

FREQUENTLY ASKED QUESTIONS

Do all funds need to be used by June 30, 2018?

Yes. All aspects of the training must be completed by June 30, 2018. No extensions can be granted this year.

Does all training for PEP have to end by May 1, 2018?

If grantees can complete the 10 weeks of training and the projects by June 30, 2018, an exception can be made this year.

There are supposed to be four weeks of community projects completed after the PEP training is over. Is it possible this year, due to timing, to do the community projects simultaneously while running the training?

There must be 10 weeks of training time. The preference is to shorten the project time by two weeks. Please contact Cathy Love at cathleen.love@uconn.edu for additional information.

Is there any negotiation with the PEP attendance if the participants are already part of an established group? For instance, to start with 8 people instead of 10?

Yes, that would be fine, but this must also be discussed and approved by Cathy Love, statewide PEP coordinator.

Will a PEP facilitator training (in addition to the one this week) for anyone who wants to facilitate this year?

Many of the programs seem to already have facilitators, but if there is a need, a facilitator training will be offered.

Can funding support programming which has already started, but won't be completed until the spring, during the grant period?

Grantees can apply for the grant, but can only use grant funds from date they find out they have been awarded and forward. They would have to use local funds for expenses prior to that date, but those could also be their matching funds.

Can we include our expenses we incurred from start of two cycles for January - June this year?

Grantees can only use grant funds from date they find out they have been awarded and forward. They would have to use local funds for expenses prior to that date, but those could also be their matching funds.

In the PEP sample budget and in the budget summary, funds are not allocated for PEP alumni activities. May we allocate some SERC funds for parent leadership alumni activities in a PEP budget? May we use the \$300 allocated for the training of a PEP facilitator towards alumni activities since we will not have to train anyone?

Yes. As in previous years, grantees may allocate and request funding for alumni activities in the budget worksheet (line item #6). Please provide details in the budget narrative on how those funds will be used to support alumni.

What are the chances of being funded?

Grants will be funded contingent on the availability of both public and private funding. It is expected to be a very competitive grant application process. Please review the guidelines carefully to determine whether your project clearly fits within the parameters of parent leadership training as described in the application. If there is not a clear fit, it is unlikely that your project will be funded. Only those applicants that meet the qualifications should apply.

Can an organization submit proposals for multiple parent leadership training models?

Yes. As an example, an organization can choose to implement a PLTI and a PEP curriculum. An organization can submit proposals that include multiple trainings, but they must be designed to intentionally create a continuum of offerings within a community, build upon existing resources, and maximize funding through collaboration. Please note that reviewers will have only the information you submit in your application to judge its merits. A separate budget narrative and budget worksheet are required for each curriculum model proposed.

Is there a maximum amount of funding and/or models/cycles an organization can apply for?

Yes. Applicants will be allowed to apply for a maximum of two training curriculum models/cycles for a maximum total dollar amount of \$36,492.00. For example, an organization may apply for PEP and PSEE (one cycle each) or may apply for two cycles of PEP. **(Applicants will only be awarded funding for both curriculum models as funding is available).**

Can you provide clarification of the term “fiduciary”?

A fiduciary is an external entity that is acting on your behalf in legal and/or financial matters. The fiduciary is not the organization’s internal finance director or contact person.

Will current parent leadership training providers receive priority consideration for funding through this application?

No. All applications are equitably reviewed. Communities and/or agencies that have not offered parent leadership training before are strongly encouraged to apply.

Can an applicant submit a proposal before meeting the requirements for the parent leadership training model selected?

No. Applicants must meet all requirements of the parent leadership training model prior to submission. **If a partnership agreement or memorandum of understanding is required, a copy signed by both organizations covering the grant period must be submitted with this proposal.**

How specific does the Budget Narrative have to be?

The budget narrative must fully and completely explain the reasoning behind the amount proposed in each line item. The Budget Narrative must clearly identify the sources of the required 25% matching funds (both cash and in-kind) and describe in detail each aspect of the total training program cost. Make sure to explain any special budget circumstances and/or training costs. Emphasis should be on reasonableness of costs, clarity of the budget narrative, how the grant funding will be used, and the level and diversity of in-kind, cash, and pro-bono support at the local level.

Can an organization get an extension to run the training past the grant cycle end date in June?

No. Unfortunately, under no circumstances will a request for an extension be granted to run a training past June 30, 2018.

Under Funding Restrictions on page 6 of the RFP, the Parent Trust Fund grant does not provide funding for translation of existing curricula into alternative languages. Can you clarify this?

The funds cannot be used to translate the program curriculum, though they can be used to provide translation services for participants at training sessions and other grant-related activities. For example, a parent who speaks only Spanish could receive services of a Spanish translator during the training sessions. Clearly document the translation services you plan to provide.

Can you provide examples of administrative costs?

Example 1. Administrator/Supervisor Salaries: Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll, including overtime salaries or salaries paid to employees of a temporary nature.

Example 2. Administrative Supplies: Expenditures for consumable items directly related to program administrative (non-instructional) activities.

How will proposals be screened and scored?

Screening criteria and the scoring form will be available after January 26, 2018 and will be posted on the website at <http://ctserc.org/ptfg>.