

REQUEST FOR PROPOSALS (RFP)

PARENT LEADERSHIP TRAINING

PARENT TRUST FUND GRANT 2016-2017

#16SERC/PIRC001RFP

State Education Resource Center (SERC)/Connecticut Parent Information and Resource Center (CT PIRC)

SERC/CT PIRC Contact: Nicole M. Vitale

- RFP Issued/Posted on SERC/CT PIRC Website: August 8, 2016
- Receipt of Questions about RFP from Potential Proposers: August 8 – August 24, 2016 by 4:00 p.m.
- Pre-Proposal Meeting (Strongly Encouraged): August 24, 2016 at 1:00 p.m. at
SERC Library Community Room
25 Industrial Park Road
Middletown, CT 06457

If planning to attend the Pre-Proposal Meeting, please RSVP through the following link:

<http://ctserc.net/pltreg16>

- Answers to Questions about RFP from Potential Applicants Posted as an Addendum to RFP: August 25, 2016 by 4:00 p.m.
- Intent to Submit Proposal (Strongly Encouraged): August 29, 2016 by 4:00 p.m.
- Proposals Due: September 9, 2016 by 4:00 p.m.
- Screening and Review of Proposals: September 9-September 29, 2016
- Awards Announced (Anticipated): September 30, 2016
- Grant Period: October 1, 2016 – June 30, 2017

State Education Resource Center (SERC)/Connecticut Parent Information and Resource Center (CT PIRC)

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SERC is a quasi-public agency established pursuant to Connecticut General Statutes section 10-357a, et al. CT PIRC was established at SERC through a federal grant from the U.S. Department of Education in 2006 pursuant to Section 5563 of the Elementary and Secondary Education Act.

The State Education Resource Center (SERC)/Connecticut Parent Information and Resource Center (CT PIRC) is an Equal Opportunity/Affirmative Action Employer.

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OVERVIEW

The State Education Resource Center (SERC)/Connecticut Parent Information and Resource Center (CT PIRC) is seeking submission of written proposals, on a competitive basis, from qualified public and community agencies/organizations to conduct parent leadership training using one or more parent leadership training models such as the Parent Leadership Training Institute (PLTI), Parents Supporting Educational Excellence (Parents SEE), People Empowering People (PEP), and Voices for Families (VFF). The purpose is to train parents, grandparents, foster parents, and others to become skilled advocates and strong voices for children at the local, state, or national level. Proposers must meet all requirements of the parent leadership training model prior to submission.

Proposals will be considered from public and nonprofit organizations that demonstrate the financial and administrative capability to implement the grant. Organizations may partner with another not-for-profit organization to serve as a fiduciary agent for the grant.

A total of approximately \$300,000 may be available for this competitive process pending legislative approval. Grant awards are based on the program model and will be funded at a maximum of 75% of the sample Parent Leadership Training budget total cost for each program model. Please see Appendix C, page 20 for sample Parent Leadership Training budgets. **PLEASE NOTE: Applicants will be allowed to apply for a maximum of two training curriculum models/cycles for a maximum total dollar amount of \$36,492.00.**

PARENT TRUST FUND BACKGROUND

Funding for the Parent Trust Fund is authorized by the Connecticut General Assembly and appropriated to the Connecticut State Department of Education (CSDE). Grant administration is provided by SERC/CT PIRC.

The Parent Trust Fund is a Connecticut family civics initiative established through legislation passed in 2001. It supports parent engagement and leadership training to improve the health, safety, and education of children across Connecticut.

The SERC/CT PIRC has administered the Parent Trust Fund through its partnership with CSDE and in collaboration with the Parent Trust Fund Collaborative Management Team (CMT) since 2010. The CMT is a public-private partnership that includes representatives from the Connecticut Center for School Change, the Connecticut Commission on Women, Children and Seniors, the Connecticut State Department of Education, SERC/CT PIRC, the William Caspar Graustein Memorial Fund, and the University of Connecticut College of Agriculture, Health and Natural Resources, Department of Extension.

PARENT TRUST FUND GRANT GOALS

The goals of the 2016-2017 Parent Trust Fund Grant are:

- To promote culturally responsive practices¹ and diverse leadership in communities throughout Connecticut so that it is more representative of the population.
- To increase awareness of the issues that matter to families and the important role they can play as advocates and change agents.
- To encourage communities to expand the range of parent leadership training opportunities in their continuum of services.
- To expand the number of communities offering parent leadership training.
- To enhance collaboration and linkages among parent leadership training sponsors to create an integrated system of sustainable civic involvement within communities and across the state.

RESULT STATEMENT AND PERFORMANCE INDICATORS

Through parent leadership training, parents will gain and/or enhance skills needed to advocate on behalf of Connecticut's children. All programs must report on four performance indicators (#1-4). The performance indicators shall reflect the principles of the selected training model(s). Please select one additional indicator from the list below (#5-7) *or* elect to design one appropriate performance indicator (#8) aligned with the model(s) proposed.

Required:

1. Number, ethnicity and income level of parents enrolled.
2. Number and percent of parents meeting program completion requirements.
3. Type and number of civic skills acquired.
4. Number of parents who indicate an increase in their awareness regarding systemic inequities that exist within schools and communities.

