



## **Parent ACTION**

### **Memorandum of Understanding**

### **2009**

The following Memorandum of Understanding sets forth roles and responsibilities assumed by San Francisco Children and Families Commission and its grantees with regard to the Parent ACTION grant. This MOU is not intended to serve as a legal contract, but rather as a letter of agreement and understanding between the Commission and its grantees.

#### **FIRST 5 SAN FRANCISCO STAFF**

Elaine Wang, Civic Engagement Program Officer, will be your primary contact for the overall project. She can be reached by phone at 415-554-8966 or email: [ewang@first5sf.org](mailto:ewang@first5sf.org). All grantee groups should relay questions and turn in reporting forms directly to Elaine.

#### **COMMUNITY CONSULTANT**

- Ivory Yang will be offering additional technical assistance for groups with such needs. Please contact her via email at [iyang@first5sf.org](mailto:iyang@first5sf.org) or by phone at 415-934-4811.
- Rosa Pascual will help with our Spanish speaking groups. Please contact her at [rosapascual@aol.com](mailto:rosapascual@aol.com) or by phone at (415) 206-2121.

#### **COMMUNITY AGENCY STAFF**

If the group is supported by an agency (such as family resource centers, childcare centers, other community based agencies, etc.), agency staff are encouraged to support grantees on a as needed basis.

#### **FIRST 5 SAN FRANCISCO RESPONSIBILITIES**

First 5 San Francisco will be responsible for:

- Providing **one orientation and three 2.5 hour learning circles (including 2 capacity building workshops and 1 parent café)**. Learning Circles seek to provide 1). Information regarding Parent ACTION program design & other program related information 2) opportunities for grantee groups to work with each other and share best practices 3) exposure to city resources concerning families with young children.
- Providing as needed one-on-one assistance to grantees from First 5 staff and consultants through phone, email, and site visit. First 5 staff and consultants will provide phone or in-person consultation during planning phase and remain in contact during the implementation phase.
- Distributing Parent ACTION handbooks, resource guide and other relevant materials to grantees.
- Collecting two reporting forms from grantees per funding cycle.

## GRANTEE RESPONSIBILITIES

### Grantees will be responsible for:

- Assign **two** members from each grantee group to serve as point persons who will be responsible for maintaining regular communication with First 5 San Francisco staff and providing First 5 San Francisco with:
  - Updated **contact information**
  - **Two reporting forms** per funding cycle
- **Two members from each group will attend the orientation and three 2.5 hour learning circles within a grant year although more are welcome.** These two members are responsible for sharing the information they have learned from the workshops with other members of the group. **At least one person will need to be same person for the orientation and two out of three learning circles. Other members of the group are encouraged to participate in the learning circles with prior RSVP.**
- Acknowledge First 5 San Francisco funding by putting First 5 logo on flyers & other outreach materials.
- Grantees should inform First 5 staff via Email or letters if any major changes need to be made with the grant. For activity or budget change, an activity/budget change form should be filled out. First 5 staff will evaluate the change and inform grantees if the change is acceptable.
- Participate in First 5 San Francisco evaluation process.

### OTHER REQUIREMENTS

- Grantees need to follow all requirements listed on the handbook. First 5 reserves the right to refuse funding if any of the listed rule is violated.
- **Please note that you can always change your activities to meet your changing needs. However, grantees must fill out the Activity & Budget Change Form and submit it to First 5 San Francisco at least 2 weeks in advance.**
- When contracting out for guest speakers/performers/instructors/child development specialist, grantees should consider using resources suggested by the First 5 Hand Book first. If using outside contractors, grantees must submit bio of the guest speaker/performer/instructor to First 5 staff prior to the execution day of the event.
- **If grantees fail to fulfill any of the above obligations listed, the group will not receive the full grant amount. Any grant money without proof of expenditure must be returned to First 5 San Francisco.**
- **First 5 San Francisco may use photos obtained from Parent ACTION activities for web and/or other communication materials.**
- **Grantees should not simultaneously participate in more than one grantee group.**

## 2009-2010 Parent ACTION Calendar for 1<sup>st</sup> year grantees



The below activities listed on the calendar are mandatory for participating grantees.

### **New Grantee Orientation:**

**Sunday, Sept 20, 2009 (10AM to 12:30PM):** San Francisco Zoo Great Hall  
(1 Zoo Road San Francisco, CA)

- How do we start the year on the right note with great action planning?
- How to facilitate a meeting that actually works for your group and set an agenda that's not just an agenda.

### **Learning Circles:**

**(All learning circles will be held from 10am to 12:30pm)**

**Saturday, December 5, 2009: Mission Recreation Center Auditorium; 745 Treat Street, SF (Between 20<sup>th</sup> and 21<sup>st</sup> Street)**

**Topics:**

- How to ask for help from your group members so it's not all on you!
- How can I be a leader that doesn't do everything?

**Saturday, February 6, 2010: Mission Recreation Center Auditorium; 745 Treat Street, SF (Between 20<sup>th</sup> and 21<sup>st</sup> Street)**

**Topics:**

- How do you keep your group motivated now that it's mid-year report time? (This session includes a little crunch session for the mid-year reporting)
- How does the City work and how do I engage with City departments for my group/neighborhood/community?

**Saturday, May 8, 2010: Mission Recreation Center Auditorium; 745 Treat Street, SF (Between 20<sup>th</sup> and 21<sup>st</sup> Street)**

**Topics:**

- Sustain your initiative beyond Parent ACTION
- A Parent Café workshop led by parents

**Report Due Dates:**

**March 15, 2010:** Mid year report due  
(Covering activities between September 1, 2009 to February 28, 2010)

**September 15, 2010:** Final report due  
(Covering activities between March 1, 2010 to August 31, 2010)

**Estimated Check Issue Dates:**

(The below dates are estimated time frames. All required paperwork must be received and approved prior to release of grant checks.)

**November 15-30, 2009:** First check issued

**April 1-15, 2010:** Final check issued

**Year-End Celebration**

**August, 2010:** Year end celebration (Exact date TBD)