




2016-2017  
PARENT LEADERSHIP TRAINING  
PARENT TRUST FUND GRANT

August 24, 2016

Pre-Proposal Meeting

# Introductions

## Who's in the room?



**Nicole M. Vitale**, Consultant & Grant Coordinator, SERC

**Ingrid M. Canady**, Interim Executive Director, SERC

**Judy Carson**, School-Family-Community Partnerships Project Manager  
Connecticut State Department of Education

**Nancy Leonard**, Senior Program Officer for Inspiring Equity  
William Caspar Graustein Memorial Fund

**Heather Petit**, Senior Special Projects Coordinator  
Connecticut Commission on Children, (PLTI)

**Cathy Love**, Professor  
University of Connecticut (PEP)

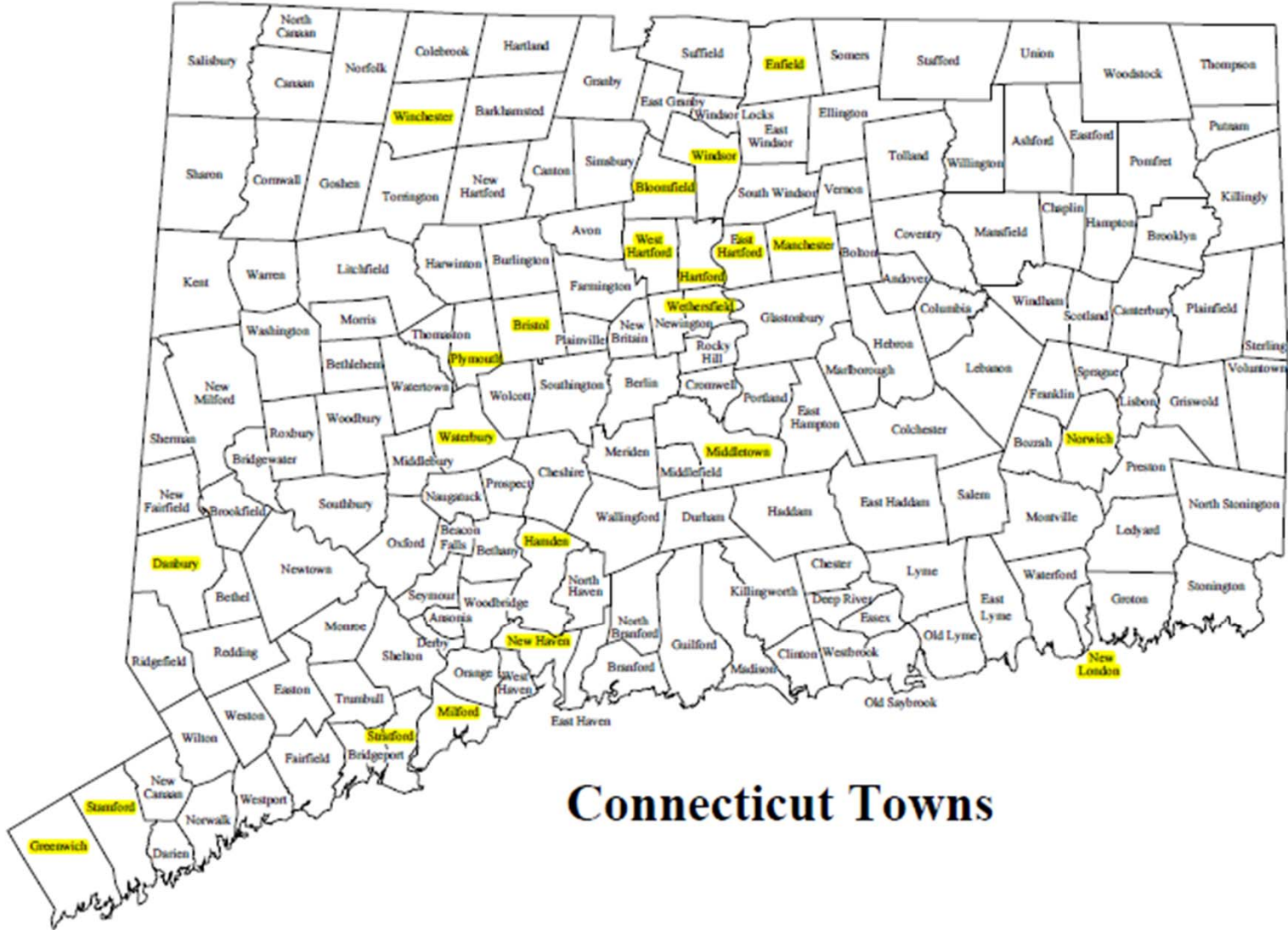
**Patrice Nelson**, Program Coordinator  
Connecticut Center for School Change (PSEE)