Choose one from the list below or design one appropriate performance indicator aligned with the model(s) used:

5. Type and number of civic projects completed.
6. Type and number of follow-up activities the organization plans to use to sustain family engagement after completion of the program.
7. Type and quantity of the long-term civic impact of parent leadership training in the community
8. *Proposer-designed indicator.*

OUTCOMES

Outcomes are the desired change(s) or results that this proposal will eventually accomplish. They are the anticipated change that the grantee strives to achieve as the goal of the grant. Outcomes show the gap between what currently exists and what could be.

1. What are the outcomes your organization anticipates will occur as a result of this proposal?
2. How will you measure the success and effectiveness of these outcomes?

¹ Culturally responsive practices are used by individuals who are highly aware of their own beliefs, attitudes, and biases and those of others; constituents who are empowered to use their own cultural characteristics, experiences, and perspectives for success. Definition adapted from: Culturally Responsive Teaching - Theory, Research & Practice by Geneva Gay: "Culturally responsive [practices] can be defined as using the cultural knowledge, prior experiences and frames of reference, of ethnically, linguistically, and racially diverse individuals to make . . . experiences more relevant to and effective for them." Page 29

FUNDING CONSIDERATIONS

PLEASE NOTE: Applicants will be allowed to apply for a maximum of two training curriculum models/cycles for a maximum total dollar amount of \$36,492.00. The funders of the Parent Trust Fund Grant, in collaboration with SERC/CT PIRC, reserve the right to:

1. approve awards pending the availability of all funds, public and private;
2. determine how funds will be distributed, including limiting the number of programs and cycles of training provided;
3. set aside up to 30% of the total resources for awards to new and/or innovative programs, dependent on the applications received;
4. set aside funding for organizations/towns currently working with the Graustein Memorial Fund;
5. withhold funds and/or rescind funds if the required reporting documentation is not submitted in a timely fashion after the award notifications;
6. correct inaccurate awards, including, in extreme circumstances, revoking an award to a proposer and subsequently awarding another proposer; and
7. consider geographic distribution of proposals in award decisions.

FUNDING RESTRICTIONS

The Parent Trust Fund grant does **not** provide funding for:

- For-profit organizations
- Individuals
- Religious organizations for sectarian purposes
- Capital campaigns
- Single-issue political causes and activities
- Parent education training or classes (e.g., how to be a better parent, how to communicate with your children, etc.)
- Replication of untested new curricula
- Translation of existing curricula into alternative languages
- Scholarships
- Youth or teen leadership training that is not a component of a parent leadership training program.

PRE-PROPOSAL MEETING (Strongly Encouraged) & SUBMISSION OF QUESTIONS

Interested parties are invited to participate in a pre-proposal meeting on August 24, 2016. This meeting is voluntary and not a requirement for submission of a proposal.

If planning to attend the Pre-Proposal Meeting, please RSVP through the following link:

<http://ctserc.net/pltreg16>

The pre-proposal meeting agenda will include a review of the RFP document and the proposal submission process. Additional materials and information may be provided at the pre-proposal meeting and will be posted at <http://ctserc.org/ptfg> immediately thereafter.

With the exception of participation in the pre-proposal meeting, during the period from the organization's receipt of this Request for Proposals, and until grant awards are made, the organization shall not contact any person at SERC/CT PIRC for additional information except as follows:

Between August 8, 2016 and 4:00 p.m. on August 24, 2016, questions about the RFP can be submitted via email to vitale@ctserc.org, with a subject line of "Question about 2016/2017RFP." Questions and responses will be posted as an addendum to the RFP on August 25, 2016 no later than 4:00 p.m. at <http://ctserc.org/ptfg>.

Please note, attendance at the pre-proposal meeting or submission of questions for response do not in any way enhance the chances of or guarantee receiving an award through this proposal.

INTENT TO SUBMIT PROPOSAL (Strongly Encouraged)

The submission of the statement of intent will assist the grant administrators in the coordination and planning efforts of the 2016-2017 RFP process.

Please complete the online intent to submit form through the following link: <http://ctserc.net/plintent16> no later than **August 29, 2016 at 4:00 p.m.** This statement of intent is non-binding. The information needed to complete the submission online includes the following:

1. Name of Organization
2. Contact Person Information
3. Fiduciary Contact Information (if applicable)
4. The parent leadership training model(s) and number of cycles in each model being proposed in 2016-2017. (Please note: Applicants will be allowed to apply for a maximum of two training models/cycles for a maximum dollar amount of \$36,492.00).
5. Anticipated amount of funds being requested
6. If applicable, please include the amount of Parent Trust Fund grants received since 2011 to conduct parent leadership training, the models and number of cycles, and the amount of funding returned (if any).

GRANT PROPOSALS

Successful projects will demonstrate how parent leadership training will:

- Increase and sustain the motivation, ability, and opportunity for parents to engage in the civic life of schools, communities, and/or the state.
- Include plans for increased dialogue about equity and the impact it has on children and families, as well as strategies for solving inequities that exist within communities and schools.
- Increase the visibility and involvement of parents in addressing their concerns regarding children and families through the advocacy skills learned in the training.
- Include a strong civics and advocacy skills component.
- Include plans for increased and sustained family engagement in the school or community.

PREPARING THE PROPOSAL

Application and required forms can be found at: <http://ctserc.org/ptfg>

The Parent Leadership Training Grant Proposal for 2016-2017 consists of the following parts:

- I. Proposal Application Form
- II. Budget Proposal (Budget Worksheet and Narrative)
- III. Statement of Assurances, Memorandum of Understanding, IRS Determination Letter and W-9.
- IV. Submission Checklist

Review will be limited to required documents. Information not requested will not be reviewed. To be considered for funding, grant proposals must include Parts I-IV and must be received by SERC/CT PIRC no later than **4:00 p.m. on September 9, 2016.**

PART I. PROPOSAL APPLICATION

Please complete the Proposal Application at the following link: <http://ctserc.org/ptfg>.

