.00	\$ 500.00	\$ 300.00	\$ 300.00	\$ 1,000.00	
CPL II	\$ 500.00	\$ 500.00	\$ 500.00	\$ 300.00	\$ 300.00	\$ 1,000.00	
CPL I	\$ 500.00	\$ 500.00	\$ 500.00	\$ 300.00	\$ 300.00	\$ 1,000.00	

Advancement Bonus amounts will vary based on each Teacher’s current career pathways level. In the event of a dispute regarding the Teacher’s then-current career pathways level, CPP shall have the sole discretion to decide Teacher’s career pathways level. The educational achievements described above must be completed and reported to CPP (in the manner described in the FAQ’s) during the Teacher’s Grant Cycle to be eligible for an Advancement Bonus. Educational achievements earned in prior Grant Cycle’s shall not transfer to any subsequent Grant Cycles. Teacher shall provide all documentation and evidence reasonably required by CPP to evidence Teacher’s attainment of such education levels. CPP shall have the sole and absolute authority to determine whether any given certificate, credential, or degree will meet the requirements set forth in the chart above. CPP does not guaranty, and has no obligation to pay, Advancement Bonuses to any Teacher. Advancement Bonuses shall be provided in CPP’s sole discretion, and CPP may refuse to pay Advancement Bonuses for any or no reason. If awarded, the Advancement Bonuses described above shall be paid to Teacher as a one-time, lump sum payment, in the manner set forth in the FAQ’s. Teacher shall be solely responsible for all taxes associated with the Advancement Bonuses.

V. Ongoing Requirements

Each Teacher receiving Grant Funds must perform the following “Ongoing Requirements”:

- (a) Complete at least ten (10) hours of Ohio-approved professional development during each applicable Grant Cycle, and submit documentation of such hours from Teacher’s Ohio Professional Registry page to CPP; and

- (b) Attend at least one CPP Grant Program event during each applicable Grant Cycle; and
- (c) Participate in periodic surveys administered by CPP to evaluate the Grant Program; and
- (d) Comply at all times with the FAQ's.

Providers must comply with the information submission and other requirements set forth in the FAQ's.

VI. Termination

(a) Immediate Termination: In addition to any other right or remedy available to CPP at law or in equity, CPP may terminate a Teacher's Grant Funds or any awarded but unpaid Advancement Bonus immediately if:

(i) Teacher breaches any of the terms or conditions of these Terms or the FAQ's, as may be amended by CPP from time to time in its sole and absolute discretion; or

(ii) Any representation or statement contained in Teacher's Application is discovered to be false, misleading, or inaccurate; or

(iii) Teacher ceases employment with an eligible Provider or Provider fails to comply with any obligation set forth in the FAQ's; or

(iv) Teacher fails to maintain any necessary permits, licenses, or certifications, violates any applicable law, rule, or regulation, or is charged with any crime by any governmental authority; or

(v) Teacher, in CPP's sole and absolute discretion, is reasonably unlikely to complete all of the Ongoing Requirements; or

(vi) The funds allocated to CPP for the TA Program or any other program are materially diminished or no longer available to CPP, in which case CPP may, at its option, suspend or terminate all or any portion of the Grant Funds by providing written notice to the Teacher specifying the effective period of such suspension or termination.

(b) Termination For Convenience: CPP may terminate all or any portion of the Grant Funds for any or no reason by providing Teacher with at least (30) days' advance written notice.

(c) Effect of Termination: Upon termination of Grant Funds by CPP, CPP shall have no obligation to provide Teacher with any funds and Teacher shall not be eligible to receive any Advancement Bonus.

VII. Responsibilities of the Teacher

Teacher shall comply with all commitments and responsibilities described in these Terms, as amended from time to time by CPP, and all of the Ongoing Requirements. Teacher shall comply with all reasonable plans, guidelines, rules, or procedures set forth at any time by CPP with respect to the Grant Program. Teacher shall promptly provide assistance to CPP, execute all documents, and take all further

actions reasonably requested by CPP to carry out CPP's and Teacher's obligations under these Terms. Teacher shall immediately notify CPP in writing in the event that Teacher ceases employment for any reason with an eligible Provider, or if the Teacher is not in compliance with these Terms, the Ongoing Requirements, or any applicable law, rule, or regulation, or any required license or certification.

