

Haussein Parent Leadership Awards

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

Introduction

Families often recognize that in order to become advocates for their children, they need to take on leadership roles at their early intervention programs and within their communities. There are lots of great ideas out there, but sometimes nothing happens because there isn't enough support to take that first step toward making a dream into a reality. The Massachusetts Department of Public Health's Early Intervention Parent Leadership Project wants to give you the opportunity to take that first step and many more! The Haussein Parent Leadership Awards will support a wide range of activities that assist families in building their leadership skills. This will be a shared effort: you will provide the idea and the energy, and we will provide the financial and parent to parent support that you may need to follow through. *If you have an idea and want to make it happen, read on...*

There are many pathways to becoming a parent leader:

Family involvement can lead to parent leadership, but does not always. As a parent leader you will connect with other parents with similar interests. This is a process to move beyond involvement with your own child and his or her services to the broader Early Intervention/Early Childhood System. Effective parent leaders continually ask questions, collecting information from a variety of sources, testing their own perceptions, and rechecking the facts. They talk with other families. They want to know what is working and what is not and how to learn from experiences in order to improve the system. They keep an open mind for discovering opportunities to bring them the knowledge they need to know and share with other families. Parent Leadership is an individualized parent-driven endeavor. Everyone may define their own aspirations in a different way. Remember that a journey of a thousand miles does begin with a single step.

But First, A Dedication

Some of you may wonder how this project got its name. The answer is simple: we are honoring one of the most influential parent leaders in the Early Intervention System in Massachusetts, Evelyn Haussein. Evelyn is the mother of three adult children. When it was discovered that her youngest son had a developmental disability, there was no such program as early intervention. However, the absence of established programs didn't stop Evelyn; she took her strong values of family-centered care and worked to develop appropriate services for her son throughout his educational career and on into adulthood. She is truly a parent pioneer, who has joined with many others to make a number of service systems more responsive for those of us who have followed.

Evelyn also made an impact on the teaching profession, through her work as both a professor and an administrator, by highlighting the central importance of the family perspective as part of the curriculum. Over ten years ago, Evelyn left her position as Dean of the Wheelock College Graduate School to join the Federation for Children with Special Needs as Director of the Early Childhood Unit. In that capacity she did many things, but most importantly for families within the EI system, she mentored family representatives on the statewide Interagency Coordinating Council and assisted in developing the EI Parent Leadership Project and other projects, which have followed. She has been our guiding light as we work to initiate change where it is needed and move further along on our journey. Thank you, Evelyn.

STEP BY STEP

What is the Hausslein Award?

The Early Intervention Parent Leadership Project has established a \$10,000.00 statewide **competitive** award program, which will provide up to \$1,000.00 of funding for each award. Funding will begin in November 2008 and all projects must be completed no later than June 30, 2009.

What kind of projects will be considered for these awards?

Selected projects grow out of the needs individual parent communities identify. 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 and why it should be funded. Remember, we are looking for **innovative new ideas**. This is your chance to take a leadership role and create a project that is **new**, different and expands opportunities for all the families in your community. **Think outside of the box** about what would benefit children and families enrolled in EI and the Community. If you have **any** questions call the toll-free line and run your ideas by the Parent Leadership Project staff.

Here are some **general examples** of what you might consider (*but don't limit yourself to these*):

- a project that enhances family leadership at the EI program, or in the community
- a group of parents from neighboring EI programs identifying a mutual need and figuring out how to meet it,
- a group of EI and community parents collaborating with a community provider like a local library, family network, YMCA, etc.
- a new collaborative relationship developed with parents who were formerly involved with EI and are now involved with the local school system.

The main requirements of an award proposal are:

- it must be parent-driven;
- it must meet the needs of families who are currently or have been enrolled in the Massachusetts EI System ;
- it must be a **new program** or a **new component** to an existing parent-initiated program;
- it must demonstrate collaborations between families and other members of the community;
- team leaders must agree to submit reports by the scheduled due dates;
- at least one team member **must** present their project to the broader EI Community;
- Hausslein Award funds for your project must be used by June 30, 2009;
- team leaders are required to submit a year-end evaluation to the Parent Leadership Project.