Information needed to complete the application includes:

Contact Information for Organization

Contact Information for Fiduciary (If applicable)

Name of curriculum model(s) proposed

Tax ID Number

Total Amount of Funding Requested

Organization's Mission

Description of Organization and Mission Alignment to Parent Leadership Training

1. **Training Program and Activities (Maximum 20 points per curriculum model proposed)**
 - A. Name of curriculum model, number of cycles and town(s) served
 - B. Target population
 - C. Planning
 - D. Strategies for Recruitment and Retention
 - E. Timeline

2. **Organizational Capacity to Implement Project (Maximum 10 points)**
 - A. Describe the staffing and leadership that will oversee the project.
 - B. Describe the operational and fiscal management for the project.
 - C. Describe your organization's track record for implementing trainings such as the one(s) proposed. Your response should include information about your history with the target population; your experience delivering similar trainings/activities and your non-personnel organization resources such as facilities, equipment, materials, etc. that contribute to your success.

3. **Ability to Leverage Financial, Human, and Technical Resources Leading to Greater Impact (Maximum 10 points)**
 - A. Provide a list of collaborative partners that share ownership and decision making, and the contributions of each to this project (including in-kind contributions).
 - B. Describe how this model supports those collaborative partnerships.
 - C. Describe how the parent leadership training is integrated with the following programs, as appropriate: Discovery Communities, School Governance Councils, family engagement committees, and/or other advocacy trainings.

4. **Impact, Outcomes and Sustainability (Maximum 10 points) (Please note: Different chosen or proposer designed indicators may be selected for each curriculum model.)**
 - A. Identify the five performance indicators the program will meet and the applicant's anticipated level of success (four required performance indicators and one chosen by the applicant – see page 5 of the RFP).
 - B. What are the outcomes your organization anticipates as a result this proposal?
 - C. How will you measure the success and effectiveness of these outcomes?
 - D. Describe how this training program will build upon and enhance existing parent leadership efforts already in the community.
 - E. Describe the plan to sustain the civic involvement of program graduates, including anticipated challenges and strategies to overcome those challenges.

PART II. BUDGET PROPOSAL (BUDGET WORKSHEET & NARRATIVE)

Applicants will be allowed to apply for a maximum of two training curriculum models/cycles for a maximum total dollar amount of \$36,492.00. Please complete the Budget Worksheet (Appendix D) and Budget Narrative form (Appendix E) located at the following link: <http://ctserc.org/ptfg>

Matching: Grants awarded under this proposal will provide no more than 75% of the sample parent leadership training budget total cost for each proposed model (See pages 16-19 for model budgets). The proposing agency/organization is responsible for securing the remaining funding and in-kind support required to fully implement the parent leadership training model(s) being proposed and for any follow-up alumni activities. Please be sure to clearly identify the sources of the required matching funds, additional collaborative/community partners' in-kind support and internal program support (e.g., conference room, food, transportation), and the total training program cost for the grant period.

Direct Costs: This grant will pay only for direct costs associated with grant activities.

Administrative Costs: Administrative costs include such items as administrator/supervisor salaries (amounts to be paid to administrative employees of the grantee not involved in providing direct services to pupils/clients), fringe/payroll taxes, and space. If you are requesting grant funds to cover administrative costs, please be explicit when explaining how the administrative functions and related costs are necessary to conduct proposed grant activities. Administrative costs must be split across each model and must be able to be clearly determined from information in the respective budget worksheets and budget narratives.

As the budget proposal is developed, please keep in mind that the grant period for this parent leadership training proposal is from **October 1, 2016** through **June 30, 2017**, and the maximum amount that can be requested is 75% of the sample parent leadership training budget total cost. **Please note: If such information is not provided, the proposal will not be reviewed by the committee.**

- Budget Worksheet – Clearly and accurately, show how the funding will be used to support parent leadership training. Please use the form in Appendix D to show all revenues and expenses for the training program, including in-kind contributions, and how the organization/agency will allocate the grant funding to expenses like food, transportation, costs related to child care, program materials, curriculum, alumni activities, etc.
- Budget Narrative – Please use the form in Appendix E to provide a rationale explaining each line item and the revenue and expenses on the itemized budget worksheets. Be sure to clearly identify the sources of the required 25% matching funds (both cash and in-kind) and describe the total training program cost.

PART III – STATEMENT OF ASSURANCES, MEMORANDUM OF UNDERSTANDING, IRS LETTER OF DETERMINATION and W-9

1. Please complete the Statement of Assurances found in Appendix F and include with the proposal submission.
2. Please submit a fully executed Memorandum of Understanding agreement with the proposal.
3. Please submit an IRS Letter of Determination of Nonprofit Status (if applicable) for the proposer or fiduciary with the proposal.
4. Please submit a copy of a fully executed W-9 (If the organization has a fiduciary, the fiduciary's W-9 is required).

PART IV – SUBMISSION CHECKLIST

The submission checklist provides an opportunity for the applicant to review and ensure all of the required documents are included when submitting the proposal. Please complete the Submission Checklist found in Appendix G and submit it with the proposal.

PARENT LEADERSHIP TRAINING MODELS

Parent leadership training models that have been evaluated and have demonstrated successful civic outcomes will be considered for funding within available appropriations. Additional information is provided in Appendix B.

