



Parent ACTION

Memorandum of Understanding

2010

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. All grantee groups should relay questions and turn in reporting forms directly to Elaine.

COMMUNITY CONSULTANTS

Rosa Pascual will help with our Spanish speaking groups. Please contact her at 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 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.**

2010-2011 Parent ACTION Calendar for First Year Grantees



The below activities listed on the calendar are mandatory for participating grantees. All activities listed below will take place either at West Portal Playground Clubhouse (131 Lenox Street) or Mission Rec. Center (745 Treat Street) and each activity runs from 10a.m. to 12:30p.m. We will confirm the location before each learning circle.

New Grantee Orientation:

Sunday, Sept 19, 2010

- Getting the tools you need to get started.
- Hearing from second year grantees and share your own best ideas in small groups!

Learning Circles:

Saturday, Nov. 13, 2010

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 26, 2011

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 7, 2011

Topics:

- Sustain your initiative beyond Parent ACTION.
- How to evaluate all the progress your group has made?

Report Due Dates:

March 15, 2011: Mid year report due

(Covering activities between September 1, 2010 to February 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 release of grant checks.)

November 15-30, 2010: First check issued

April 1-15, 2011: Final check issued