



2018-2019 PARENT LEADERSHIP TRAINING PARENT TRUST FUND GRANT

August 2018

Pre-Proposal Webinar

Hello, my name is Nicole M Vitale, I am the parent trust fund grant coordinator and I will be walking you through our pre-proposal webinar today.

AGENDA

- Grant Timeline and Key Dates
- Parent Trust Fund Goals
- Results Statement and Performance Indicators
- Funding Considerations
- Funding Restrictions
- Submission of Questions
- Intent to Submit (Strongly Encouraged)

In this webinar, we will review the following topics:

The Grant Timeline and Key Dates

The Parent Trust Fund Goals

Results Statement and Performance Indicators

Funding Considerations

Funding Restrictions

Submission of Questions

And the Intent to Submit, which is Strongly Encouraged

AGENDA (Continued...)

- Preparing the Proposal
- Application Information
- Submission Deadline
- Proposal Review Criteria & Scoring
- Grantee Reporting Requirements
- Review of what's NEW for 2018-2019

We will also review:

How Prepare the proposal

The Submission Deadline

The Proposal Criteria & Scoring process

And the Grantee Reporting Requirements

****PLEASE NOTE**:**

You will see in this presentation some of the title slides are marked with **, this indicates that there has been a change to make note of since the 2017-2018 proposal application.

Please be aware that throughout the presentation, some of the title slides are marked with Asterick's **, this indicates that there has been a change since last year's 2017-2018 proposal application. Please pay attention to these changes.

Grant Timeline and Key Dates

RFP Issued/Posted on SERC/CT PIRC Website	August 15, 2018
Receipt of Questions about RFP from Potential Proposers	August 15, 2018– August 27, 2018 by 4:00 p.m.
Answers to Questions about RFP from Potential Proposers Posted as an Addendum to RFP	August 28, 2018 by 4:00 p.m.
Intent to Submit Proposal (Strongly Encouraged) http://serc.info/plintent	August 31, 2018 by 4:00 p.m.
Proposals/Application (Required) Deadline	September 14, 2018 by 4:00 p.m.
Screening and Review of Proposals	September 14, 2018 – September 30, 2018
Anticipated Announcement of Awards	October 2, 2018
Grant Period	October 1, 2018– June 30, 2019

This is the anticipated grant timeline and key dates to be aware of for the 2018-2019 RFP.

The RFP was Issued/Posted on SERC/CT PIRC Website on August 15, 2018

Questions about the RFP will be from August 15, 2018– August 27, 2018 by 4:00 p.m.

The Answers to Questions will be Posted as an Addendum to RFP August 28, 2018 by 4:00 p.m.

The Intent to Submit Proposal, is due August 31, 2018 by 4:00 p.m and is Strongly Encouraged. The Proposals/Application Deadline is: September 14, 2018 by 4:00 p.m. NO proposals/applications will be accepted after this time.

The Screening and Review of Proposals will take place between September 14, 2018 – September 30, 2018

And the Grant Period will take place from October 1, 2018– June 30, 2019

Parent Trust Fund Goals

- ❑ To promote culturally responsive practices and diverse leadership in communities throughout Connecticut so that it is more representative of the population.
- ❑ To increase awareness of the issues that matter to families and the important role they can play as advocates and change agents.
- ❑ To encourage communities to expand the range of parent leadership training opportunities in their continuum of services.
- ❑ To expand the number of communities offering parent leadership training.
- ❑ To enhance collaboration and linkages among parent leadership training sponsors to create an integrated system of sustainable civic involvement within communities and across the state.

The Parent Trust Fund Goals are:

- ❑ To promote culturally responsive practices and diverse leadership in communities throughout Connecticut so that it is more representative of the population.
- ❑ To increase awareness of the issues that matter to families and the important role they can play as advocates and change agents.
- ❑ To encourage communities to expand the range of parent leadership training opportunities in their continuum of services.
- ❑ To expand the number of communities offering parent leadership training.
- ❑ To enhance collaboration and linkages among parent leadership training sponsors to create an integrated system of sustainable civic involvement within communities and across the state.