Please note: For PEP, PLTI, and Parents SEE, a partnership agreement or memorandum of understanding (MOU) is required. A copy of the partnership agreement or MOU must be signed/dated by both organizations covering the grant period must be obtained from the respective contacts listed below and submitted with the proposal.

- Parents Supporting Educational Excellence (Parents SEE)
 - o Visit www.ctschoolchange.org or contact: Patrice Nelson at (860) 586-2340.
- People Empowering People (PEP)
 - o Visit www.pep.uconn.edu or contact: Cathy Love at (860) 570-9012.
- The Parent Leadership Training Institute (PLTI)
 - o Visit www.plti-ct.org or contact: Heather Petit at (860) 240-0074.
- Voices for Families (VFF)
 - o Contact: Sherry Bryant at (860) 823-3782.

Proposals for other models may also be considered and must include a rationale, a curriculum description and outline, recruitment and selection strategies, qualifications for the trainers/facilitators, demographics of the target population to be served, and the expected benchmarks to show how the success of the parent leadership training will be measured. Information from evaluations of the effectiveness of the model must also be included.

SUBMISSION DEADLINE

All proposals **must** be received by **4:00 P.M. on September 9, 2016**. The front page of the application must bear an **original signature** of the **official authorized** to submit the proposal, and **the signature of the fiduciary agent as applicable**. **Electronic submissions will be accepted this year.**

- If submitting electronically, please forward the completed application form and all required documents to: **vitale@ctserc.org**.
- **In order for your application to be considered complete and accepted, you must receive an email receipt confirming your submission.** If you do not receive an email receipt and confirmation, please contact Nicole M. Vitale at **vitale@ctserc.org** prior to the proposal deadline. Documents submitted after the deadline will not be considered.
- If submitting via mail, please submit **one original** copy of the proposal in a sealed envelope with the name of the proposing organization and return address clearly visible to:

Nicole M. Vitale
Parent Trust Fund Grant Coordinator
State Education Resource Center (SERC)
25 Industrial Park Road, Middletown, CT 06457
Attention: Parent Trust Fund Grant

GRANT TIMELINE

The following timetable has been established for the Parent Leadership Training/Parent Trust Fund Grant application process. Every effort will be made to adhere to this schedule; however, dates are subject to change.

RFP Issued/Posted on SERC/CT PIRC Website	August 8, 2016
Receipt of Questions about RFP from Potential Proposers	August 8, 2016 – August 24, 2016 by 4:00 p.m.
Pre-Proposal Meeting (Strongly Encouraged) Please RSVP through the following link: http://ctserc.net/pltreg16	August 24, 2016 1:00 p.m. SERC Library Community Room 25 Industrial Park Road Middletown, CT 06457
Answers to Questions about RFP from Potential Proposers Posted as an Addendum to RFP	August 25, 2016 by 4:00 p.m.
Intent to Submit Proposal (Strongly Encouraged) http://ctserc.net/pltintent16	August 29, 2016 by 4:00 p.m.
Proposals/Application (Required) Deadline	September 9, 2016 by 4:00 p.m.
Screening and Review of Proposals	September 9, 2016 – September 29, 2016
Anticipated Announcement of Awards	September 30, 2016
Grant Period	October 1, 2016 – June 30, 2017

PROPOSAL REVIEW AND SCORING CRITERIA

The proposals will be screened and determined eligible to be scored based on submission of required documents as outlined in the RFP.

Proposal review and scoring will be coordinated by SERC/CT PIRC and the CMT. The CMT members will also provide information about past performance as well as budget validity, which may have an impact on the final score. In the course of the review process, organizations/agencies may be contacted by a SERC/CT PIRC staff member to clarify details of their proposal. During this time, no additional information and/or materials will be accepted or discussed.

Screening criteria and the scoring form will be available after the August 24, 2016 pre-proposal meeting and will be posted on the website at <http://ctserc.org/ptfg>.

GRANTEE REPORTING REQUIREMENTS

Successful grantees must comply with the reporting and program requirements of the Parent Trust Fund. All organizations must use the reporting format and forms provided to grantees. SERC/CT PIRC, in collaboration with funders of the Parent Trust Fund, reserves the right, after the award notifications, to withhold funds and/or rescind funds if the required reporting documentation has not been submitted in a timely fashion.

Reporting and program participation requirements may include, but are not limited to:

1. Monitoring/Technical Assistance Visits/Site Visits/Program Evaluation Training
2. Professional Development/Training for grantee Coordinators/Facilitators
3. Program forms and requirements:
 - Cycle Start and End Form
 - Copy of flyers used for recruitment efforts
 - Demographics Form
 - Attendance sheets (from second class and final class)
 - Final Program Report
 - Final Program Budget Worksheet

EXAMPLES OF PARENT LEADERSHIP MODELS AND CONTACT INFORMATION**Parents Supporting Educational Excellence (Parents SEE)**

- Parent leadership in education
- Half-day retreat followed by twelve 3-hour weekly sessions offered at night focusing on effective school practices, how schools function, the achievement gap, understanding education policy, and parent leadership in schools.
- Class size range is 19-30, with a minimum of 19 people graduating.
- Meals, transportation, and child care are provided.
- Memorandum of Understanding with the Center for School Change required for use of the model.
- For more information, visit www.ctschoolchange.org or contact: Patrice Nelson at (860) 586-2340.