VIII. Limitation of Liability

(a) Teacher shall be solely responsible for all taxes and fees associated with Teacher's receipt of the Grant Funds and any Advancement Bonuses. CPP will issue Teacher a Form IRS-1099 related to the Grant Funds and any applicable Advancement Bonuses. For clarity, taxes will not be withheld by CPP or Teacher's employer related to the Grant Funds or any Advancement Bonuses.

(b) Teacher is not an employee of CPP, and CPP shall have no obligation to provide any benefits to Teacher. CPP makes no representations or warranties with respect to Teacher's employment with any Provider. Additionally, CPP makes no representations or warranties regarding any educational programs pursued by Teacher, and Teacher shall be solely responsible for all costs and expenses associated with any education, degree, certification, or training program.

(c) In no event will CPP be liable to Teacher (or any other third party) for any indirect, incidental, special, or consequential damages, including without limitation, damages for loss of profits or revenue, even if CPP is or was advised of the possibility of such damages.

(d) WITHOUT LIMITING THE GENERALITY OF THE FOREGOING, WITH RESPECT TO THESE TERMS, THE GRANT PROGRAM, AND ANY GRANT FUNDS AND ADVANCEMENT BONUSES PROVIDED TO TEACHER, IN NO EVENT SHALL CPP'S LIABILITY FOR ANY DAMAGES (DIRECT OR INDIRECT) OR PENALTIES OR LOSS TO EACH TEACHER OR TO ANY THIRD PARTY, REGARDLESS OF THE FORM OF ACTION OR CLAIM, WHETHER IN CONTRACT, TORT, DELICT, OR OTHERWISE, EXCEED AN AMOUNT EQUAL TO THE AMOUNT OF GRANT FUNDS AND ADVANCEMENT BONUSES ACTUALLY PAID BY CPP TO SUCH TEACHER IN THE MONTH IN WHICH SUCH CLAIM OR ACTION AROSE. ALL OF THE TERMS CONTAINED IN THIS SECTION VIII SHALL SURVIVE EXPIRATION OR TERMINATION OF THE TEACHER'S GRANT FUNDS AND ADVANCEMENT BONUSES.

IX. Indemnification.

Teacher shall defend, indemnify, and hold CPP and CPP's members, managers, officers, employees, affiliates, agents, successors, and assigns harmless from and against any and all claims and resulting damages, losses, expenses, and costs (including reasonable attorney fees) arising from or related to: (i) Teacher's breach of these Terms; or (ii) the violation of any applicable law, rule, or regulation by Teacher. Teacher's indemnification obligations shall survive termination or expiration of Teacher's Grant Funds.

X. Public Records

Teacher acknowledges and agrees that CPP complies with the Ohio Sunshine Laws, including without limitation, the Ohio Open Records Act and Ohio Open Meetings Act. Accordingly, any records, documents, or data (except as may be explicitly exempt from such laws) submitted to CPP by Teacher may be disclosed publicly, and CPP shall have no liability relating to such disclosure.

XI. Miscellaneous

All of the terms and conditions contained in these Terms shall survive the expiration or termination of Teacher's Grant Funds and all applicable Grant Cycles. In the event the terms of the FAQ's, any Application, or any other document or agreement between the Teacher and CPP are inconsistent or conflict with these Terms, these Terms shall prevail. These Terms shall be governed in all respects by the laws of the state of Ohio. All disputes arising from or related to these Terms shall be brought exclusively in a court of competent jurisdiction located within Hamilton County, Ohio. These Terms represent the entire terms of the Teacher and CPP with respect to the subject matter herein, and shall be binding upon and inure to the benefit of the Teacher, CPP, and their respective successors and permitted assigns. CPP's waiver of a breach or violation of any provision of these Terms shall not operate as, or be construed to be a waiver of any subsequent breach of the same or other provision hereof. In the event any provision of these Terms is held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of these Terms, which shall remain in full force and effect and enforceable in accordance with its terms. The terms and conditions of this Section XI shall survive termination or expiration of Teacher's Grant Funds.