# Agenda



- Discuss Timelines
- Review RFP and Application
- PLTI, PSEE, PEP and VFF Overview
- Q&A

# Towns awarded in 2015-2016



Connecticut Towns

# Grant Timeline and Key Dates

Receipt of Questions about RFP from Potential Proposers	<b>August 8, 2016-August 24, 2016 (by 4:00 p.m.)</b>
Answers to Questions about RFP from Potential Proposers Posted as an Addendum to RFP	<b>August 25, 2016 by 4:00 p.m.</b>
Intent to Submit Proposal (Strongly Encouraged)	<b>August 29, 2016 by 4:00 p.m.</b>
Proposals/Application (Required) Deadline	<b>September 9, 2016 by 4:00 p.m.</b>
Screening and Review of Proposals	<b>September 9, 2016-September 29, 2016</b>
Anticipated Announcement of Awards	<b>September 30, 2016</b>
Grant Period	<b>October 1, 2016-June 30, 2017</b>

# Parent Trust Fund Goals



- ❑ To promote culturally responsive practices 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.

# Funding Considerations



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

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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.



# Intent to Submit (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 statement of intent 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. \*\*
5. Anticipated funding request for 2016-2017
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).

# 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. Application
- 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



Information needed to complete the cover page of 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
- ❑ Organization's 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**

Provide a thorough description of the target population for whom the training will be offered, including demographic information (e.g., age, race, gender, income, etc.) and provide evidence this population is likely to participate.

**C. Planning**

1. Describe how parents were engaged in the decision-making and planning process for this project.
2. Provide a rationale for the choice of the particular training curriculum model and how it fits with the target population (please be as specific as possible).

**D. Strategies for Recruitment and Retention**

1. Describe multiple strategies for recruitment and why these strategies are likely to be successful. If you had a previous grant that failed to meet the recruitment goal, how will your recruitment efforts change to meet it in this grant cycle.
2. Describe retention strategies and on-going supports you will provide for parents who sign up to participate in the trainings.

**E. Timeline**

Provide an achievable timeline that corresponds to the key activities (including recruitment, training, graduation and alumni support) with meaningful benchmarks of success (please be specific with anticipated start and end timeline).

## 2. Organizational Capacity to Implement Project (Maximum 10 points)

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A. Describe the staffing and leadership that will oversee the project.

B. Describe the operational and fiscal management for the project.

C. Describe your organizations 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 and Sustainability (Maximum 10 points)



- 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 for 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(ies).
  
- E. Describe the plan to sustain the civic involvement of program graduates including anticipated challenges and strategies to overcome those challenges.

# Outcomes



- Outcomes are the desired change(s) or results that this proposal will accomplish.
- They should showcase the development of skills and knowledge; changes in attitudes, perspectives and behavior; and impact for individuals who participate in these leadership programs.

- 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?**



# Results 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.

## PART II. BUDGET PROPOSAL (Budget Worksheet & Narrative)

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.

# Budget Proposal (Continued...)



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.

## Budget Proposal (continued...)

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**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.