People Empowering People (PEP)

- Parent involvement/parent leadership from a community perspective.
- Meets 2 hours a week on values, communication skills, problem solving, action planning, community assessment, and related topics.
- May be targeted to “high need” populations.
- Small class sizes (8-10) allow for individualized attention, with a minimum of 8 people graduating.
- Individual or group community projects.
- Weekly or bimonthly support meetings for 2-4 months following completion of class.
- Meals, transportation, and child care are provided.
- Curriculum available in English and Spanish and in format appropriate for youth.
- Memorandum of Understanding with UConn required for use of curriculum.
- For more information, visit www.pep.uconn.edu or contact: Cathleen Love at (860) 570-9012.

The Parent Leadership Training Institute (PLTI)

- Parent leadership from an assets-based community development/social policy development model with alumni activities and mentoring.
- Full-day retreat followed by 20 four-hour weekly classes in diversity, political infrastructures, communication skills, public speaking, problem solving, action planning, the legislative process, and community civics projects.
- Class size ranges from 20-25 participants with sessions held at night, with a minimum of 20 people graduating.
- Meals, transportation, and child care are provided.
- The “Children’s Leadership Training Institute” (CLTI), which provides age-appropriate leadership materials matching the adult curriculum topics, may be offered in lieu of child care for kids aged 3-12.
- Memorandum of Understanding with the Commission on Women, Children and Aging required for use of curriculum.
- For more information, visit www.plti-ct.org or contact: Heather Petit at (860) 240-0074.

Voices for Families (VFF)

- Parent involvement/leadership with a community perspective.
- Full-day retreat followed by fifteen 3-hour classes focusing on problem definition, interpersonal skills, diversity, media, budgets, and state/local government.
- Meals, child care, and transportation are provided.
- Class size ranges from 15-20, with a minimum of 10-15 people graduating.
- For more information, contact: Sherry Bryant at (860) 823-3782.

Other Models of Parent Leadership

- Other parent leadership training models that have been evaluated and have demonstrated successful family engagement and civic outcomes are welcomed through this application and will be added to this list as they are identified.

SAMPLE MODEL BUDGETS**PLTI 2016-2017
SAMPLE TRAINING BUDGET**

This sample budget includes costs for the Saturday retreat (Class I, 6 hours), Classes II - XIX, graduation expenses (Class XX), and alumni support.

Supplies/Materials for Training & Child Care: (recruitment, classroom and local graduation) **\$ 2,000**

Facilitators: facilitators are budgeted @ \$50/hr.

3 Facilitators @ Retreat - Class I: 3 x \$50 x 6 hrs. -	\$ 900	
2 Phase I Facilitators @ \$50/hr. for 36 hrs. (Class II - X = 9 weeks for 4 hrs./class) -	\$3,600	
1 Phase II Facilitator @ \$50/hr. for 44 hrs. (Class V plus X - XIX = 11 weeks for 4 hrs./class) -	\$2,200	
3 facilitators @ \$50/hr. for 2 hrs. @ Class XX (Local Graduation) -	\$ 300	
		\$ 7,000

Food: Includes breakfast & lunch @ Retreat (Class I), meals for Class II - XIX & local graduation, Class XX. \$7/person for 40 parents/kids/facilitators/guests & child care staff – (\$280 x 21 meals)
\$ 5,880

Child Care (note: based on 25 kids, 2 groups of 10 kids ages 3-12 on-site + 5 kids age 0-3 @ home)

2 child care teachers @\$20/hr. for 4hrs./night for 20 nights	\$ 3,200	
In-home child care stipends (\$15/night for 5 kids for 20 nights)	\$ 1,500	\$ 4,700

Children's Leadership Training Institute (CLTI) (*may be substituted for the child care component for children aged 3-12 at additional expense*)

CLTI Books, CLTI Teacher training & additional curriculum materials for 25 children **\$3,500**

Coordinator/Staffing

An average of 15 hrs./week @ \$25/hr. for 40 weeks/yr. – no fringe benefits **\$15,000**

Alumni Meetings/Events

\$ 1,000

Program Costs with Child Care

\$35,580

Program Costs with CLTI

\$39,080

The CT Commission on Women, Children and Seniors
2016-2017 training cycle

ParentsSEE 2016-2017 SAMPLE TRAINING BUDGET

This “SAMPLE TRAINING BUDGET” offers an **estimate** of the basic costs associated with implementation of Parents SEE. It is based on feedback from a number of sites that have completed trainings in their communities. Actual costs will vary because of participant numbers, experience with the program, recruiting logistics, and alumni activities. We assume 20 parents, 15 children for the program, and 20 additional visitors at the Café and graduation. Amounts followed by a * indicate fixed required costs.

