

# CHILDREN, FAMILY & COMMUNITY CONNECTIONS DIVISION



## CLACKAMAS PARENTING TOGETHER SMALL GRANTS

### NOTICE OF FUNDING OPPORTUNITY

## INTRODUCTION

Clackamas County Health, Housing & Human Services Department through its Children, Family & Community Connections (CFCC) Division is seeking applications from multiple agencies/organizations that are capable of delivering evidence-based and best practice parenting education class series and activities. The funding sources for this opportunity are Oregon Community Foundation and Oregon State University through Oregon Parenting Education Collaborative. A total of \$272,000 is currently available for programming between October 1, 2023 and June 30, 2025. More funding may be received and disbursed during this time.

## PROGRAM DESCRIPTION

### a. OVERVIEW

By providing high quality, evidence-based or best practice parenting education series and workshops to parents and caregivers in our community, CFCC aims to increase positive caregiver-child relationships, expand caregiver knowledge related to child development and effective parenting skills, and reduce caregiver stress resulting in enhanced health, development and school readiness for children.

### b. GOAL

Provide evidence-based and best practice parenting education class series and activities to parents of children ages birth to 18 years old living in Clackamas County or Multnomah County. Successful applicants will demonstrate the ability to offer high quality, easily accessible programming to universal and/or target populations. Successful class series, when applicable, will meet all fidelity requirements\* designated by the curriculum publisher and have a successful parent retention rate of at least 75% of participants attending at least 70% of class sessions offered. 75% of class participants will report an increase in quality of parent-child/youth interactions as measured by [Parenting Skills Ladder](#) (PSL) responses. \*see exhibit B for fidelity and best practice

## AWARD INFORMATION

The funding sources for this opportunity are Oregon Community Foundation and Oregon State University. A total of \$272,000 is currently available for the time period of October 1, 2023 and June 30, 2025.

Of this funding the following categories are available:

- \$130,000 for programming for caregivers of 0-6-year-olds with \$40,000 of that reserved for Multnomah County populations/virtual classes.
- \$141,900 for programming for caregivers of 8-18-year-olds with \$25,000 of that reserved for Multnomah County populations/virtual classes

More funding may be received and disbursed in this time period. Current available funds will be disbursed as follows:

- Minimum award amount is \$8,000
- Maximum award amount is \$100,000

**Note that the award period is for 21 months.**

Funded proposals will be required to submit reimbursement requests by the 15<sup>th</sup> of each month or quarterly to align with multi class series completion timelines. Program reports, including a TBD quarterly work plan of proposed classes and services, will be due on the 8<sup>th</sup> of each month after the close of each previous quarter.

## ELIGIBILITY CRITERIA

Eligible applicants are nonprofit organizations, schools, or public entities serving residents of Clackamas County or Clackamas and Multnomah Counties. Proposed projects must address goals identified above and result in positive, measurable outcomes for parents and their children.

Successful applicants will meet the following criteria:

- Demonstrate capacity and willingness to provide evidence-based and best practice parenting education services to a variety of populations. This includes, but is not limited to, parents and caregivers who are:
  - BIPOC;
  - English language learners;
  - LGBTQIA+;
  - Living in rural communities;
  - Low income;
  - Supporting children with special needs;
  - Otherwise historically underserved.
- Commit to conducting **a minimum of two and a maximum of fifteen separate evidence based class series** over the funding period.
- Must commit to marketing virtual series/workshops to both Clackamas and Multnomah populations.
- May offer in-person classes in Multnomah County in Jan-Dec of 2024, but only if also serving Clackamas County with separate in-person or virtual series.

## FUNDING CYCLE AND TIMELINE

|  |                |
|--|----------------|
| Last day to ask questions  | Aug 3, 2023    |
| Application Due Date   | Aug 10th, 2023 |
| Award Decisions and Notification (estimated)   | Aug 23, 2023   |
| Agreement Start Date (estimated)   | Oct 1, 2023    |
| Agreement End Date <i>(all proposed class series and activities must be completed by June 30, 2025, unless an extension is granted through an amended agreement)</i> | June 30, 2025  |
| Final Reporting Due Date   | July 8, 2025   |

## FUNDING CONSIDERATIONS

- Funding to individuals is not allowed.
- Applications must propose serving parents/caregivers of children who reside in Clackamas County or Multnomah County.
- Operating expenses must be clearly outlined for each proposed project.

