Request for Applications

*Project Leadership* Train the Trainers Workshop

**Background of Project Leadership:**

Family Voices of California’s *Project Leadership*, now in its third year, is designed to help family members develop the skills and tools they need to partner at all levels of decision making and engage in public policy advocacy activities in California on behalf of children and youth with special health care needs (CYSHCN). To date, 79 family members have completed the training. *Project Leadership* is comprised of:

- A seven-session comprehensive training program.
- Linkages for program participants to local and statewide committees, task forces and opportunities for input.
- Ongoing support and mentorship for program graduates, including membership to a statewide online *Project Leadership* Advocacy community.
- Databases that track involvement opportunities around the state and involvement activities of program graduates.

The Lucile Packard Foundation for Children’s Health funded the implementation of *Project Leadership* trainings. You can read more about *Project Leadership* [here](http://lpfch-cshcn.org/publications/research-reports/project-leadership-effecting-change-one-parent-at-a-time/).

**The Project Leadership Train the Trainers Workshop**

*Project Leadership* and the Lucile Packard Foundation for Children’s Health invite California organizations serving families of children with special needs to send one representative to a two-day Train the Trainers workshop in San Francisco. Eligible organizations include Early Start Family Resource Centers, Parent Training and Information Centers, Family Empowerment Centers and other parent-to-parent organizations with boards comprised of at least 51% parents. The workshop will prepare participants to **implement the Project Leadership training and mentorship in their communities**. Participants will learn best practices for implementing the training as well as potential budgeting and funding options. Participating organizations will receive a **$500 stipend** to offset some of the costs for attending the workshop.

**RFA Selection Process and Timeline:**

A committee comprised of FVCA Council Member Agencies, the FVCA Manager, and the Project Leadership State Liaison will review all applications and select participants for the Training of Trainers workshop based on their level of interest and willingness to further *Project Leadership* goals and objectives. Selected organizations will need to complete their parent trainings by September 2016. Please see the timeline below. If any of the application criteria or requirements present a significant hardship to interested agencies, please contact us and we will review on a case-by-case basis.

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**Timeline:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weds, July 22, 2015 and Weds, Aug 5, 2015</td>
<td>Project Leadership Year 3 Informational Webinar</td>
<td>These webinars will be recorded and can be accessed at familyvoicesofca.org.</td>
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<tr>
<td>Thurs, July 23</td>
<td>RFA Disseminated</td>
<td></td>
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<tr>
<td>Weds, July 29 11:00 AM-12:00 PM</td>
<td>Conference Call Call in Number: 866-528-9737 Pass Code: 385-946-7037</td>
<td>Potential applicants can ask questions and learn more about the project.</td>
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<tr>
<td>Fri, August 21</td>
<td>Applications due for Train the Trainers Workshop</td>
<td>See below for instructions.</td>
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<tr>
<td>Mon Sept 7</td>
<td>Selection of Programs</td>
<td></td>
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<tr>
<td>Weds Oct 14 and Thurs Oct 15, 2015</td>
<td>Train the Trainers workshop</td>
<td>To be held in San Francisco at Support for Families: 1663 Mission, 7th floor San Francisco 94103.</td>
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<tr>
<td>By September 2016</td>
<td>Selected organizations need to have completed the parent trainings in their region.</td>
<td>Participants will receive information about reporting requirements at the Train the Trainers workshop.</td>
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**Submission Instructions:**

Please complete pages 3 and 4 of this RFA. We must receive your application by **August 21, 2015**

**Email your application to:**
Allison Gray agray@familyvoicesofca.org

**or mail to:**
Allison Gray, FVCA Project Leadership Support for Families 1663 Mission St 7th floor San Francisco, CA 94103

**Questions?** Email or call Allison (415 282-7494 ext 136)
Application for Participation in Project Leadership Train the Trainers Workshop

Organization

County/area served

Primary Contact for this RFA:
Name and Title or Position

Address

Email

Phone

Briefly describe the services your organization provides.

Why do you want to participate in this project?

What existing or planned resources can your organization provide that could facilitate implementation of Project Leadership training in your community/region?
If accepted for the Train the Trainers 2-day Workshop I understand that my organization will...

- Participate in/listen to the Project Leadership webinar so we understand the parameters of the project. You can access a recording of the webinar at familyvoicesofca.org.
- Send one representative to the 2-day Train the Trainers workshop in San Francisco.
- Receive a stipend of $500 for representative attending workshop in San Francisco.
- Be responsible for obtaining funding for future trainings in our region.
- Commit to developing an action plan to implement Project Leadership.
- Commit to recruit and train family members of children with special health care needs by September 2016.
- Participate in the Project Leadership online Advocacy Community.
- Understand that families participating in the local Project Leadership training will be encouraged to be a part of the statewide network, including a database, listserv and future conferences.

Signature of primary contact

Print name of CEO or Executive Director (if different from above)

Signature of CEO or Executive Director (if different from contact)

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