

Family Support Network of
Central Carolina
801 Green Valley Rd.
Greensboro, NC 27408
336 832-6507

FAMILY SUPPORT NETWORK
Of Central Carolina

Announces



**PARENT LEADERSHIP
GRANTS PROJECT**

*"A journey of a thousand miles must
begin with a single step."*

Revised 4/26/06



Parent Leadership Grants Project

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Introduction

Families who have children with special needs including prematurity often recognize that in order to become advocates for their children, they need to take on leadership roles at their early intervention programs and services and within their schools and communities. There are lots of great ideas out there, yet sometimes nothing happens because there isn't enough support to take that first step toward making a dream into reality. The FSNCC wants to give you the opportunity to take that first step and many more! The Parent Leadership Grants Project will support a wide range of activities to assist families in building their leadership skills and enhancing the family support opportunities in their community. This will be a shared effort as you will provide the idea and the energy, and we will provide the financial and mentoring support that you may need to follow through. *If you have an idea and want to make it happen, read on....*

BASIC INFORMATION YOU NEED TO KNOW

What is a Parent Leadership Grant?

The Family Support Network of Central Carolina (FSNCC) has established a competitive grant project, which will provide up to \$500.00 of funding for each award. Funding will begin on Sept. 1, 2006 and all projects must be completed no later than Aug. 31, 2007.

What kind of projects will be considered for these awards?

The projects supported should reflect the needs of each parent community as it defines itself with regard to family support and parenting children with special needs including prematurity. It will only be available to the counties in our region, which are: Guilford, Rockingham, Randolph, Alamance and Caswell. The proposed project can be as narrow or as broad as your group thinks it should be. We don't want to tell you what to do. Instead, you tell us what is needed to assist with providing family support and why it should be funded.

The main requirements of a grant proposal are:

- it must be parent-driven (two or more parents as co-leaders),
- it must meet a need of providing some type of family support in your community,
- team leaders must agree to submit reports by the scheduled due dates,
- team leaders must agree to follow guidelines set by Family Support Network of Central Carolina - included.
- when printing project information or promoting your project the support of Family Support Network of Central Carolina will be printed and/or acknowledged at the event(s). Published materials must be reviewed by FSNCC. See Team Leaders Agreement (page 6) for specific details.
- at least one team member must agree to attend a meeting of all the Project Coordinators towards the end of the granting cycle – date and location to be announced.
- financial support of this project through this award must end on August 31, 2007.

Who can apply?

Each award application must have a minimum of two parents that initiate the process and implement the goals. A letter of support from a professional in

the field must accompany the **initial** application. One of the parents must be designated as the team leader. This is the person who will receive the funds for this award.

How many project proposals can parents submit?

Each project will be considered on its own merits. As long as a project has a different group of parents as leaders and has a different goal, it will be considered. We envision that communities and counties may have groups of parents who want to do different things. For example, one program may have a group of parents that wants to do something that is directly involved with the school system and another group of parents from that same program might want to partner with parents from across the FSNCC region. Once again, each proposal will be scored on its own merits.

How will the projects be chosen to receive these awards?

A review team called the Parent Leadership Grant Committee of the FSNCC Executive Board will read and score all proposals. Each proposal will undergo a preliminary review to make sure all requirements of the proposal have been met and each question addressed. This may include a discussion with the project's team leader if clarification is needed and references may be called.

How will the projects be funded?

Funding will begin on Sept. 1, 2006 and will be dispersed in a maximum of two payments before August 31, 2007.

What is the deadline for submitting the proposal?

Proposals must be received no later than 5 p.m. on May 31, 2006. Please do not fax the proposals – plan ahead!

Where do we send the proposal?

Send proposals to: Andi Ives, Program Coordinator

Family Support Network of Central Carolina

801 Green Valley Rd.
Greensboro, NC 27408

When will we hear if we have received an award?

All award notification letters will be sent out by July 15, 2006. You will hear from us whether or not you are getting an award.

Who do I call if I have a question now?

The FSNCC Program Coordinator can answer your questions and can be reached at 336 832-6507.

What kinds of supports will we receive from the Parent Leadership Grant Project?

First: If you have any questions or you're having a hard time clarifying your ideas while developing this award proposal, don't hesitate to call the FSNCC Program Coordinator.

Second: You could be funded up to the amount you submit in the grant proposal. Reimbursement and documentation forms will be provided to you and funds will be reimbursed on a schedule that you arrange with the FSNCC Program Coordinator.

Third: Once awards have been granted, the FSNCC staff will be available to assist you as needed throughout the project year.

Fourth: We will host a meeting for all Parent Leadership Grants parent leaders (at least one team leader needs to attend) – date and location to be announced. This will be an opportunity to proudly share what you have done and to see what others have accomplished.

