



ALL OUR KIN

All Our Kin's Business Train-the-Trainer Institute Application Questions

All Our Kin is inviting applications from organizations currently working with family child care providers to participate in our Virtual Business Train-the-Trainer Institute, a national virtual training that will bring agencies from across the country together to focus on increasing the sustainability and profitability of family child care businesses.

To review the application questions in their entirety or to read the Frequently Asked Questions, please visit our website (www.allourkin.org/institute). If you have additional questions, please email technicalassistance@allourkin.org.

Contact Information

- Organization Name
- Primary Contact Name
- Primary Contact Job
- Primary Contact Phone Number
- Primary Contact Email Address
- Organizational Leader (Name, Title)
- Organizational Website
- What geographic area do you serve?

Organizational Mission

- Please share a brief overview of your organization and its mission. Please specify any existing programs that you have working with family child care providers.
- How does the Virtual Business Series fit in with your organization's plans, and what impacts do you hope to have as a result of participating?
- All Our Kin is committed to building equitable, inclusive child care systems. Please share your overall vision for embedding equity into your work with FCC providers as well as specific examples of how you do this in practice.

Participant Information

Please fill out as much participant information as possible. If you have not yet hired the participating staff member or there is another extenuating circumstance, please indicate that and be prepared to share these details later in the process. There will be a cost of \$1,000 for each participant. Generally, we will accept 2-3 participants per organization, though we may consider up to 4. Please contact us if you are interested in having more staff participate in this training.

For Each:

- Participant Name
- Participant Job Title
- Participant Email Address
- Participant Phone Number
- In which languages would you feel comfortable teaching?
- What makes you excited about participating in the AOK Business Institute, and what do you hope to get out of it? (This question is to be answered by the potential participant.)

Commitments

We ask that you commit to participating in the Virtual Institute in its entirety and delivering the Virtual Business Series in your community within 6 months of the Institute (by the end of May 2021).

Delivering the series was trained will require:

- *Access to pro-level Zoom for trainers delivering the series (cost of \$15/month)*
- *Ensuring all interested participants have access to adequate technology for full participation (for example, this could mean providing a lending library of laptops and/or mobile hotspots). Computers are preferred over smartphones or tablets for best engagement in the virtual business series.*
- *At least 10 hours of staff time per trainer per week for at least 8 weeks (including prep time)*
- *A budget of up to \$75 per participant for materials*
- *Optional: Administrative or technical staff support for the trainer (for example, this could include promotion of the series, managing registration, ensuring participants are set-up technologically to participate, creating certificates etc.)*

We are happy to help you think through how to secure funding and organize the logistics of the Virtual Business Series.

- Please check the relevant boxes if you and your organization commit to the following:
 - Selected participants will attend the Institute in its entirety.
 - Selected participants will deliver the full Virtual Business Series within 6 months of attending the Institute.

Funding

We want to ensure that financial difficulties do not keep organizations from participating in our Business Institute. Therefore, we have scholarship funding to assist those in need of financial support to cover our Business Institute participation fee.

- Please select the option that applies to your situation:
 - Our organization can pay the full participation fee (\$1,000 per participant)
 - Our organization would like to apply for a scholarship to enable the participant(s) to attend