****Results Statement and Performance Indicators**

Through parent leadership training, parents will gain and/or enhance skills needed to advocate on behalf of Connecticut's children. All programs must report on **five** performance indicators Indicators#1-4 below are requires. In addition, select one additional indicator from the list below (#5-6) or elect to design one appropriate performance indicator (#7) aligned with the model(s) proposed The performance indicators shall reflect the principles of the selected training model(s). .

****Required:**

1. Number and ethnicity of parents enrolled.
2. Number and percent of parents meeting program completion requirements.
3. Type and number of civic skills acquired.
4. Type and number of follow-up alumni activities the organization plans to use to sustain family engagement after completion of the program

Choose one from the list below or design one appropriate performance indicator aligned with the model(s) used:

5. Type and number of civic projects completed.
6. Type and quantity of the long-term civic impact of parent leadership training in the community
7. *Proposer-designed indicator.*

****Please note the changes for this year's Results Statement and Performance Indicators. There are now FIVE required Performance Indicators.**

Through parent leadership training, parents will gain and/or enhance skills needed to advocate on behalf of Connecticut's children. All programs must report on **five** performance indicators Indicators#1-4 below are requires. In addition, select one additional indicator from the list below (#5-6) or elect to design one appropriate performance indicator (#7) aligned with the model(s) proposed The performance indicators shall reflect the principles of the selected training model(s). .

****Required:**

1. Number and ethnicity of parents enrolled.
2. Number and percent of parents meeting program completion requirements.
3. Type and number of civic skills acquired.
4. Type and number of follow-up alumni activities the organization plans to use to sustain family engagement after completion of the program

Choose one from the list below or design one appropriate performance indicator aligned with the model(s) used:

5. Type and number of civic projects completed.
6. Type and quantity of the long-term civic impact of parent leadership training in the community
7. *Proposer-designed indicator.*

Funding Considerations

The funders of the Parent Trust Fund Grant, in collaboration with SERC/CT PIRC, reserve the right to:

1. approve awards pending the availability of all funds, public and private;
2. determine how funds will be distributed, including limiting the number of programs and cycles of training provided;
3. set aside up to 30% of the total resources for awards to new and/or innovative programs, dependent on the applications received;
4. withhold funds and/or rescind funds if the required reporting documentation is not submitted in a timely fashion after the award notifications;
5. correct inaccurate awards, including, in extreme circumstances, revoking an award to a proposer and subsequently awarding another proposer; and
6. consider geographic distribution of proposals in award decisions.

These are the funding considerations: The funders of the Parent Trust Fund Grant, in collaboration with SERC/CT PIRC, reserve the right to:

1. approve awards pending the availability of all funds, public and private;
2. determine how funds will be distributed, including limiting the number of programs and cycles of training provided;
3. set aside up to 30% of the total resources for awards to new and/or innovative programs, dependent on the applications received;
4. withhold funds and/or rescind funds if the required reporting documentation is not submitted in a timely fashion after the award notifications;
5. correct inaccurate awards, including, in extreme circumstances, revoking an award to a proposer and subsequently awarding another proposer; and
6. consider geographic distribution of proposals in award decisions.

Funding Restrictions

The Parent Trust Fund grant does **not** provide funding for:

- For-profit organizations
- Individuals
- Religious organizations for sectarian purposes
- Capital campaigns
- Single-issue political causes and activities
- Parent education training or classes (e.g., how to be a better parent, how to communicate with your children, etc.)
- Replication of untested new curricula
- Translation of existing curricula into alternative languages
- Scholarships
- Youth or teen leadership training that is not a component of a parent leadership training program.

These are the funding restrictions:

The Parent Trust Fund grant does **not** provide funding for:

- For-profit organizations
- Individuals
- Religious organizations for sectarian purposes
- Capital campaigns
- Single-issue political causes and activities
- Parent education training or classes (e.g., how to be a better parent, how to communicate with your children, etc.)
- Replication of untested new curricula
- Translation of existing curricula into alternative languages
- Scholarships
- Youth or teen leadership training that is not a component of a parent leadership training program.

Please note: Translation services are in relation to translating the full curriculum. You are permitted to use funding for translation services.