Other Considerations:

- **In order to be funded the proposed project must be beyond the activities and/or services that could be provided through the early intervention program.**
- **If your proposed project is proposing a trainer or instructor no more than 50% of the total amount requested may be used to pay for his or her services.**
- **Funds may not be used to purchase equipment or capital expenditures.**

Project Name _____

Who can apply?

Each award application must have a minimum of three (3) families. One of the parents must be designated as the team leader. ***The team leader must have a child who has received Early Intervention services in Massachusetts who is no older than 6.*** This is the person who will receive the funds for this award.

What if we received an award in past years?

Award recipients from past years may apply for an award, **but** the application must reflect either a new component to an existing project or a completely new initiative. The 2008-2009 Haussein Award cannot be used to continue supporting an existing project.

What is required in support of the application?

- References for each of the three primary parents must be included in this packet. These can be reference letters or names and addresses of other parents or professionals who can support the parents' ability to carry out this project. References should be willing to receive phone calls from the EI Parent Leadership staff.
- Letters of support from all community collaborators and other parents must be included with the application. Collaborators must detail their involvement with the project.

How many project proposals can be submitted?

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 EI programs with large service areas may have more than one group of parents who want to do different things.

For example, one program may have a group of parents who want to do something that is directly involved with an EI program. Another group of parents whose children currently receive or have received EI services from that same program might want to partner with parents from another EI program and/or a community provider to do something outside of the program. Once again, *each proposal will be scored on its own merits. There will be no regional quotas.*

This year the Haussein Awards are broader and available to more families whose children have graduated from EI (see *who can apply* above↑). Help the EI Parent Leadership Project think outside the box - give us your new and creative ideas.

Project Name _____

How will the projects be chosen to receive these awards?

Review Teams (DPH staff and other parent leaders) will read and score all proposals.

Scoring of proposals - Two Steps:

1. Each proposal will undergo a preliminary review to make sure all requirements of the proposal have been met. This may include a discussion with the project's team leader if clarification is needed and references may be called. (50% of the total points)
2. Review team will score each proposal based on the following (final 50% of the total points):
 - is it parent-driven?
 - is it a new program or a new component to an existing parent-initiated program?
 - does it meet the needs of families who are currently or have been enrolled in the Massachusetts EI System?
 - is it supported by other families?
 - does it demonstrate collaboration?
 - is the implementation plan specific and related to the project goal?
 - is the budget projection appropriate and practical?
 - can it be accomplished by June 30, 2009?
 - are the outcomes and benefits clearly explained?

How many awards will there be?

Funding is available for up to ten awards for the maximum amount of \$1000.00 each. Since not all the proposals will be for the maximum amount, there may be more than ten.

How will the projects be funded?

Funding will be distributed in two installments, November 2008 and February 2009.

What's the deadline for submitting the proposal?

Proposals must be received no later than 5 P.M. on Friday, October 31, 2008.

Where do we send the proposal?

Send proposals to: Darla Gundler, EI Parent Leadership Project
Massachusetts Department of Public Health
23 Service Center, Northampton, MA 01060

Fax: 413-784-1037 (please include a coversheet addressed to Darla Gundler)

Or E-mail: darla.gundler@state.ma.us

Project Name _____

When will we hear if we have received an award?

All award notification letters will be sent out in November 2008. You will hear from us whether or not you are getting an award.

Who do I call if I have a question now?

The Early Intervention Parent Leadership Project can answer your questions and can be reached at 1-877-35-EI-PLP (toll-free) or e-mail: eiplt@yahoo.com.

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

First: If you have any questions while you are developing this award proposal, don't hesitate to call the Project at 1-877-35-EI-PLP (toll free). If you are having a hard time coming up with an **original** idea, visit the www.eiplt.org website or look at a copy of the *Working Together, Early Intervention Parent Leadership Resources* for inspiration. (Available at your EI Program or through the Parent Leadership Project.)

Second: You will be funded up to the amount you submit in the award proposal. Funding will be distributed in two installments as described above.

Third: Once awards have been granted, the EI Parent Leadership Project staff will be available to assist you as needed and connect you with resources.

