

UPDATES:

- What will the grant year look like
- Site Visits
- Check Disbursements
- Attendance
- Budgets

2016-2017

Parent Leadership/Parent Trust Fund Grant

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What will the grant year look like?

Organization gets awarded, then...

- Grantee Award Letter, Contact Information Form and Payment Request Form are due
- Attend Grantee Meeting

During Planning and Recruitment...

- Complete Online Curriculum Timeline, Send Recruitment and/or marketing flyers
- Notify SERC if there are changes in schedule

After the First Class Begins...

- Send SERC Cycle Start-up Form
- Send SERC Attendance Form (After 2nd class, not including retreat)
- SERC will contact organization to set up site visit

After the Last Class...

- Send SERC Cycle End Form
- Send SERC Final Attendance Form
- Complete Online Demographics Form

After Graduation...

- Send SERC Final Program Report
- Send SERC Final Budget Worksheet



All forms can be found on the website at www.ctserc.org/ptfg

~A NOTE ABOUT SITE VISITS~

The purpose of a programmatic site visit is the following:

- ◇ Build a rapport and speak with staff involved in the programs;
- ◇ Enhance our understanding of various curriculum models; and
- ◇ Talk to some of your program participants to learn more about their experience.



RECRUITMENT TIPS

- ⇒ Recruitment can be very persuasive when it is done through personal relationships; Ask alumni to help spread the word too!
- ⇒ Hold information sessions
- ⇒ Don't forget about having children recruit their parents into parenting sessions.
- ⇒ Recruit at Community and Family Events.
- ⇒ One session “teaser” sessions at special events or parent nights.
- ⇒ Recruitment through other systems in the community such as youth sports programs, other community services, places of worship and physicians offices.

Think creatively!

If you have any tips you would like to share, please send them my way so that we can pass them along!

Check Disbursements

- ⇒ The first check disbursement of 50% will occur once the following required paperwork is submitted: Grantee Award Letter, Contact Information Form and Payment Request Form
- ⇒ The second check disbursement of 25% will occur once the following paperwork is submitted: Cycle Start-up form, Flyer & Recruitment Material and Attendance sheet after the second class is completed
- ⇒ The final check disbursement of 25% will occur once the following paperwork is submitted for ALL training curriculum models and/or cycles: Cycle End form, Final Attendance Form, Demographics Form (online), Final Program Report and Final Budget Worksheet

PLEASE NOTE Disbursement of all grant monies is dependent on SERC’s receipt of funds from CSDE and private sources.

Attendance

Attendance sheets will be checked to ensure that all programs are meeting the minimum attendance requirements.

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

Important Budget Information

- ⇒ As you plan this fiscal year, please keep in mind that budgetary rescissions are anticipated and will unfortunately have a direct impact on grantees.
- ⇒ In addition, remember if there are changes that need to be made to a line item and it creates a variance of +/- 10%, you must get approval from SERC prior to moving funds.
- ⇒ Also keep in mind that if your attendance numbers fall below the minimum requirement, budgets may be adjusted accordingly.

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