Intent to Submit (Strongly Encouraged)

The submission of the statement of intent will assist the grant administrators in the coordination and planning efforts of the 2018-2019 RFP process.

Please complete the online intent to submit form through the following link: <http://ctserc.net/plintent16> no later than August 31, 2018 at 4:00 p.m. This statement of intent is non-binding. The information needed to complete the submission online includes the following:

1. Name of Organization
2. Contact Person Information
3. Fiduciary Contact Information (if applicable)
4. The parent leadership training curriculum model being proposed in 2018-2019. (PLEASE NOTE: 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. (Applicants will only be awarded funding for both curriculum models as funding is available).
5. Anticipated amount of funds being requested
6. If applicable, please include the amount of Parent Trust Fund grants received since 2012 to conduct parent leadership training, the models and number of cycles, the amount of funding returned and explanation of returned funds (if any).

The information that is needed to complete the Intent to Submit is the following:

1. Name of Organization
2. Contact Person's Information
3. Fiduciary Contact Information (if applicable)
4. The parent leadership training curriculum model being proposed in 2018-2019.
5. Anticipated amount of funds being requested
6. If applicable, please include the amount of Parent Trust Fund grants received since 2013, the models and number of cycles, the amount of funding returned and explanation of any returned funds.

Preparing the Proposal

Application and required forms can be found at: <http://ctserc.org/ptfg>

The Parent Leadership Training Grant Proposal for 2018-2019 consists of the following parts:

- I. Proposal Application Form
- II. Budget Proposal (Budget Worksheet and Narrative)
- III. Statement of Assurances, Memorandum of Understanding, IRS Determination Letter and W-9.
- IV. Submission Checklist

Review will be limited to required documents. Information not requested will not be reviewed. To be considered for funding, grant proposals must include Parts I-IV and must be received by SERC/CT PIRC no later than 4:00 p.m. on September 14, 2018.

In order to have a complete proposal, you will need the following:

The Proposal Application Form found

The Budget Proposal (Budget Worksheet and Narrative)

The Statement of Assurances, Memorandum of Understanding, IRS Determination Letter and W-9.

And the Submission Checklist

All of this information can be found at <http://ctserc.org/ptfg>

PART I. PROPOSAL APPLICATION

Information needed to complete Section A of the application includes:

- Contact Information for Organization
- Contact Information for Fiduciary (If applicable)
- Name of curriculum model proposed
- Tax ID Number
- Total Amount of Funding Requested
- Organization's Mission
- Description of Organization and Mission Alignment to Parent Leadership Training

We will now discuss Part One-Section A of the Proposal application.

Information needed to complete Section A of the application includes:

Contact Information for Organization

Contact Information for Fiduciary (If applicable)

Name of curriculum model proposed

Tax ID Number

Total Amount of Funding Requested

Organization's Mission

Description of Organization and Mission Alignment to Parent Leadership Training

****1. Training Program and Activities**

(Maximum 20 points per curriculum model proposed)

Section B: Target Population (Please limit response to 2700 characters, including spaces.)

Provide a thorough description of the target population for whom the training will be offered, including demographic information (e.g., age, race, gender, income, etc.) and provide evidence this population is likely to participate.

****Section C: Planning** (Please limit response to 2700 characters, including spaces.)

1. Describe how parents were engaged in the decision-making and planning process for this project. Please provide list of planning group members: name, title/role (include the # of alumni that are part of this group).
2. Provide a rationale for the choice of the particular training curriculum model and how it fits with the target population (please be as specific as possible).

Section D: Strategies for Recruitment and Retention (Please limit response to 3500 characters, including spaces.)

1. Describe multiple strategies for recruitment and why these strategies are likely to be successful. If you had a previous grant that failed to meet the recruitment goal, describe how your recruitment efforts will change to meet it in this grant cycle.
2. Describe retention strategies and on-going supports you will provide for parents who sign up to participate in the trainings.

Section E: Achievable Timeline that Corresponds to Key Activities (Please limit response to 3500 characters, including spaces.)

Provide an achievable timeline that corresponds to the key activities (including recruitment, training, graduation and alumni support) with meaningful benchmarks of success (please be specific with anticipated start and end timeline).