- | | | |
|--|------------------------|-------------------------------------|
| <p>a. Facilitators (2)</p> <p><i>Cost for each facilitator covers six hours for the facilitation of a Retreat held on Saturday, four-and- one-half hours for facilitation of Sessions 1 – 12 and up to 2 hours for participation in a Parents SEE graduation scheduled outside regular program meeting time</i></p> | <p>\$6,200*</p> | <p>124 Hours @ \$50/Hour</p> |
| <p>b. On-Site Coordinator/Staffing</p> <p><i>Coordinator costs include planning, program administration, recruitment, and follow-up for 15 hrs/week for 20 weeks</i></p> | <p>\$7,500</p> | <p>300 Hours @ \$25/Hour</p> |
| <p>c. Statewide Coordination/Training & Program Support</p> <p><i>Includes support to on-site coordinator and Design Team for planning and implementation of the training, regular site-visits, data collection, ongoing feedback, and problem-solving</i></p> | <p>\$2,500</p> | |
| <p>c. On-Site Childcare (2)</p> <p><i>Estimate is based on 2 child-care providers for 13 sessions, 4 hrs/session. This will vary depending on the number of children enrolled in child care</i></p> | <p>\$2,080</p> | <p>104 Hours @ \$20/Hour</p> |
| <p>d. In-Home Childcare</p> <p><i>Stipends estimated for 3 children at \$25/session for 13 sessions</i></p> | <p>\$975</p> | |
| <p>e. Transportation</p> <p><i>Estimate may vary, depending on the need for taxi service, bus tokens, etc.</i></p> | <p>\$325</p> | |
| <p>f. Food</p> <p><i>Some sites have arranged for supermarket and “big box” store donations; Some have arranged for one or two “pot luck” sessions celebrating diversity</i></p> | <p>\$5,211</p> | <p>579 meals @ \$9/meal</p> |
| <p>h. Materials</p> <p><i>Includes costs for recruitment, session supplies and graduation</i></p> <p><i>*Required materials are journals (\$3.65/participant); posters (\$45.00); graduation materials (\$13.75/graduate)</i></p> | <p>\$1,300</p> | |
| <p>i. Alumni Meetings/Events</p> <p><i>Includes costs for materials, food, speakers etc</i></p> | <p>\$1,000</p> | |
| <p>Total Estimated Budget \$27,091</p> | | |

Funding Sources

Communities have acquired funding from a variety of sources including but not limited to: the Connecticut Parent Trust, Title I (parent involvement funds), community foundations, private grants, school district support, and local fund-raising efforts.

People Empowering People (PEP) 2016 -2017

SAMPLE TRAINING BUDGET

This sample budget includes costs for the 10-class training cycle, 4 weeks for recruitment & reporting functions, and up to 4 class sessions to complete the class project (a total of 18 weeks) for 8-12 people, meals & child care.

Supplies/Materials (office supplies, copying, etc.)	\$ 200
Facilitators (also does training recruitment & coordination functions)	
1 @ \$50/hr. x 6 hrs./wk. x 4 weeks for recruitment & reporting	\$1,200
1 @ \$50/hr. x 6 hrs./wk. x 14 weeks for class	\$4,200
Two-Day PEP Facilitator Training (includes curriculum)	
Through UConn Extension @ \$250 per person	\$ 250
Related Mileage	\$ 50
Food (for class, children, & staff)	
20 people x \$6 x 14 weeks	\$1,680
Child Care for PEP Participants (10 – 20 children)	
2 staff @ \$15/hr. x 2 hrs. x 14 weeks	\$ 840
Graduation (food for graduates & guests, gifts, etc.)	\$ 700
	Subtotal
	\$9,120
5% Administrative Costs	\$456
Grand Total	\$9,576

Prepared by the University of Connecticut Department of Extension

Voices for Families 2016 -2017

SAMPLE TRAINING BUDGET

BUDGET NARRATIVE

The Coordinator does all the recruitment for the program, organizes child care and food for the program, helps train parents to facilitate programs, writes grants, finds funding to help parents with their projects, and is the liaison between parent leaders and community leaders. The Coordinator also acts as a liaison for parent graduates in their future endeavors

24 weeks x 10 hrs. per week (VFF) x \$26 per hour	\$6,240
Two facilitators will be hired.	
2 facilitators x 15 weeks x 4 hours per week x \$45 per hour = \$5,400	\$6,030
2 x 7hr (retreat) x \$45 per hour = \$630	
2 Child Care workers will be hired.	
2 teachers x 52 hrs. x \$10per hour	\$1,040
The classes for the Voices program are in the evening. We provide food to our participants. Meals will be provided for each VFF class, and for graduation celebration.	
25 people x 17 dinners x \$8/dinner	\$3,400
Parent graduates Community Project expenses: this money will be used to help graduates with community projects and programs they help design and run. The money will also help the recruitment process for the VFF class.	
	\$3,500
Office Supplies/program supplies – Funds for copying, printing training items, envelopes & mailing, stationery, folders, paper, and pens, etc.	
	\$500
The total direct expenses for this program	\$20,710
Voices for Families In-Kind expenses	
The Coordinator of Norwich Youth and Family Services – will spend 3 hours of her time on the Voice for Families Leadership Program supervising the coordinator and facilitators of the program.	
Coordinator – 2 hrs. x 15 wks. x \$36.07	\$1,082.10
In-Kind Curriculum materials	\$600
Space for class	\$3,000
Total In-Kind expenses	\$4,682.10
Total for Program, both In-Kind and Direct expenses	\$25,392.10
For the creators of the Voices for families program to train Trainers in your community, the cost for 2 VFF Trainers and 3 manuals is \$2,500	
Train a parent to become a Facilitator \$1,000	