- Applications must propose use of parenting curricula that is evidence-based unless proposal is for specific culturally and linguistically responsive parent education, for which there is no evidence-based curricula.
- Virtual parenting class programs are allowed using evidence-based curriculum so long as program facilitators meet curriculum publisher recommendations for virtual adaptations.
- Applications may include funding requests for promising or best practice approaches in parent engagement to supplement or enhance evidence-based series facilitation.
- Funding of capital improvements is not allowed.
- Organization's chosen facilitators will be engaged in Clackamas Parenting Together (CPT) approved professional development and regional trainings. A total of 40 hours throughout the grant cycle is expected with an average of 2 hours a month.
- Schedule of class offerings to be approved by CPT staff.

## **TO APPLY**

Complete an application by providing the information requested in the template below, including a proposed budget and fiscal capacity narrative.

Questions about this opportunity must be submitted electronically to Stephanie Radford:  
[sradford@clackamas.us](mailto:sradford@clackamas.us)

Responses to application questions will be posted weekly as FAQs at <https://www.clackamas.us/grants>.

Questions received after Aug 3rd, 2023 may not receive a response.

**Completed applications are due **Thursday, August 10th, 2023, by 5:00pm**, and should be submitted electronically to Stephanie Radford: [sradford@clackamas.us](mailto:sradford@clackamas.us)**

**Applications received after the deadline or not submitted as directed may not be considered.**

Total funding available through this small grant opportunity is subject to change.

**Per the Civil Rights Act of 1964, no person shall, on the basis of race, color, or national origin, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any County program, service or activity.**

**Grant Application  
FY 2023-24  
Parenting Education Small Grants**

**SECTION 1  
COVER PAGE**

|              |  |
|--------------|--|
| <b>Date:</b> |  |
|--------------|--|

|                                 |  |
|---------------------------------|--|
| <b>Legal Organization Name</b>  |  |
| Alternate name/acronym          |  |
| Address                         |  |
| Website                         |  |
| Phone                           |  |
| <b>Executive Director Name</b>  |  |
| Email and Phone                 |  |
| Oregon Business Registry Number |  |
| Employer ID Number (EIN)        |  |
| <b>Program Contact Name</b>     |  |
| Email and Phone                 |  |
| <b>Fiscal Contact Name</b>      |  |
| Email and Phone                 |  |
| <b>Funding Amount Requested</b> |  |

With my signature, I certify the following:

1. The above information is correct;
2. I am authorized by the governing board of the applicant organization to submit this grant proposal;
3. The organization is in good standing with the IRS, retains its 501(c)(3) tax exempt status, and is further classified as a public charity and not a private foundation, or is a public agency or school district;
4. The organization does not discriminate on the basis of race, religion, sexual preference, sexual orientation, physical circumstances, or national origin;
5. The organization agrees to submit quarterly progress reports and final progress reports.
6. The organization agrees to submit proof of insurance at the levels required by county.

\_\_\_\_\_  
Signing Authority Name (printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SECTION 2

### **Project Description (25 points)**

*(if awarded, the information you provide here will form the basis of your work plan)*

1. Please explain your proposed parenting education project. Include:
  - a. What evidence-based parenting education curriculum(a) you intend to facilitate
    - i. if not proposing evidence-based curricula, describe how your proposed curricula meets best-practice standards and will be culturally/linguistically specific
  - b. Why you have chosen this curriculum (a) to meet the needs of your target population.
  - c. How many parenting education class series will be conducted
  - d. How many class sessions in each series
  - e. If applicable, any additional best practice programming or activities you intend to include and how these programs will strengthen support to parents and their children

Proposals of multiple curricula are allowed. Successful applicants will provide a minimum of two and maximum of fifteen class series. See the list of approved curricula. (Exhibit A: Approved Curriculum). *(max 500 words)*

### **Project Logistics (35 points)**

***Directions: Answer each component of every question in completely. Responses to each question will be rated on a scale of 1 (does not meet requirements) to 5 (exceeds expectations) for a total score of 35 points.***