****Question 1.** of the proposal application is about the Training program and activities, Sections B-E. Please note that a change has been made to question one, in section C.

Here are the questions for Section B-C.

Section B: Target Population

****Section C** is about the Planning process

Section D is about Strategies for Recruitment and Retention

And Section E is about a Timeline that Corresponds to Key Activities

2. Organizational Capacity to Implement Project
(Maximum 10 points)

A. Describe the staffing and leadership that will oversee the project.

B. Describe the operational and fiscal management for the project.

C. Describe your organizations track record for implementing trainings such as the one(s) proposed. Your response should include information about your history with the target population; your experience delivering similar trainings/activities and your non-personnel organization resources such as facilities, equipment, materials, etc. that contribute to your success.

Question 2-Organizational Capacity to Implement the Project – Sections A-C
Section A. Describe the staffing and leadership that will oversee the project.

Section B. Describe the operational and fiscal management for the project.

Section C. Describe your organizations track record for implementing trainings such as the one(s) proposed. Your response should include information about your history with the target population; your experience delivering similar trainings/activities and your non-personnel organization resources such as facilities, equipment, materials, etc. that contribute to your success.

3. Ability to Leverage Financial, Human, and Technical Resources Leading to Greater Impact (Maximum 10 points)

- A. Provide a list of collaborative partners that share ownership and decision making, and the contributions of each to this project (including in-kind contributions).
- B. Describe how this model supports those collaborative partnerships.
- C. Describe how the parent leadership training is integrated with the following programs, as appropriate: Discovery Communities, School Governance Councils, Family engagement committees and/or other advocacy trainings.

Question 3.-Ability to Leverage Financial, Human, and Technical Resources Leading to Greater Impact – Sections A-C

Section A. Provide a list of collaborative partners that share ownership and decision making, and the contributions of each to this project (including in-kind contributions).

Section B. Describe how this model supports those collaborative partnerships.

Section C. Describe how the parent leadership training is integrated with the following programs, as appropriate: Discovery Communities, School Governance Councils, Family engagement committees and/or other advocacy trainings.

****4. Impact and Sustainability**
(Maximum 10 points)

A. Identify the ****five** performance indicators the program will meet and the applicant's anticipated level of success (four required performance indicators and one chosen by the applicant – see page 5 of the RFP).

B. Describe how this training program will build upon and enhance existing parent leadership efforts already in the community.

C. Describe the plan to sustain the civic involvement of program graduates, including anticipated challenges and strategies to overcome those challenges.

And Lastly, ****Question 4.** - Impact and Sustainability. Sections A-C. Please note that there are now FIVE indicators that you must report on. Please see Section A for changes to this years application.

Section A. Identify the ****five** performance indicators the program will meet and the applicant's anticipated level of success (four required performance indicators and one chosen by the applicant – see page 5 of the RFP).

Section B. Describe how this training program will build upon and enhance existing parent leadership efforts already in the community.

Section C. Describe the plan to sustain the civic involvement of program graduates, including anticipated challenges and strategies to overcome those challenges.

PART II. BUDGET PROPOSAL (Budget Worksheet & Narrative)

Complete the Budget Worksheet (Appendix D) and Budget Narrative form (Appendix E) located at the following link: <http://ctserc.org/ptfg>.

Matching: Grants awarded under this proposal will provide no more than 75% of the sample parent leadership training budget total cost for each proposed model (See pages 16-19 for model budgets and page 20 for a budget summary). The proposing agency/organization is responsible for securing the remaining funding and in-kind support required to fully implement the parent leadership training model(s) being proposed and for any follow-up alumni activities. Please be sure to clearly identify the sources of the required matching funds, additional collaborative/community partners' in-kind support and internal program support (e.g., conference room, food, transportation), and the total training program cost for the grant period.

Part Two of the Proposal Application is about the Budget. There are two parts to the budget. The budget worksheet and budget narrative. BOTH of these documents must be received in order for the proposal application to be complete. All forms can be found through hyperlink on the PowerPoint slide.