**Sample Parent Leadership Training Budget Summary & Parent Trust Fund Grant
Maximum Amounts (highlighted)**

<i>Line Item</i>	<i>PLTI</i>	<i>PLTI/ CLTI</i>	<i>PSEE</i>	<i>PEP</i>	<i>VFF</i>
Alumni Meetings/Events/Community Projects/Recruitment	\$1,000.00	1,000.00	1,000.00	N/A	3,500.00
Child care (in home or on-site)	4,700.00	4,700.00	3,055.00	840.00	1,040.00
CLTI	N/A	3,500.00	N/A	N/A	N/A
Coordinator/Staffing	15,000.00	15,000.00	7,500.00	N/A	6,240.00
Facilitators (retreat, class, graduation)	7,000.00	7,000.00	6,200.00	5,400.00	6,030.00
Food	5,880.00	5,880.00	5,211.00	1,680.00	3,400.00
Graduation	N/A	N/A	N/A	700.00	N/A
Participant projects	N/A	N/A	N/A	N/A	N/A
Supplies/Materials	2,000.00	2,000.00	1,300.00	200.00	500.00
Training Fee/Program Support	N/A	N/A	2,500.00	250.00	N/A
Transportation/Travel	additional	additional	325.00	50.00	N/A
Training & manuals	N/A	N/A	N/A	N/A	3,500.00
<i>Possible in-kind support:</i> Administrative costs, coordinator, curriculum materials, space for class, etc.	N/A	N/A	N/A	456.00	4,682.10
Total Cost 2016-2017	\$35,580.00	39,080.00	27,091.00	9,576.00	28,892.10
75% Maximum Available Parent Trust Funds	\$26,685.00	29,310.00	20,318.00	7,182.00	21,670.00
Other Information:	PLTI	PLTI/CLTI	PSEE	PEP	VFF
Hours per class session	4	4	4	2	4
Retreat hours	6	6	6	0	7
Graduation hours	2	2	2	2	0
Weeks	20	20	12	10	15
Classes for participant projects	N/A	N/A	N/A	4	N/A
Total Hours	88	88	56	26	67

Directions for Completing Budget Worksheet and Narrative

Please carefully consider and record the costs and rationale for accomplishing the proposed grant activities. If the proposal is funded, no individual line item can change by more than + or – 10% without advanced written permission. In addition, new line items cannot be added without prior written approval from the funders.

Please be aware of and address the following as applicable:

1. This grant will pay for only direct costs associated with grant activities. In the budget narrative, please explain the role of each staff person and the functions to be performed in support of the training.
2. Clearly delineate the 25% match and provide an explanation in the budget narrative.
3. Complete each box with the required information. If no funding is requested in a particular line item, please enter zeroes.
4. Do not alter the budget worksheet or budget narrative forms.
5. Enter Organization Name where indicated.
6. Enter Curriculum Model where indicated.
7. Include budget narrative detail as specified on the budget narrative form.
8. Submit a separate budget worksheet and budget narrative for each proposed model.

APPENDIX D

2016-2017 PARENT TRUST FUND GRANT BUDGET WORKSHEET

Organization Name:

Grant Year: October 2016 through June 2017

RFP Number: #16SERC/PIRC001RFP

Budget Submission Date:

Curriculum Model:

Direct Administrative and Program Costs	Full Cost to Accomplish Proposal	Proposer In-Kind Contribution	Other Cash and In-Kind Contributions	Amount Requested from Parent Trust Fund Grant
1. Coordinator/Staffing Salaries				
2. Fringe/Payroll Taxes				
3. CLTI (as applicable)				
4. Child care (in home or on-site)				
5. Teachers/Consultants/Facilitators (retreat, class, graduation)				
6. Alumni Meetings/Events/Community Projects				
7. Curriculum Materials				
8. Food				
9. Training Fee/Program Support				
10. Recruitment				
11. Space				
12. Supplies/Materials				
13. Transportation/Travel				
14. Graduation				
15. Other Direct Costs				
16. Grand Total Direct Costs				

Percent of In-Kind and Cash Contribution

2016-2017 PARENT TRUST FUND GRANT BUDGET NARRATIVE

BUDGET NARRATIVE

Organization Name: _____

Curriculum Model: _____

Please provide a detailed budget narrative below. A separate budget narrative is required for each proposed model. The budget narrative must include:

1. A detailed rationale explaining each line item in the budget worksheet (Appendix D) and its alignment with proposal goals and objectives;
2. A clear explanation of what costs are to be included in the required 25% matching funds (both cash and in-kind);
3. A clear explanation of the role of each staff person and the functions (s)he will perform in support of the training.

**State Education Resource Center/CT Parent Information and Resource Center (SERC/CTPIRC)
2016-2017 Parent Trust Fund Grant**

STATEMENT OF ASSURANCES

The undersigned proposer affirms and declares that:

1. General

- a. The filing of this proposal has been authorized by the proposer's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said proposer, and otherwise to act as the authorized representative of the proposer in connection with this application;
- b. The program services will be delivered within the timeframes as delineated in this RFP;
- c. Grant funds must be expended during the grant year unless otherwise agreed to in writing by SERC/CT PIRC;
- d. Unexpended funds must be returned to SERC/CT PIRC no later than 21 days following the grant year or 14 days following the conclusion of grant activities, whichever is sooner;
- e. The proposer has the necessary legal authority to apply for and receive the proposed grant;
- f. The activities and services for assistance sought under this grant will be administered by or under the supervision and control of the proposer;
- g. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the State Board of Education and the Connecticut State Department of Education;
- h. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- i. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- j. The proposer will complete program services funded through the Parent Trust Fund Grant no later than June 30, 2017.
- k. Within 30 days of program completion or by July 30, 2017, whichever is sooner, The proposer will submit a Final Program Report and such other reports, as specified, to SERC/CT PIRC, including information relating to the project records and access thereto as SERC/CT PIRC may find necessary;
- l. SERC/CT PIRC and its collaborating partners in this RFP reserve the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records, and materials resulting from this project and this grant;
- m. If the project achieves the specified objectives, proposer will make every reasonable effort to continue the project and/or implement the results after the termination of Parent Trust Grant funding;
- n. The grant award is subject to the availability of state and/or private funds;