1. Will your programming target specific parent populations? Why have you chosen to focus programming on this population of parents? How will your program offerings meet the needs of parents in that community? *(max 300 words)*
2. Does your organization currently provide Parenting Education programming? Please describe how this project differs from, enhances, or changes the scope and/or scale of the programming your organization currently offers. *(max 250 words)*
3. What training or experience does your organization/facilitators have in each curriculum proposed? *(max 250 words)*
4. In the table ***(see Exhibit C)***, please provide an approximate schedule for parenting class offerings. Include for each quarter the day, time, language and service area your organization intends to serve.  
*(Add additional columns if necessary – multiple series can take place in the same quarter.)*

5. Describe the timeline for this project, indicating key steps, deliverables, and dates when these will be accomplished. If new positions are part of the project, include the hiring & training process in the timeline.
6. Describe how your organization will market your parenting program to the target population(s), include strategies/solutions to common challenges such as low enrollment and/or challenges with outreach. *(max 250 words)*
7. What are potential challenges to this project, how do you plan to mitigate these? If your proposal includes promising or best practices approaches to parent engagement (i.e. virtual support group, porch drop off of class materials, additional incentives, monthly parent café, etc.) how will these additional efforts help enhance positive parental experiences? *(max 300 words)*

### **Facilitator Professional development (5 points)**

*Facilitators who will be participating in grant related series and workshops will be asked to join in Hub approved professional development. This will take place over the course of the grant cycle and will include trainings, relationship building, and content creation. The expected amount of staff time is approximately 40 hours total with scheduling discussed upon awarded funding.*

1. How will the organization support staff in participating in these professional development sessions?

### SECTION 3

*Applicants should complete the budget template provided, adding and/or deleting expense lines as needed. Budget Narrative will be scored separately. Budget table will be scored on a scale of 1 to 10 taking into consideration complete and accurate budget amounts as well as cost effective programming.*

#### **Project Budget (15 points)**

Please identify all expenses related to this application. Add additional lines as necessary.

| Exhibit C: Budget – Evidence Based Parenting Education Series  |  |                                     |  |
|--|--|-------------------------------------|--|
| <p>Contractor: _____<br/>           Program: <u>Parenting Education</u><br/>           Address: _____<br/>           _____<br/>           _____</p> <p>Contact Person: _____<br/>           Phone Number: _____<br/>           E-mail: _____</p> | <p>Contract #: _____<br/>           Contract Term: _____</p> |                                     |  |
| Budget Category  | Budget   | Match                               |  |
| <b><u>Personnel</u></b>  |  |                                     |  |
| Parenting Educators – include adequate time promoting parenting education, class preparation and, professional development.  | \$   | No Match Required on this Agreement |  |
| Program Director   | \$   |                                     |  |
| Childcare Staff  | \$   |                                     |  |
| OPEC conference attendance   | \$   |                                     |  |
| Fringe   | \$   |                                     |  |
| <b>Total Personnel</b>   | <b>\$</b>  |                                     |  |
| <b><u>Administration</u> (Not to exceed 10% total grant)</b>   |  |                                     |  |
|  | \$   |                                     |  |
|  |  |                                     |  |
| <b>Total Administration</b>  | <b>\$</b>  |                                     |  |
| <b><u>Program costs</u> (not to exceed \$8000 per series)</b>  |  |                                     |  |
| Meals & Snacks, Food   | \$   |                                     |  |
| Parent Incentives  | \$   |                                     |  |
| Childcare & Program Supplies   | \$   |                                     |  |
|  |  |                                     |  |
| <b>Total Program</b>   | <b>\$</b>  |                                     |  |
| <b>Total Budget</b>  |  |                                     |  |

#### **Budget Narrative (15 points)**

Provide a narrative that clearly explains salary/fringe, administrative, program, and any other costs associated with this project. (max 300 words)

## **Fiscal Capacity (5 points)**

1. Describe your organization's procedures to ensure that only costs deemed allowable are billed to the County under this agreement.

2. Does your organization have a financial management system that can separately track the source and use of funds of individual agreements?

\_\_\_\_\_ Yes.

\_\_\_\_\_ No. Please explain.

3. Does your organization have procedures that provide assurance that consistent, fair and equitable treatment is applied in the distribution of charges to all funding sources?

\_\_\_\_\_ Yes.

\_\_\_\_\_ No.