In regards to matching funds: Grants awarded under this proposal will provide no more than 75% of the sample parent leadership training budget total cost for each proposed model (See pages 16-19 for budget models and page 20 for a budget summary). The proposing agency/organization is responsible for securing the remaining funding and in-kind support required to fully implement the parent leadership training model(s) being proposed and for any follow-up alumni activities. Please be sure to clearly identify the sources of the required matching funds, additional collaborative/community partners' in-kind support and internal program support (e.g., conference room, food, transportation), and the total training program cost for the grant period.

Budget Proposal (Continued...)

Direct Costs: This grant will pay only for direct costs associated with grant activities.

Administrative Costs: Administrative costs include such items as administrator/supervisor salaries (amounts to be paid to administrative employees of the grantee not involved in providing direct services to pupils/clients), fringe/payroll taxes, and space. If you are requesting grant funds to cover administrative costs, please be explicit when explaining how the administrative functions and related costs are necessary to conduct proposed grant activities. Administrative costs must be split across each model and must be able to be clearly determined from information in the respective budget worksheets and budget narratives.

This grant will only pay for costs associated directly with grant activities. Please be explicit with if requesting funds for administrative costs. These costs may include things such as supervisor salaries, fringe and payroll taxes.

Budget Proposal (continued...)

As the budget proposal is developed, please keep in mind that the grant period for this parent leadership training proposal is from **October 1, 2018** through **June 30, 2019**, and the maximum amount that can be requested is 75% of the sample parent leadership training budget total cost.

Budget Worksheet – Clearly and accurately, show how the funding will be used to support parent leadership training. Please use the form in Appendix D to show all revenues and expenses for the training program, including in-kind contributions, and how the organization/agency will allocate the grant funding to expenses like food, transportation, costs related to child care, program materials, curriculum, alumni activities, etc.

Budget Narrative – Please use the form in Appendix E to provide a rationale explaining each line item and the revenue and expenses on the itemized budget worksheets. Be sure to clearly identify the sources of the required 25% matching funds (both cash and in-kind) and describe the total training program cost.

Please note: If such information is not provided, the proposal will not be reviewed by the committee.

As your organization prepares the budget, please keep in mind that the grant period this year is from October 1, 2018-June 30, 2019 and that the maximum amount that can be requested is 75% of the total cost. Please review the sample budgets provided in the RFP, as they will help you to determine what the average costs are associated with each training model.

Budget Worksheet (Appendix D)

2018-2019 PARENT LEADERSHIP TRAINING PARENT TRUST FUND GRANT PROPOSAL BUDGET WORKSHEET				
Organization Name:				
Grant Year:		October 1, 2018-June 30, 2019		
RFP Number:		#18SEPC/PIRC001RFF		
Budget Submission Date:				
Curriculum Model:				
	Full Cost to Accomplish Proposal	Proposer In-Kind Contribution	Other Cash and In-Kind Contributions	Amount Requested from Parent Trust Fund
Direct Administrative and Program Costs				
1. Coordinator/Staffing Salaries	0.00	0.00	0.00	0.00
2. Fringe/Payroll Taxes	0.00	0.00	0.00	0.00
3. CLTI (as applicable)	0.00	0.00	0.00	0.00
4. Childcare (in home or on-site)	0.00	0.00	0.00	0.00
Teachers/Facilitators/Coordinators/Consultants (retreat, class, graduation)	0.00	0.00	0.00	0.00
6. Alumni Meetings/Events/Community	0.00	0.00	0.00	0.00
7. Curriculum Materials	0.00	0.00	0.00	0.00
8. Food	0.00	0.00	0.00	0.00
9. Training Fee/Program Support	0.00	0.00	0.00	0.00
10. Recruitment	0.00	0.00	0.00	0.00
11. Space	0.00	0.00	0.00	0.00
12. Supplies/Materials	0.00	0.00	0.00	0.00
13. Transportation/Travel	0.00	0.00	0.00	0.00
14. Graduation	0.00	0.00	0.00	0.00
15. Other Direct Costs	0.00	0.00	0.00	0.00
Subtotal	0.00	0.00	0.00	0.00
Grand Total Direct Costs	0.00	0.00	0.00	0.00
Percent of In-Kind and Cash Contributions				

Here is what the budget worksheet template looks like-Appendix D.

