MARION & POLK EARLY LEARNING HUB, INC.

PARENTING HUB

APPLICATION FOR PARENT EDUCATION FUNDING

Marion & Polk Early Learning Hub, Inc. (MPELH) is the Oregon Parenting Education Collaborative (OPEC) Parenting Hub for Marion County. MPELH and the Collaborative partners believe that parents are their children's first and most important teachers, and that investing in strong parenting is a critical strategy for ensuring that all children are ready to learn. In July 2014, The Oregon Community Foundation funded a new multi-year initiative to support delivery of parenting education programs in our community. We are currently seeking proposals and program plans for parent education series and activities for 2020.

2020 TIMELINE

MPELH will be reviewing proposals quarterly. The Hub intends to fund up to 3-5 (three to five) proposals quarterly. Applications are due by 5pm on the following dates:
March 6, June 5, September 4 & December 4, 2020.
Please submit completed applications to the Parent Engagement Coordinator: vochoa@earlylearninghub.org or mail to 2995 Ryan Drive SE, Suite 100 Salem, Oregon 97301.

FUNDING CRITERIA

1. Proposed parent education activities must serve families with children ages 0-6.

2. MPELH OPEC funding for parent education programs are available for series delivered in Marion County. For Polk County proposals please contact Mid-Valley parenting at (503) 623-9664.

3. MPELH Parenting Hub may give priority consideration to organizations and groups that are intentionally inclusive to a wide spectrum of families, caregivers and parents (such as communities of color, LGBTQ families, grandparents who are parenting, foster/adoptive parents, families with special needs, etc.), rural families, childcare providers and others who do not often attend or have access to parenting education classes.

4. To encourage geographic diversity of parent education in our region, priority may be given to entities doing parent education in more rural settings.

5. Please demonstrate leveraging in-kind support, community partnerships, and/or other support.

6. **Insurance:** All applicants must show proof of insurance. If entity sub-contracts for facilitation, facilitators must show proof of insurance.

7. The plan should support a series of classes using Evidence-Based or Research-Based curricula:
OPEC approved includes curricula on the SAMHSA list. Such as, Incredible Years, Make Parenting a Pleasure, Nurturing Parenting, Opening Doors, Circle of Security or other evidence-based curricula. Must be delivered as prescribed by the curricula. These funds are open to Marion County only.
Research-Based: Limited grant funding may be available for Positive Solutions for Families and Mind in The Making. Must be delivered as prescribed by the curriculum. *For further details contact the Parent Engagement Coordinator, Veronica Mendoza at vochoa@earlylearninghub.org or call 503 602-2703.*

8. Applicants may request up to (but no more than) the amount pro-rated depending on how many weeks the curricula is:

   6 week series: $2,100 12 week series: $4,200
   7 week series: $2,450 14 week series: $4,900
   8 week series: $2,800 18 week series: $6,300
   10 week series: $3,500

ALL QUESTIONS ON APPLICATION MUST BE COMPLETED

Please contact the Parent Engagement Coordinator, Veronica Mendoza at vochoa@earlylearninghub.org or call 503-602-2703 with questions or for technical assistance.

ORGANIZATION CONTACT INFORMATION

Name of Organization | Date

Street Address | City | State | Zip

Phone | Website | Federal Tax ID#

Are you a 501(c)(3) YES ☐ NO ☐ If no, please provide fiscal agent's contact information below.

EXECUTIVE DIRECTOR INFORMATION

Last Name | First | M.I. | Phone | E-mail

Signature | Date

LEAD CONTACT INFORMATION

Last Name | First | M.I. | Phone | E-mail

Signature | Date

MOU, INVOICING AND EXPECTATIONS

Memorandum of Understanding (MOU) with MPELH will be issued after programming plans are submitted and approved. Once in place, the fiscal agent may invoice MPELH for half of granted funds. Upon successful completion and submission of final report/evaluations, your organization may invoice MPELH for remaining balance.

Fidelity of the Model:
Funded organizations will be responsible for making sure the facilitator keeps the fidelity of the curriculum being used. MPELH will conduct 2-3 site visits during the course of the series.

Data Collection:
Participants will need to complete a Parent Skills Ladder for each parenting education series. Funded organizations must collect and report information explained at the end of this application.

Recruitment:
Organization must recruit a minimum of 8 participants.

Signature | Date

FACILITATOR INFORMATION

Applicants must identify an available and qualified facilitator as part of the application process. Some curricula require facilitator certification. If questions contact MPELH Parent Educator Coordinator.

Last | First | Location of Official Training | Date

Please provide a copy of training certificate, insurance and liability coverage (if sub-contracting facilitation, include subcontractor insurance information).

