



## Parent ACTION Memorandum of Understanding Second Year Grantees 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 an 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 do two visits per grantee in one year to talk about challenges or issues.
- 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
- Participate in **the orientation** and **two out of three Learning Circles** within the grant year. **Each group should send in TWO people to attend the learning circles but we request that one person stay the same throughout the trainings to maintain consistency.** Other members of the group are encouraged to attend the learning circles with prior RSVP.
- **Each second year grantee will send in one person to help with the planning, coordination and delivery of at least one of the learning circles.**
- It's not mandatory but Second Year grantees may be contacted by First Year Grantees to provide support or offer suggestions/ideas for their Parent ACTION projects.
- 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. 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 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.
- **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.**
- **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 2nd year grantees



**2<sup>nd</sup> Year Grantees should attend the Orientation and 2 out of the 3 learning circles. Each group should send 2 parents for the learning circles and 1 person should stay consistent. Each 2<sup>nd</sup> Year grantee is expected to help plan and co-facilitate one learning circle.**

### ***2<sup>nd</sup> Year Grantee Orientation:***

**Sept 20, 2009 (12PM to 2:30PM):** 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?
- What did we learn from last year?

### ***Learning Circles***

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

**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?

**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?

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

**Topic:**

- 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)