- o. The proposer will protect and hold harmless SERC/CT PIRC and its collaborating partners from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- p. Grant funds should not be committed until an official grant award letter is received;
- q. SERC/CT PIRC, on behalf of its collaborating partners, reserves the right to negotiate terms, including the withholding of funds, based on the grantee's inability to comply with these assurances;
- r. The grantee agrees and warrants that in the performance of the grant, grantee will not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability, or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws; and
- s. Grantee agrees to provide, upon request, copies of any/all organization nondiscrimination statements. If the organization does not have a nondiscrimination statement, grantee agrees to seek the creation of such a statement from the organization's governing body.

2. Parent Leadership Training

- a. This proposer has read and understands the requirements of the parent leadership model it has selected. If a partnership agreement or memorandum of understanding is required, a copy of the partnership agreement or MOU signed by both organizations covering the grant period has been submitted with this proposal;
- b. This proposer will adhere to all reporting requirements, as outlined by SERC/CT PIRC; and
- c. This proposer will ensure that all approved child care sessions are adequately staffed. This proposer assumes all liability and will hold SERC/CT PIRC and its funders harmless.

Legal Name of Organization

Date

Signature of Authorized Signatory

Print Name of Authorized Signatory

Please attach the organization's IRS Letter of Determination of nonprofit status.

RFP SUBMISSION CHECKLIST

(Please carefully review and check off the following boxes to ensure the RFP proposal submission package is complete).

- Proposal Application with original signatures
- Budget Proposal
 - Budget Worksheet (one worksheet for each curriculum model proposed)
 - Budget Narrative (one narrative for each curriculum model proposed)
- Statement of Assurances with original signatures
- Fully executed (signed/dated)Memorandum of Understanding (Required by PLTI, PSEE and PEP)
- IRS Letter of Determination of nonprofit status
- A copy of a fully executed W-9 (If the organization has a fiduciary, the fiduciary's W-9 is required)
- Proposal submission package includes 1 copy of everything listed above

FREQUENTLY ASKED QUESTIONS

What are the chances of being funded?

Grants will be funded contingent on the availability of both public and private funding. It is expected to be a very competitive grant application process. Please review the guidelines carefully to determine whether your project clearly fits within the parameters of parent leadership training as described in the application. If there is not a clear fit, it is unlikely that your project will be funded. Only those applicants that meet the qualifications should apply.

Can an organization submit proposals for multiple parent leadership training models?

Yes. As an example, an organization can choose to implement a PLTI and a PEP curriculum. An organization can submit proposals that include multiple trainings, but they must be designed to intentionally create a continuum of offerings within a community, build upon existing resources, and maximize funding through collaboration. Please note that reviewers will have only the information you submit in your application to judge its merits. A separate budget narrative and budget worksheet are required for each curriculum model proposed.

Is there a maximum amount of funding and/or models/cycles an organization can apply for?

Yes. Applicants will be allowed to apply for a maximum of two training curriculum models/cycles for a maximum total dollar amount of \$36,492.00. For example, an organization may apply for PEP and PSEE (one cycle each) or may apply for two cycles of PEP.

Can you provide clarification of the term “fiduciary”?

A fiduciary is an external entity that is acting on your behalf in legal and/or financial matters. The fiduciary is not the organization’s internal finance director or contact person.

Will current parent leadership training providers receive priority consideration for funding through this application?

No. All applications are equitably reviewed. Communities and/or agencies that have not offered parent leadership training before are strongly encouraged to apply.

Can an applicant submit a proposal before meeting the requirements for the parent leadership training model selected?

No. Applicants must meet all requirements of the parent leadership training model prior to submission. **If a partnership agreement or memorandum of understanding is required, a copy signed by both organizations covering the grant period must be submitted with this proposal.**

If you are going to run two training classes of the same model, do you submit multiple budget worksheets?

No, you need to submit only one budget worksheet per curriculum model.

How specific does the Budget Narrative have to be?

The budget narrative must fully and completely explain the reasoning behind the amount proposed in each line item. The Budget Narrative must clearly identify the sources of the required 25% matching funds (both cash and in-kind) and describe in detail each aspect of the total training program cost. Make sure to explain any special budget circumstances and/or training costs. Emphasis should be on reasonableness of costs, clarity of the budget narrative, how the grant funding will be used, and the level and diversity of in-kind, cash, and pro-bono support at the local level.

Under Funding Restrictions on page 6 of the RFP, the Parent Trust Fund grant does not provide funding for translation of existing curricula into alternative languages. Can you clarify this?

The funds cannot be used to translate the program curriculum, though they can be used to provide translation services for participants at training sessions and other grant-related activities. For example, a parent who speaks only Spanish could receive services of a Spanish translator during the training sessions. Clearly document the translation services you plan to provide.

Can you provide examples of administrative costs?

Example 1. Administrator/Supervisor Salaries: Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll, including overtime salaries or salaries paid to employees of a temporary nature.

Example 2. Administrative Supplies: Expenditures for consumable items directly related to program administrative (non-instructional) activities.

How will proposals be screened and scored?

Screening criteria and the scoring form will be available after the August 24, 2016 pre-proposal meeting and will be posted on the website at <http://ctserc.org/ptfg>.