# SAMPLE BUDGETS

## 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
<b>Total Cost 2016-2017</b>	<b>\$35,580.00</b>	<b>39,080.00</b>	<b>27,091.00</b>	<b>9,576.00</b>	<b>28,892.10</b>
<b>75% Maximum Available Parent Trust Funds</b>	<b>\$26,685.00</b>	<b>29,310.00</b>	<b>20,318.00</b>	<b>7,182.00</b>	<b>21,670.00</b>
<i>Other Information:</i>	<i>PLTI</i>	<i>PLTI/CLTI</i>	<i>PSEE</i>	<i>PEP</i>	<i>VFF</i>
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

<u>Curriculum Models (One Cycle)</u>	<u>Max. Amount</u>
PLTI	\$26,685.00
PLTI/CLTI	\$29,310.00
PSEE	\$20,318.00
VFF	\$21,670.00
PEP	\$7,182.00
<u>Curriculum Models (Two Models)</u>	
PLTI & PEP	\$33,867.00
PLTI/CLTI & PEP	\$36,492.00
PSEE & PEP	\$27,500.00
VFF & PEP	\$28,852.00
PEP (2 cycles)	\$14,364.00

# Budget Worksheet (Appendix D)

PROPOSAL BUDGET WORKSHEET				
<b>Organization Name:</b>				
<b>Grant Year:</b>	October 1 2016 - June 30, 2017			
<b>RFP Number:</b>	#16SERC/PIRC001RFP			
<b>Budget Submission Date:</b>				
<b>Curriculum Model:</b>				
	Full Cost to Accomplish Proposal	Proposer In-Kind Contribution	Other Cash and In-Kind Contributions	Amount Requested from Parent Trust Fund Grant
<b>Direct Administrative and Program Costs</b>				
1. Coordinator/Staffing Salaries	0.00	0.00	0.00	0.00
2. Fringe/Payroll Taxes	0.00	0.00	0.00	0.00
3. CLTI (as applicable)	0.00	0.00	0.00	0.00
4. Childcare (in home or on-site)	0.00	0.00	0.00	0.00
Teachers/Facilitators/Coordinators/Consultants (retreat, class, graduation)	0.00	0.00	0.00	0.00
6. Alumni Meetings/Events/Community Projects	0.00	0.00	0.00	0.00
7. Curriculum Materials	0.00	0.00	0.00	0.00
8. Food	0.00	0.00	0.00	0.00
9. Training Fee/Program Support	0.00	0.00	0.00	0.00
10. Recruitment	0.00	0.00	0.00	0.00
11. Space	0.00	0.00	0.00	0.00
12. Supplies/Materials	0.00	0.00	0.00	0.00
13. Transportation/Travel	0.00	0.00	0.00	0.00
14. Graduation	0.00	0.00	0.00	0.00
15. Other Direct Costs	0.00	0.00	0.00	0.00
<b>Subtotal</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>13. Grand Total Direct Costs</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Percent of In-Kind and Cash Contribution</b>				



# Budget Narrative (Appendix E)

## 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 curriculum model proposed.

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.



## Part III – Statement of Assurances, Memorandum of Understanding, IRS Letter of Determination and W-9.



- Please complete the Statement of Assurances found in Appendix F and include with the proposal.
- Please submit a fully executed Memorandum of Understanding agreement with the proposal.
- Please submit an IRS Letter of Determination of Nonprofit Status (if applicable) for the proposer or fiduciary with the proposal.
- 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.

# Grantee Reporting Requirements

Successful grantees must comply with the reporting and program requirements of the Parent Leadership Training/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
  - ❑ Copy of attendance sheets (from second class and final class)
  - ❑ Final Program Report
  - ❑ Final Program Budget Worksheet

# Proposal 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:

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

# Proposal Review Criteria & Scoring

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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>.

## Let's Review ...



- ❑ 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
- ❑ 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 original of everything listed above

The following parent leadership training models have been evaluated and have demonstrated successful civic outcomes:

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

# Time for

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