**Applications are due **Thursday, August 10th, 2023** by 5:00pm.**  
**Please submit the application electronically to Stephanie Radford at**  
**[sradford@clackamas.us](mailto:sradford@clackamas.us)**



# Exhibit A: parenting education curricula and websites

## Parenting Education Curricula

There are many parenting education programs and curricula available for educators and organizations to adopt. OPEC Grantee organizations are required to use evidence-based curricula series and implement them with fidelity. Additionally, OPEC Grantees implement additional evaluation practices; [learn more about evaluation here](#).

- Abriendo Puertas/Opening Doors
- Active Parenting (multiple series available)
- Circle of Security
- Conscious Discipline
- Effective Black Parenting
- Haga de la Paternidad un Placer
- The Incredible Years
- Make Parenting a Pleasure (1st & 2nd Editions)
- Nurturing Parenting
- Parenting Inside Out
- Parenting Now
- Parenting a Second Time Around
- Parenting: The First Three Years Curricula / Incredible Infants
- Parenting: The First Three Years Curricula / Wonderful Ones
- Parenting: The First Three Years Curricula / Terrific Twos
- Positive Indian Parenting
- Strengthening Families 7-17
- Strengthening Families 10-14
- Triple P

For a full explanation of curriculum, links to their respective websites, and more click here: <https://tinyurl.com/5d92pym7>

# Exhibit B: Fidelity

## Program Fidelity Tools

Implementation fidelity refers to the “extent to which delivery of an intervention adheres to the protocols and program model originally developed” ([Mowbrey et al., 2003](#)). Maintaining fidelity and being responsive to the communities parent educators work with is a careful balance. To help with this aim, OPEC has developed a suite of resources that will help you make informed decisions.

- [Monitoring Fidelity in OPEC Parenting Education Series](#) explains the basics of program fidelity and evaluation and provides guidance for what can and cannot be changed in an evidence-based parenting education curriculum.
- [How to Rate Fidelity to Best Practices in Parenting Education: A User Guide](#) was created in 2014-2015 and provides easy-to-follow instructions for calculating the fidelity rating for across a number of indicators. It refers to the following tools:
  - [Fidelity to Best Practices in Parenting Education Tool](#) (shortened)
  - [Fidelity Checklist for Facilitators Guide](#)
  - [Fidelity Checklist for Facilitators Checklist](#)

## Exhibit C: Table of programming schedule

|  | Fall 2023  | Winter 2024  | Spring 2024  | Summer 2024  |
|--|--|--|--|--|
| Proposed Curriculum  |  |  |  |  |
| Target age range of children   | <input type="checkbox"/> 0- 6 years old<br><input type="checkbox"/> 8-18 years old | <input type="checkbox"/> 0- 6 years old<br><input type="checkbox"/> 8-18 years old | <input type="checkbox"/> 0- 6 years old<br><input type="checkbox"/> 8-18 years old | <input type="checkbox"/> 0- 6 years old<br><input type="checkbox"/> 8-18 years old |
| If in-person: Location (City/Service Area, building if known)<br><b>Please note if in Multnomah* or Clackamas County</b> |  |  |  |  |
| If virtual (note, virtual classes must be marketed to both counties)   |  |  |  |  |
| Language   |  |  |  |  |
| Projected Class Days/Times   |  |  |  |  |

**\*In-person classes taking place in Multnomah County must occur in Jan-Dec of 2024**

| CONTINUED FROM ABOVE  | Fall 2024  | Winter 2025  | Spring 2025  |
|---|--|--|--|
| Proposed Curriculum   |  |  |  |
| Target age range of children  | <input type="checkbox"/> 0- 6 years old<br><input type="checkbox"/> 8-18 years old | <input type="checkbox"/> 0- 6 years old<br><input type="checkbox"/> 8-18 years old | <input type="checkbox"/> 0- 6 years old<br><input type="checkbox"/> 8-18 years old |
| If in-person: Location (City/Service Area, building if known) <b>Please note if in Multnomah* or Clackamas County</b> |  |  |  |

|  |  |  |  |
|--|--|--|--|
| If virtual (note, virtual classes must be marketed to both counties) |  |  |  |
| Language   |  |  |  |
| Projected Class Days/Times   |  |  |  |

**\*In-person classes taking place in Multnomah County must occur in Jan-Dec of 2024**