SERIES INFORMATION

EVIDENCED BASED CURRICULA (OPEC Authorized)	RESEARCH BASED CURRICULA
☐ Make Parenting A Pleasure ☐ Nurturing Parenting ☐ Abriendo Puertas/Opening Doors ☐ Other evidence-based curriculum: ☐ Circle of Security ☐ Incredible Years	☐ Mind in The Making ☐ Positive Solutions ☐ Other research-based curriculum:
List Class Dates and Time	
Street Address / City / State / Zip	
Target Population (e.g., Parents of children 0-6)	Recruitment Goal
Curriculum/Class delivered in ☐ English ☐ Spanish ☐ Other	

Please contact the Parent Engagement Coordinator, Veronica Mendoza at
vochoa@earlylearninghub.org or call 503-602-2703 with questions or for technical assistance.

Describe specific recruitment strategies (e.g., working with nearby schools and other programs that serve families, sending flyers home, word of mouth, social media, website, etc. Programs should work to recruit 15-25 parents to allow for attrition).
Describe how you plan to retain participants (e.g., food, ongoing raffles, child care, phone call reminders, etc.) If attendance falls below 8 parents MPELH may need to consider this to be a workshop and not a series and may need to reduce grant funds up to 50%. You may be asked to work to recruit additional participants. Hub staff are available to assist in the recruitment of families.
How will contact efforts be tracked? (e.g., contact log that lists dates of phone calls, flyers sent home, etc.)
List any community partners for the series, particularly those who are helping with recruitment, retention and offering in kind donations. Examples of in kind include facilities, food, childcare, supplies, prizes, printing, etc.
List any other community organizations you have been in contact with to coordinate timing, recruitment, and location of this series?
Describe your plan to collect all evaluative data required by MPELH, OPEC and curriculum selected for training? (e.g., time frame, who is the designated data collector, how will evaluations be submitted to M PELH, etc.) Required data includes Parent Skills Ladder, attendance, data summary Report. If KPI funds are a supplemental source, Portland State University Survey is also required. Final payment will only be made once the required evaluations and report data are submitted to MPELH.

CHILDREN'S ACTIVITY SUPERVISON INFORMATION
The following questions are intended to help us gather preliminary information about child activity plans for your series. The quality of children's activities is critical to the program's success.
How will you ensure that the children's environment is safe for children? (i.e., physical surrounding, developmentally appropriate materials and toys, planned learning activities, check-in/check-out system, etc.)
How will you verify that children's activities supervisors/teachers are appropriate and approved to be working with children? (i.e., processed background checks with local school system, Central Office Background Check, References, etc.)
What type of training or support will you provide for your children's activities supervisors/teachers? (i.e., provide ongoing feedback to children's activities supervisors/teachers to support their interactions with young children, informal conversations, etc.)

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What adult/child ratio will you maintain during your children's activities? How will you ensure minimum of two adults are present and maintain compliance with Oregon Child Care standards as defined in 414-300-0130? Refer to link for further information: *http://www.oregon.gov/OCC/OCC%20Forms/CRT/CRT-132/CRT-132.pdf*
How will you incorporate education or enrichment opportunities into your children's activities (e.g., Literacy development, social emotional skills, physical activity, plans for ensuring developmentally appropriate activities that lead to kindergarten readiness The Parenting Skills Ladder, Evaluation from the Portland State University, attendance, Facilitator evaluation, etc.) **Video and other screen activities are not permitted activities under this grant.**

If grant funds are awarded, I understand that a MPELH staff member can contact me with any questions or concerns. In addition, the class will be visited by an MPELH staff member 2-3 times throughout the duration of the series to ensure fidelity and program quality.

Signature: _____ Date: _____

Type of Cost	MPELH Grant	In Kind	Other funding (funding leveraged from other partners or the Lead Org.)	Partner Organization Name (for In Kind or other funding)
Facilitator(s)				
Child Care				
Location/Facilities				
Food				
Marketing/Recruitment Costs				
Supplies				
Incentives				
Totals	$	$	$	

DATA TO BE SUBMITTED AT COMPLETION OF SERIES

A Hub staff member will connect with the lead contact and provide necessary form requesting this information towards the end of the series. Some of the required information (e.g. attendance) needs to be collected throughout the series. Within one month of completion of the series, the information must be sent to: vochoa@earlylearninghub.org.

Name of Curriculum	Location
Facilitator	Language: English ☐ Spanish ☐
Age Group Targeted	# of Classes/Sessions
Average # of Children in Child Care	# of Parents Attended 70% of Classes or More
# of Parents that were DHS Clients	Total # of Parent Attendees
Summary of recruitment and retention strategies used	

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