

2016-2017
PARENT LEADERSHIP
TRAINING/PARENT
TRUST FUND GRANT

Grantee Meeting
November 1, 2016

OVERVIEW

- ✓ Welcome and Updates
- ✓ Required paperwork for the 2016-2017 year
- ✓ Changes and Sample of Completed Paperwork
- ✓ Attendance Requirements
- ✓ Check Disbursements
- ✓ Questions

WHAT MUST BE TURNED IN TODAY...

1. Grantee Award Agreement (with original signatures)
2. Payment Request Form (with original signatures)
3. Contact Information Form (online)
4. Budget Worksheet (as applicable)
5. Budget Narrative (as applicable)

AFTER TODAY...

- Required paperwork is submitted, first check of 50% will be disbursed (per availability of Parent Trust and Private Funding)
- Once you receive your initial check disbursement, you must submit the curriculum timeline form (online)
- SERC will also send your organization a survey monkey link with a question about income level and awareness about equity. Additional information is forthcoming...

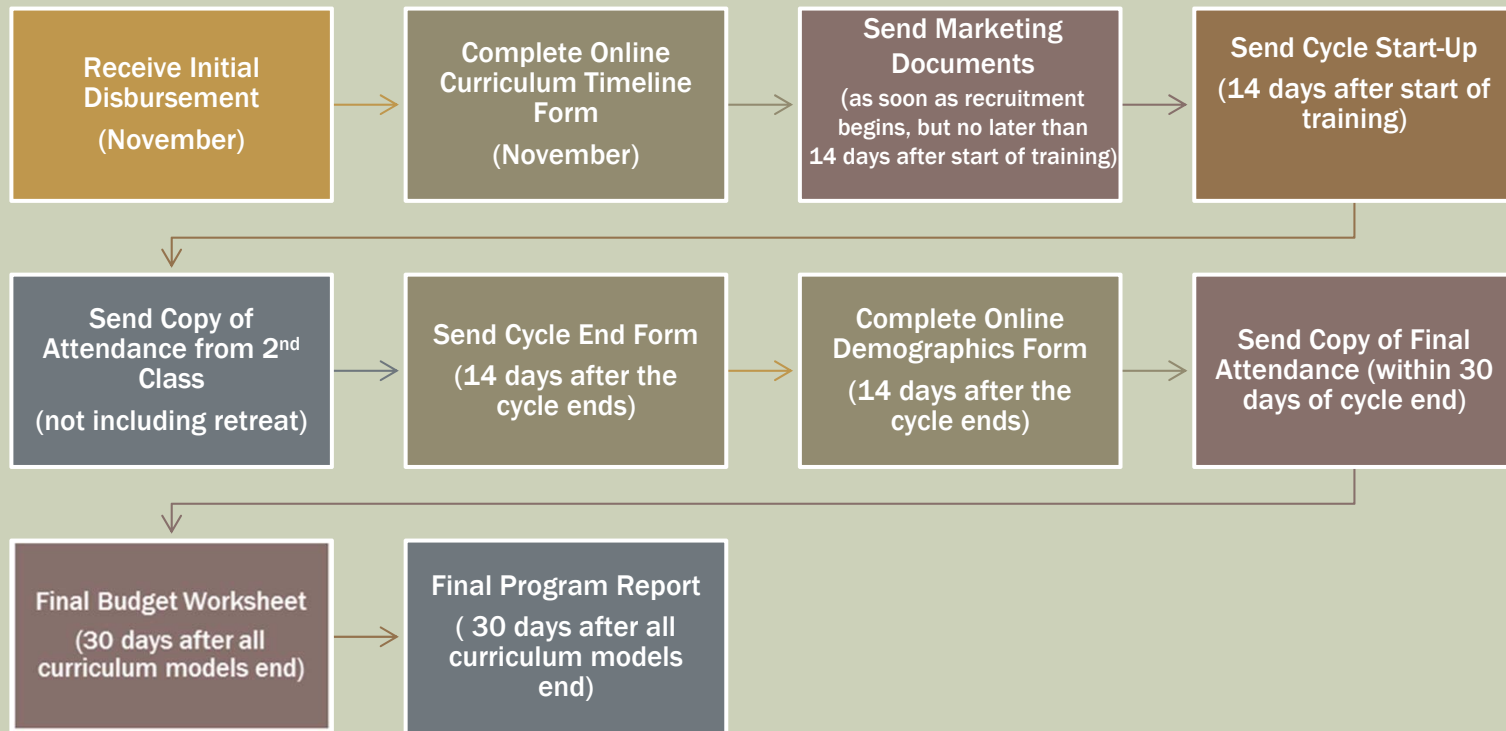
- The next form you will submit is the Cycle Start-Up Form, this will be submitted 14 days after the start of each training cycle.
- At that point, or even before the cycle begins, SERC will also need copies of any recruitment/marketing materials used.
- Next, you will submit the attendance sheet for the second training class. We will be collecting contact information for parents for the purpose of data collection from alumni (i.e. what they are doing after the training, etc..).
- We will be scheduling site visits with organizations observe training classes as well.

CONTINUED...

- Once the training cycle is complete, you will submit the Cycle End Form and complete the online Demographics Form (within 14 days of cycle end).
- The final attendance form is also due at this time (within 30 days of the cycle end).
- The last thing that will be submitted is the Final Program Report and Final Budget Worksheet. (Budget worksheets will be emailed individually to program contacts).

Please note: ALL DOCUMENTS can be emailed to vitale@ctserc.org. Anything that requires a signature must have a handwritten original signature.

OVERVIEW FOR 16-17



**↑ ALL PROGRAMMING MUST END
BY JUNE 30, 2017 ↑**

2016-2017 Parent Leadership Training/Parent Trust Fund Grant Attendance Requirements

Curriculum Model	Recruitment Goal	Minimum Attendance
PLTI	25	20
PSEE	25	19
PEP	12	8
VFF	Between 15-20	Between 10-15
ASPIRA	15	12
PLA	15	12

TIME FOR...