Budget Narrative (Appendix E)

2018-2019 PARENT TRUST FUND GRANT BUDGET NARRATIVE

BUDGET NARRATIVE

Organization Name: _____

Curriculum Model: _____

Please provide a detailed budget narrative below. A separate budget narrative is required for each proposed model. The budget narrative must include:

1. A detailed rationale explaining each line item in the budget worksheet (Appendix D) and its alignment with proposal goals and objectives;
2. A clear explanation of what costs are to be included in the required 25% matching funds (both cash and in-kind);
3. A clear explanation of the role of each staff person and the functions (s)he will perform in support of the training.

Here is The Budget Narrative template-Appendix E. Both the budget worksheet and the budget narrative must be included in your proposal application submission in order to be considered complete.

Part III – Statement of Assurances, Memorandum of Understanding, IRS Letter of Determination and W-9.

- Please complete the [Statement of Assurances](#) found in Appendix F and include with the proposal.
- Please submit a fully executed Memorandum of Understanding agreement with the proposal.
- Please submit an IRS Letter of Determination of Nonprofit Status (if applicable) for the proposer or fiduciary with the proposal.
- Please submit a copy of a fully executed [W-9](#)** (If the organization has a fiduciary, the fiduciary's W-9 is required).

Part Three of the application process outlines the required documents that must be submitted. These documents include, the Statement of Assurances, a fully executed memorandum of understanding (MOU) which is required for PLTI, PSEE and PEP. To obtain an MOU, your organization must contact the statewide coordinator associated with that training. Coordinator information can be found on page 10 of the RFP. An IRS letter of determination of non-profit status for either the proposer or fiduciary (as applicable) and lastly a fully executed W-9 (If the organization has a fiduciary, the fiduciary's W-9 is required).

Part IV– Submission Checklist

**The submission checklist provides an opportunity for the applicant to review and ensure all of the required documents are included when submitting the proposal.

Please complete the [Submission Checklist](#) found in Appendix G and submit it with the proposal.

The final part of the application process is the submission checklist (appendix G). This checklist should be submitted with your proposal package and has been created in an effort to help the applicant ensure that you have included all of the required documents.

Proposal Submission Deadline

All proposals must be received by 4:00 P.M. on September 14, 2018. The front page of the application must bear an original (handwritten) signature of the official authorized to submit the proposal, and the signature of the fiduciary agent as applicable. Electronic submissions will be accepted.

- If submitting electronically, please forward the completed application form and all required documents to: vitale@ctserc.org.
- In order for your application to be considered complete and accepted, you must receive an email receipt confirming your submission. If you do not receive an email receipt and confirmation, please contact Nicole M. Vitale at vitale@ctserc.org prior to the proposal deadline. Documents submitted after the deadline will not be considered.
- If submitting via mail, please submit one original copy of the proposal in a sealed envelope with the name of the proposing organization and return address clearly visible to:
State Education Resource Center (SERC)
Attn: Nicole M. Vitale, PTFG Coordinator
100 Roscommon Dr., Suite 110, Middletown, CT 06457

All proposal applications are due and must be received by 4:00 p.m. on Friday, September 14, 2018. The front page of the application must bear an original (handwritten) signature of the official authorized to submit the proposal, and the signature of the fiduciary agent as applicable. Electronic submissions will be accepted.

If submitting electronically, please forward the completed application form and all required documents to: vitale@ctserc.org. PLEASE NOTE: In order for your application to be considered complete and accepted, you must receive an email receipt confirming your submission. If you do not receive an email receipt and confirmation, please contact Nicole M. Vitale at vitale@ctserc.org prior to the proposal deadline. Documents submitted after the deadline will not be considered. If submitting via mail, please submit one original copy of the proposal in a sealed envelope with the name of the proposing organization and return address clearly visible to:
State Education Resource Center (SERC)
Attn: Nicole M. Vitale, PTFG Coordinator
100 Roscommon Dr., Suite 110, Middletown, CT 06457

Proposal Review Criteria & Scoring

The proposals will be screened and determined eligible to be scored based on submission of required documents as outlined in the RFP.

