



# 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 community 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. Since July 2014, through funding from the Oregon Community Foundation we have been able to support delivery of parent education programs in our community. Due to COVID-19 health and safety precautions, we can offer financial support for the delivery of parent education in virtual formats. We remain committed to providing support of parents and see parent education as a support during the COVID-19 pandemic.

### 2020-2021 TIMELINE

MPELH will be reviewing proposals on a rolling basis. The Hub intends to fund up to 3-5 (three to five) proposals quarterly. Received applications are reviewed at the beginning of every month.

**Please submit completed applications to the Parent Engagement Coordinator [vmendoza@earlylearninghub.org](mailto:vmendoza@earlylearninghub.org) or mail to PO Box 12366 Salem, OR 97309.**

### FUNDING CRITERIA

1. Must utilize evidence-based, research-based or other parent education activities to 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. Priority will be given to programs serving the following zip codes as identified in the Marion & Polk Early Learning Hub Early Care & Education Sector Plan:
  - 97026- Gervais
  - 97301- Salem-Central Area
  - 97071- Woodburn
  - 97305- NE Salem
  - 97383- Stayton
  - 97303- Keizer
  - 97317- SE Salem
  - 97002- N. Marion (Aurora, Hubbard & Donald)
  - 97306- S. Salem
5. To qualify the program must include a minimum of 3 sessions with a maximum amount of \$350 per session. Your budget must be addressed in section H of this application.
6. Please demonstrate leveraging in-kind support, community partnerships and/or other support.
7. **Insurance:** All applicants must show proof of insurance. If entity sub-contracts for facilitation, facilitators must show proof of insurance.
8. The plan should support a series of classes using Evidence-Based or Research-Based curricula:
 

**OPEC approved** includes curricula on the SAMHSA list. Frequently used examples include, 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 [vmendoza@earlylearninghub.org](mailto:vmendoza@earlylearninghub.org) or call 503 602-2703.**

**Other parent education activities:** Adopt aspects of evidence-based or research-based curricula to fit communities’ needs during the COVID-19 pandemic. Example: taking elements from a variety of curriculum to meet the current circumstances.

## APPLICATION INSTRUCTIONS

**NEW! Independent contractors and/or independent facilitators are able to apply for funding to support parent education activities.**

- If you are applying on behalf of an organization- fill out sections A-H
- If you are applying as an independent contractor- fill out sections C-H
- If series is hosted as a virtual class/workshop, skip section G and go to H2.
- If series is hosted in person, skip section H2.

Please contact the Parent Engagement Coordinator, Veronica Mendoza at [vmendoza@earlylearninghub.org](mailto:vmendoza@earlylearninghub.org) or call 503-602-2703 with questions or for technical assistance.

### A. ORGANIZATION CONTACT INFORMATION

Name of Organization or facilitator				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.	

### B. EXECUTIVE DIRECTOR INFORMATION

Last Name	First	M.I.	Phone	E-mail
Signature				Date

### C. LEAD CONTACT INFORMATION

Last Name	First	M.I.	Phone	E-mail
Address				
Signature				Date

### D. MOU, INVOICING AND EXPECTATIONS

A 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. Partial advancement of funds may be made depended upon circumstances.

#### 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 up to 2 site visits during the course of the series.

#### For the parent education activities:

A MPELH representative may attend a session(s) in support of parent education, facilitators and to ensure the adherence to the expectations.

#### Data Collection:

Participants will need to complete evaluations either as hard copy version if in person or an electronic version if virtual. An MPELH staff member will provide the link to the evaluations. Funded organizations must collect and report information as described at the end of this application.

#### Recruitment:

A minimum of 8 participants is needed. In partnership with MPELH, the funded organization/independent contractor should work develop recruitment strategies.

## E. INDEPENDENT CONTRACTOR 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 Education Coordinator.

Last	First	Location of Official Training	Date
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Please provide a copy of training certificate, insurance and liability coverage (if sub-contracting facilitation, include subcontractor insurance information).

Signature

Date

## F. SERIES INFORMATION

### EVIDENCED BASED CURRICULA (OPEC Authorized)

Make Parenting A Pleasure, Nurturing Parenting, Abriendo Puertas/Opening Doors, Circle of Security or Incredible Years

Other evidence-based curriculum:

### RESEARCH BASED CURRICULA

Mind in The Making or Positive Solutions

Other research-based curriculum:

**OTHER PARENT EDUCATION ACTIVITIES:** Adopt aspects of evidence-based or research-based curricula to fit family's needs during the COVID-19 pandemic. Describe below:

List Class Dates and Time

Street Address

City

State

Zip

Virtual platform

What is your recruitment strategy and the demographics you intend to serve?

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 recruitment and other 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 MPELH, 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. <ul style="list-style-type: none"><li>- <b>For in-person series/workshops:</b> final payment will only be made once the required evaluations and report data are submitted to MPELH.</li><li>- <b>For virtual series/workshops:</b> final payment will only be made once the required data summary sheet is completed. MPELH staff will share completed electronic evaluations to hosting organization and/or free-lance facilitator.</li></ul>

## G. CHILDREN'S ACTIVITY SUPERVISION INFORMATION

- **For in-person series/workshops:** please fill out this section
- **For virtual series/workshops:** Please answer the last question (5) to describe the child activities you have planned how it ties into your curriculum.

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.

1. 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.)
2. 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.)
3. 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>
4. 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.) For in person parent education opportunities, **video and other screen activities are not permitted activities under this grant unless the class is held virtually.**
5. If sessions will be done virtually, please describe children activities planned to support and encourage child and family interaction:

**H. 1) BUDGET- in person series/workshops**

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				
<b>Totals</b>	\$	\$	\$	

**H. 2) BUDGET- virtual series/workshops**

MPELH may have check out equipment please connect with an MPELH staff to learn more.

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 if applicable				
Location/Facilities				
Food if applicable				
Marketing/Recruitment Costs				
Supplies				
Incentives				
<b>Totals</b>	\$	\$	\$	

## I. AGREEMENT

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: \_\_\_\_\_

### 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: [vmendoza@earlylearninghub.org](mailto:vmendoza@earlylearninghub.org).

Name of Curriculum	Location
Facilitator	Language:      English                  Spanish                  Other (please list)
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	

Please contact the Parent Engagement Coordinator, Veronica Mendoza at [vmendoza@earlylearninghub.org](mailto:vmendoza@earlylearninghub.org) or call 503-602-2703 with questions or for technical assistance.