Request for Applications

Project Leadership Training of Trainers Workshop

## Background of *Project Leadership*:

Family Voices of California’s *Project Leadership*, now in its fourth 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, 132 family members have completed the training with two additional agencies currently implementing. *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://www.lpfch.org/publication/project-leadership-effecting-change-one-parent-time).[[1]](#footnote-1)

## The *Project Leadership* Training of 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 Training of Trainers workshop in San Francisco or Los Angeles area. 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 December 2017. 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.

**Timeline:**

| **Date** | **Activity** | **Notes** |
| --- | --- | --- |
| Mon, Oct 17 | RFA Disseminated |  |
| Wed, Oct 26  12:00 PM – 1:00 PM | Project Leadership Phase IV Informational Webinar | This webinar will be recorded and can be accessed at familyvoicesofca.org. |
| Weds, Nov 2  11:00 AM – 12:00 PM | Conference Call  Call in Number: 866-528-9737  Pass Code: 385-946-7037 | Potential applicants can ask questions and learn more about the project. |
| **Mon, Nov 14** | **Applications due for Training of Trainers Workshop** | See below for instructions. |
| Fri, Dec 2 | Selection of Programs |  |
| January 2017 | Northern California Training of Trainers workshop | To be held in San Francisco at Support for Families:  1663 Mission, 7th floor  San Francisco 94103. |
| January 2017 | Southern California Training of Trainers workshop | Los Angeles Area (exact location TBD) |
| December 2017 | Selected organizations need to have completed the parent trainings in their region. | Participants will receive information about reporting requirements at the Train the Trainers workshop. |

**Submission Instructions:**

Please complete pages 3 and 4 of this RFA.

We must receive your application by **November 14, 2016**

**Email** **your application** **to:**

Allison Gray [agray@familyvoicesofca.org](mailto: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.**

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**Why do you want to participate in this project?**

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**What existing or planned resources can your organization provide that could facilitate implementation of *Project Leadership* training in your community/region?**

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**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](http://www.familyvoicesofca.org).
* Send one representative to the 2-day Train the Trainers workshop in San Francisco or Los Angeles.
* Receive a stipend of $500 for representative attending workshop in San Francisco or Los Angeles.
* Be responsible for obtaining funding for future trainings in my 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 December 2017.
* 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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