Proposal review and scoring will be coordinated by SERC/CT PIRC and the CMT. The CMT members will also provide information about past performance as well as budget validity, which may have an impact on the final score. In the course of the review process, organizations/agencies may be contacted by a SERC/CT PIRC staff member to clarify details of their proposal. During this time, no additional information and/or materials will be accepted or discussed.

Screening criteria and the scoring form will be available after August 28, 2018 and will be posted on the website at <http://ctserc.org/ptfg>.

The proposals will be screened and determined eligible to be scored based on submission of required documents as outlined in the RFP.

Proposal review and scoring will be coordinated by SERC/CT PIRC and the CMT. The CMT members will also provide information about past performance as well as budget validity, which may have an impact on the final score. In the course of the review process, organizations/agencies may be contacted by a SERC/CT PIRC staff member to clarify details of their proposal. During this time, no additional information and/or materials will be accepted or discussed.

Screening criteria and the scoring form will be available after August 28, 2018 and will be posted on the website at <http://ctserc.org/ptfg>.

**Grantee Reporting Requirements

Successful grantees must comply with the reporting and program requirements of the Parent Leadership Training/Parent Trust Fund. All organizations must use the reporting format and forms provided to grantees. SERC/CT PIRC, in collaboration with funders of the Parent Trust Fund, reserves the right, after the award notifications, to withhold funds and/or rescind funds if the required reporting documentation has not been submitted in a timely fashion.

Reporting and program participation requirements may include, but are not limited to:

1. Monitoring/Technical Assistance Visits/Site Visits/Program Evaluation Training

2. Professional Development/Training for grantee Coordinators/Facilitators

3. Program forms and requirements:

- Cycle Start and End Forms
- Copy of flyers used for recruitment efforts
- Demographics Form
- Attendance sheets (from second class and final class)
- Final Program Report
- Final Program Budget Worksheet

**4. Completion of pre and post survey

Successful grantees must comply with the reporting and program requirements of the Parent Leadership Training/Parent Trust Fund. All organizations must use the reporting format and forms provided to grantees. SERC/CT PIRC, in collaboration with funders of the Parent Trust Fund, reserves the right, after the award notifications, to withhold funds and/or rescind funds if the required reporting documentation has not been submitted in a timely fashion.

Please review the reporting and program participation requirements on this slide and in the RFP.

****PLEASE NOTE:** This year, grantees will be required to complete a pre/post survey that will be sent by an outside organization. More information will be available once the grant year begins.

Let's Review ...

- The 2018-2019 Proposal Application with original signatures
- Budget Proposal
 - Budget Worksheet (one worksheet for each curriculum model proposed)
 - Budget Narrative (one narrative for each curriculum model proposed)
- Statement of Assurances with original signatures
- Memorandum of Understanding (Required by PLTI, PSEE and PEP)
- IRS Letter of Determination of nonprofit status (as applicable)
- A copy of a fully executed W-9 (If the organization has a fiduciary, the fiduciary's W-9 is required).
- Submission Checklist

So lets just do a final review in order for you to have a complete submission package.

The 2018-2019 Proposal Application with original signature. Please DO NOT use applications for previous years, as changes have been made.

The budget proposal, including the budget worksheet and narrative, must be submitted.

The statement of assurances, the MOU (as required by PLTI, ParentSEE and PEP), the IRS letter of determination of non-profit status (as applicable), a fully executed W-9, and finally the submission checklist.

Thank you!

Thank you for reviewing the 2018-2019 Parent Leadership Training/Parent Trust Fund Grant Webinar

For any additional questions about the RFP, you may contact Nicole M. Vitale at vitale@ctserc.org, until 4:00 p.m. on September 27, 2018.

We look forward to working with you!

Thank you for reviewing the 2018-2019 Parent Leadership Training/Parent Trust Fund Grant Webinar. For any additional questions about the RFP, you may contact Nicole M. Vitale at vitale@ctserc.org, during the Question and Answer submission period, which is open until 4:00 p.m. on September 27, 2018.

We look forward to working with you!