



## Parent ACTION Memorandum of Understanding Starter Grant 2010

The following Memorandum of Understanding sets forth roles and responsibilities assumed by First 5 San Francisco and its grantees with regard to the Parent ACTION Starter 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 AND CONSULTANT

- 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.
- 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.

### AGENCY STAFF (GRANTEE) RESPONSIBILITIES

Agency representatives are expected to support parents with the Parent ACTION Starter Grants. Support may include but is not limited to:

- Help facilitating meetings with parents to complete the planning templates. Help parents understand the process of visioning and developing activities that support the vision and the selected First 5 outcome area.
- Model to parents how to put together a meeting (including drafting meeting agendas, meeting notes, voting, etc.)
- Model to parents what it takes to work together as a group.
- Help manage conflicts within the group.
- Help parents gather receipts and other documents for reports

In addition, agency staffs are also expected to:

- Maintain regular communication with First 5 San Francisco and provide :
  - Updated **contact information**
  - **Two reporting forms** per funding cycle
- Attend **one orientation and three subsequent learning circles** per grant year set up by First 5 San Francisco. Learning Circles are designed **for agency staff** to share best practices and receive relevant information around parent engagement and leadership building. A couple learning circles will be open to parents although it is not mandatory for parents to participate.

- Organize planning meetings throughout the grant year to help parents plan and implement their activities.
- Inform First 5 staff of any major changes by filling out the Activity & Budget Change Form. First 5 staff will evaluate the change and inform agencies if the change is acceptable.
- Participate in First 5 San Francisco evaluation process.

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

First 5 San Francisco will be responsible for:

- Providing one orientation and 3 learning circles per grant year. Grantees will be invited to co-design and co-facilitate these learning circles.
- Providing one-on-one assistance to agencies through phone calls, email, and site visits.
- Distributing Parent ACTION handbooks, resource guide and other relevant materials to grantees.
- Collecting two reporting forms from grantees per funding cycle.

### **OTHER REQUIREMENTS**

- Please note that you can always **change your activities** to meet your changing needs. However, grantees must fill out the “ Activity & Budget Change Form” to change a single event or update the Vision Statement Template/ Activity & Budget template to change a series of activities. The forms should be submitted 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 should submit bio of the guest speaker/performer/instructor to First 5 staff.
- **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.**

## 2010-2011 Parent ACTION Starter Grant Calendar



**Starter Grant Learning Circles:** The learning circles are intended for **agency staff** to share best practices and receive relevant information around parent engagement and leadership building. Grantees are required to attend all of the learning circles listed below. **No childcare or translation will be provided except for October 7th Orientation and March 10th Learning Circle** which we invite parents to join us during the later half of the circle.

**Orientation:** Thursday, October 7, 2010, 12 to 3:30pm  
(Staff only from 12 to 2:30pm. Parents are invited to join us from 2 to 3:30pm)

**Learning Circle#1:** Thursday, December 2, 2010, 12 to 2:30pm

**Learning Circle#2:** Thursday, March 10, 2011, 12 to 3:30pm  
(Open to parents. Parents are invited to join us from 2 to 3:30pm)

**Learning Circle #3:** Thursday, June 2, 2011, 12 to 2:30pm

\* All scheduled events will be held at the Ceremonial Room of San Francisco LGBT Community Center (4<sup>th</sup> Floor, 1800 Market Street/Cross St. Octavia Street), and light lunch will be provided.

### Report Due Dates:

**March 15, 2011:** Mid year report due  
(Covering activities between September 1, 2010 to Feb 28, 2011)

**September 15, 2011:** Final report due  
(Covering activities between March 1, 2011 to August 31, 2011)

**Estimated Check Issue Dates:** (The below dates are estimated time frames. All required paperwork must be received and approved prior to the release of grant checks.)

**November 15-30, 2010:** First check issued

**April 1-15, 2011:** Final check issued