NEXT STEP: The application packet follows; you can write this out by hand or take out the pages and type them...just remember to put it all back together again before you send it to us by May 31st! If you would prefer to receive the application through e-mail, please contact the FSN office.

All the application requirements are clearly provided throughout the application, so continue reading.....

APPLICATION CHECKLIST

Use this checklist to mark off each completed section.

Step	Information Needed	Page(s)	Completed
I	Applicant & Collaborator Information	1	
II	References for first time applicants	2	
	Insert any reference letters after this page		
III	Project Goal and Benefits of project	3	
IV	Plans	4	
V	Expenses	5	
VI	Other contributors	5	
VII	Other Assistance Needed	5	
VIII	Team Leaders Agreement	6	
IX	Mail or hand deliver before 5/31/06		
X	Keep a copy for your records		

Parent Leadership Grant Project

I. APPLICANTS (Minimum of 2 parents) & Collaborators

Parent Team Leader:

Name: _____ Phone: (H)_____(W)_____
Address:_____ E-mail address:_____
City: _____ Zip:_____ County:_____

Other Parent Team Members:

List third if available:

Parent #2	Parent #3
Name: _____	Name: _____
Address:_____	Address:_____
City: _____ Zip:_____	City: _____ Zip:_____
Phone: (H)_____ (W)_____	Phone: (H)_____ (W)_____
E-mail address:_____	E-mail address:_____
County:_____	County:_____

Other collaborators (i.e., agencies, service providers, businesses)

Name: _____	Name: _____
Address:_____	Address:_____
City: _____ Zip:_____	City: _____ Zip:_____
Phone: (H)_____(W)_____	Phone: (H)_____(W)_____
E-mail address:_____	E-mail address:_____
Program name:_____	Program Name:_____

(if you need it, use back of page for additional collaborators)

II. REFERENCES FOR APPLICANTS: *(any support letters to be included in this packet - please insert them behind this page).*

Parent Team Leader:

Name: _____	Name: _____
Address: _____	Address: _____
City: _____ Zip: _____	City: _____ Zip: _____
Phone: (H) _____ (W) _____	Phone: (H) _____ (W) _____
E-mail address: _____	E-mail address: _____
Affiliation: _____	Affiliation: _____

Parent #2:

Name: _____	Name: _____
Address: _____	Address: _____
City: _____ Zip: _____	City: _____ Zip: _____
Phone: (H) _____ (W) _____	Phone: (H) _____ (W) _____
E-mail address: _____	E-mail address: _____
Affiliation: _____	Affiliation: _____

Parent #3:

Name: _____	Name: _____
Address: _____	Address: _____
City: _____ Zip: _____	City: _____ Zip: _____
Phone: (H) _____ (W) _____	Phone: (H) _____ (W) _____
E-mail address: _____	E-mail address: _____
Affiliation: _____	Affiliation: _____

III. Project Goal:

What do you propose to accomplish or develop by Aug. 31, 2007? How will this project benefit families of children with special needs?

IV. Project Plans

How do you plan to accomplish this goal? (Please be as specific as possible about each part of this project and timelines for completion; use another page if needed).

V. Expenses:

What will your project cost? (Please be as specific as possible. Itemize all your anticipated categories of expenses, be realistic, and make sure to give us the total amount that you are requesting. Remember, the maximum is \$500.00)

TOTAL AMOUNT REQUESTED: _____

VI. Is there any additional funding that is also supporting this project?

yes_____ no_____ If yes, please explain:

VII. In addition to financial support, what other assistance would be helpful for you to be successful in this project?

VIII. TEAM LEADERS AGREEMENT

If you receive this grant, this is what FSNCC is expecting of your project:

We agree to work to accomplish the proposed project that we have described in this application. We agree to follow guidelines provided by FSNCC. We understand the following requirements of the award:

Funding:

- allotments of funding will be determined after the award is made, but only in unusual circumstances will there be more than two allotments in the twelve-month award period. All projects will be required to give a complete accounting of the first allotment before additional funds are provided. Allotments are determined for each project after discussion with the FSNCC Program Coordinator.
- all final reimbursement requests will be submitted no later than Aug. 31, 2007.

Reporting Requirements:

- a final summary of the project will be submitted with the final reimbursement request no later than Aug. 31, 2007 (*forms provided*)

Promoting and Sharing your Results:

- at least one parent leader from the project will attend a Project meeting if scheduled. At the meeting, you will present the results of your project. (*Note all lead parents will be invited to attend*)
- when printing materials to promote your project- the support of FSNCC will be printed prominently on the flyer or poster for each event. The correct way to write it is **“Funded through a Parent Leadership Grant from Family Support Network of Central Carolina”**. This statement should be clearly stated on the front page, in the top or bottom ¼ of whatever item is created for print or promotion.

Signed: _____ (Team Leader)

_____ (Parent Leader)

_____ (Parent Leader)

