



**Parent ACTION**  
*Achieving Change Together In Our Neighborhoods*

# **2005**

# **Parent ACTION**

# **Grant Application Packet**

**NEW GRANTEES**

**(See website [www.sfkids.org](http://www.sfkids.org) for returning Parent ACTION applicants)**

**DUE: December 1<sup>st</sup>, 2004**

Return completed application to:  
Parent ACTION / First 5 San Francisco  
1390 Market Street, Suite # 318  
San Francisco, CA 94102  
PH: (415) 437-4649 or  
(415) 557-6854  
[www.sfkids.org](http://www.sfkids.org)



## OVERVIEW

The mission of the San Francisco Children and Families Commission is to instill an enduring obligation in San Francisco residents and government to ensure the opportunity for optimal health and development for every child born and raised in this county. This means a commitment to support young children and their families from prenatal to five years of age through abundant opportunities to be healthy, learn, and grow. Children will reach their full potential. Families will be empowered and engaged civic partners in the work of the Commission.

Who can apply:

- Groups whose membership includes: parents and relative caregivers or foster parents of children 0-5 years of age who live in San Francisco.
- Agency representatives who plan on developing parent leadership skills with a specific group of parents or caregivers with the goal that parents manage the grants independently in the second year.

## QUESTION AND ANSWERS

1. What kind of projects is Parent ACTION looking for?

The projects themselves should provide parents AND their children, ages 0-5, opportunities to achieve one of the following:

- Greater opportunities to develop leadership skills that benefit families in San Francisco;
- Greater opportunities to spend time together in activities that promote children's development;
- Greater opportunities for parents and caregivers to provide support to one another; and
- Greater opportunities for families to connect to neighborhood supports in a community-building environment.

2. What kind of projects is Parent ACTION not looking for?

- Projects that are led by an agency staff person for the duration of the grant.
- Projects that use the grant to pay stipends for parents engaged in agency-sponsored activities.
- Projects that do not have as their focus, the development of young children, their parents or relative caregivers.

3. What kind of activities have been funded in the past?

- Music classes for young children and their families
- Parent-designed websites about parenting resources
- Support networks for parents
- Field trips to museums, the circus
- Garden projects with young children and families
- Organizing campaigns to improve park bathrooms for young children

4. Are there other projects that can be funded?  
Absolutely, we are always looking to support creative ideas.
5. Can older children be involved in the project?  
First 5 San Francisco recognizes that most young children in this county live with their older siblings. If there is a way to incorporate older children in your activities without losing site of the goal—enhancing young children’s development, then we highly encourage it. In some places, older siblings are taught about young children’s development because they so often are care takers for them.
6. What are typical responsibilities of a Parent ACTION grantee organizer?
  - Getting input from interested parents about the activities you will do
  - Conducting outreach to increase participation ( a common source of frustration)
  - Encouraging other group members to take on responsibilities
  - Creating and distributing schedules of activities for parents
  - Sharing with parents what you gained from the Leader Training workshops
7. What frustrations can I expect as a Parent ACTION grantee?
  - Keeping your records together—receipts and sign-in sheets and flyers.
  - Identifying speakers for your workshops and classes and handling their payments
  - Purchasing materials
  - Organizing Receipts
  - Keeping your budget together
8. What rewards come from being a Parent ACTION Grantee organizer?
  - Increased confidence in working with different people
  - Increased confidence to stand up for what you believe in
  - Knowing that you contributed toward improving life for children and their families in San Francisco
  - Improving your young child’s opportunities for optimal development.
  - Being seen as a resource for information in your community
  - Building bonds with parents and relative caregivers from all over the city from our Leader Training Workshops and outings.
9. What if my project does not turn out as planned?  
Many veteran grantees will report, projects often don’t go as planned. Parents’ schedules are fickle, you can’t get as many people together as you had hoped, or your project leader has a baby. What is important is that you work with First 5 San Francisco staff and your mentors and other grantees to troubleshoot about how to build on the project’s strengths and move forward. We understand these projects are works in progress!

## **STRUCTURE OF THE GRANT**

### **Funding Cycle**

The Parent ACTION grant is built on a premise of gradual leadership development that will impact the lives of young children and their families. It commits two years of funding to parent groups, and provides one year of additional funding for parents who most successfully fulfill their project mission. The first year of funding is for \$3,000, the second year is for \$5,000, and the third year is for \$4,000 with an expectation of in-kind services. Requests for Proposals will be released every two years. One proposal for new grantees and one for 2<sup>nd</sup> year grantees who wish to continue a third year of funding.

Grant checks are distributed in two equal installments each grant year. The first check is released in February of 2005 and the second check will be issued in August of 2005.

Grants can pay for:

1. Materials you need for a project, like art supplies, office supplies, games, instruments, postage, printing, copy costs for flyers, post cards, educational videos, etc.
2. Items for an event such as childcare, food, facility rental, etc.
3. Fees for trainers (i.e. parent education classes; etc) when selected from a pool of First 5 certified trainers. Exceptions will be made on a case by case basis.
4. Field trip expenses like transportation, tickets, etc.
5. Incentives/raffle items for parent participants like gift coupons; trips.

Grants cannot pay for:

1. Salaries/ Stipends for group leaders who are staff at agencies sponsoring the grant.
2. Stipends for parent organizers
3. Stipends for agency staff time
4. Cash payments for parent participants
5. Rental of office space
6. Equipment or automobile purchase

### **Leader Training**

First year grantees:

Our funding model provides extensive Leader Training in the first year of the grant with four ½ day workshops on the following topics: 1) Defining and achieving programmatic goals 2) Fiscal accounting and securing in-kind gifts and donations 3) Outreach strategies and nurturing in-group leadership 4) Policy and politics regarding San Francisco's families. First year grantees will have mentorship advice from a third year grantee for 5-10 hours a year, one on one advice from First 5 staff, and access to peer to peer exchange through an on-line newsgroup.

Second year grantees:

Grantees in their second year will have two ½ day networking workshops with other grantees, an optional workshop on developing a sustainability plan, and 1 final party/graduation ceremony. Grantees will continue to have access to peer to peer exchange on the intranet.

Third year grantees:

Third year grantees will present at one of 4 workshops for First year grantees. Third year grantees will provide a total of 10 hours of one-on-one advice to two first year grantees assigned to them.

	Number of 2005 Grants	Number of 2006 Grants	Number of 2007 Grants	Dollar Amount	Leader Training – Mentoring Requirements
1 <sup>st</sup> Year	24	0	24	\$3,000	Leader Training: 4 - ½ day workshops; year-end fiesta; One-on-one mentor grantee assistance
2 <sup>nd</sup> Year	0	24	0	\$5,000	Leader Training: 2 - ½ day networking workshops; graduation celebration
3 <sup>rd</sup> Year Mentor grantees	12	0	12	\$4,000	Mentoring Requirement: Presentation at one of four workshops; One-on-one mentor grantee assistance to two groups

**Reporting Requirements**

Grantees are expected to provide two reports per funding cycle. Each report shall contain the following:

- 1) A brief narrative of no more than one page
- 2) Verifiable receipts--receipts from calculators or receipt stubs are not accepted.
- 3) Flyers about your events and activity sign-in sheets.

**Terms of Agreement**

- Two members from your group will attend every Leader Training workshop and one orientation meeting.
- Reports will be submitted on time.
- Contact information will be updated as needed and can be used for peer to peer advice sharing.
- Provide an orientation about First 5 to project group members that 1) Shows them a ten minute video of the Parent ACTION grant program and 2) Shows the First 5 child development video series.
- Participate in our evaluation.

**Review Process:**

- Community members familiar with the goals of the Parent ACTION grant program will review and rank applications according to how well they meet the stated goals of the program.
- Their top scoring applications will then be reviewed by First 5 staff who will finalize the number of accepted grants according to the following city-wide concerns:
  - Representation of different neighborhoods and ethnic groups
  - Diversity of project types



## HOW TO APPLY FOR A PARENT ACTION GRANT

Grant Applications must be submitted in ENGLISH. Although we have applications information available in Chinese and Spanish, your information (project description and budget) must be in English. If you have someone who will be able to help you complete your application in English, great! We also have bilingual consultants available to help you. Please call the Parent ACTION staff, 437-4649 or 557-6854 for more information.

Submit the application to us by December 1<sup>st</sup>, 2004 at 5:00 P.M. If you are mailing the application, it MUST be received in our office by 5:00 P.M. Late applications will not be accepted. No faxed applications or electronic deliveries will be accepted.

Please remember to submit:

- Project description
- Narrative with Budget Estimates

Submit to:

Parent ACTION  
First 5 San Francisco  
1390 Market Street, Suite #318  
San Francisco, CA 94102



## Project Description 2005-2006

**Project Name:** \_\_\_\_\_

**Primary and secondary contact persons:**

Name:	Name:
Address:	Address:
Work Phone:	Work Phone:
Home Phone:	Home Phone:
Cell:	Cell:
Email:	Email:

**Please review the following list of activities, and indicate the ones your project will cover.**

Activity	# of Activities / # of Participants	Description
<b>Classes</b>		
Parent Education Classes		
Arts or Movement Classes		
Cultural Education Classes		
Other		
<b>Support Groups</b>		
Parent Support		
Grandparent/ Relative Care Giver		
Father Support		
Other		
<b>Advocacy</b>		
Volunteer Activities		
Increasing Board Participation		
Public Events		
Co-Operative School Activities		
Other		
<b>Field Trips</b>		
<b>Other Activities</b>		

## **NARRATIVE**

Please provide a narrative statement answering the following questions (no more than 2 type-written pages):

1. Who are you? Why do you want to do this project? How did you come up with the project?
2. Why is this activity important to your community?
3. How does this project fulfill at least one of the following goals?
  - Greater opportunities to develop leadership skills that benefit families in San Francisco
  - Greater opportunities to spend time together in activities that promote children's development
  - Greater opportunities for parents and caregivers to provide support to one another; and
  - Greater opportunities for families to connect to neighborhood supports in a community-building environment
4. How does this project impact young children's development?
5. What are your general plans for the grant? For example how often will you meet, how many parents and relative caregivers, etc.

## **BUDGET**

1. List what kinds of expenses you expect to have out of your \$3,000 grant between January 2005 and December 2006? Please note this budget will be fleshed out in more detail between you and the Parent ACTION grant program manager upon approval of the grant.
  
2. List what kind of resources/services you will provide yourselves/ in-kind, such as: meeting space; food; interpretation; teachers' skills; coordination time; travel; etc.