NEXT STEPS 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 before October 31st!

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

APPLICATION CHECKLIST
Ten easy steps to start on your journey

First use this list as a table of contents and then use it as a checklist so you can make sure your application is complete

Section	Information Needed	Page(s)	✓ Completed
I	Applicant & Collaborator Information	1 & 2	
II	References	3	
IIa	Insert any reference letters after this page		
III	Summary of Experience	4	
IV	Project Goal	5	
V	Plans	5	
VI	Benefits	5	
VII	Expenses	6	
VIII	Other Assistance Needed	7	
IX	Team Leaders Agreement	8	
	Copy the agreement for your records	9	
X	Support Letters - insert letters after this page	10	

If you need help in answering the following questions, either check back to the introduction or if something isn't clear, call the Parent Leadership Project staff.

Project Name _____

Haussein Early Intervention Parent Leadership Award

I. APPLICANTS (Minimum of 3 parents) PLEASE PRINT

Parent Team Leader: Name: _____

(Whose child is currently or has been enrolled in an EI Program within Massachusetts within the past 3 years)

Address: _____ City: _____ Zip: _____

Phone: _____ E-mail address: _____

EI Program: _____

Would you like to be added to the Parent Leadership Project database to get more information about parent involvement opportunities in addition to the Parent Perspective Newsletter?

YES **NO** **ALREADY ON DATABASE**

Other Parent Team Members:

Parent # 2 Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ E-mail address: _____

EI Program: _____

Would you like to be added to the Parent Leadership Project database to get more information about parent involvement opportunities in addition to the Parent Perspective Newsletter?

YES **NO** **ALREADY ON DATABASE**

Parent # 3 Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ E-mail address: _____

EI Program: _____

Would you like to be added to the Parent Leadership Project database to get more information about parent involvement opportunities in addition to the Parent Perspective Newsletter?

YES **NO** **ALREADY ON DATABASE**

Project Name _____

Other collaborators

Name: _____

Name: _____

Address: _____

Address: _____

City: _____ Zip: _____

City: _____ Zip: _____

Phone: _____ (W) _____

Phone: _____ (W) _____

E-mail address: _____

E-mail address: _____

Affiliation: _____

Affiliation: _____

Name: _____

Name: _____

Address: _____

Address: _____

City: _____ Zip: _____

City: _____ Zip: _____

Phone: _____ (W) _____

Phone: _____ (W) _____

E-mail address: _____

E-mail address: _____

Affiliation: _____

Affiliation: _____

Name: _____

Name: _____

Address: _____

Address: _____

City: _____ Zip: _____

City: _____ Zip: _____

Phone: _____ (W) _____

Phone: _____ (W) _____

E-mail address: _____

E-mail address: _____

Affiliation: _____

Affiliation: _____

Project Name _____

II. REFERENCES FOR APPLICANTS: *(any letters that you have should be included in this packet - please insert them in the booklet behind this page)*

Parent Team Leader: _____

Name: _____

Name: _____

Phone: _____ (W) _____

Phone: _____ (W) _____

E-mail address: _____

E-mail address: _____

Affiliation: _____

Affiliation: _____

Parent #2: _____

Name: _____

Name: _____

Phone: _____ (W) _____

Phone: _____ (W) _____

E-mail address: _____

E-mail address: _____

Affiliation: _____

Affiliation: _____

Parent #3: _____

Name: _____

Name: _____

Phone: _____ (W) _____

Phone: _____ (W) _____

E-mail address: _____

E-mail address: _____

Affiliation: _____

Affiliation: _____

Project Name _____

III. As a group (the parent team) or as individuals, please give us some brief background information on your experience with parent leadership activities in EI or with other service systems: (add extra pages behind this sheet, if necessary)

Project Name _____

IV. What do you propose to accomplish by June 30, 2009? *(Please be very specific about your goal, and remember, one major goal per proposal)*

V. 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 the next page if needed)*

VI. How will this activity benefit families with young children in your community?

Project Name _____

VII. What will your expenses be? *(Please be very specific. Itemize all your anticipated expenses, be realistic and make sure to give us the total amount that you are requesting. Remember, the maximum is \$1,000.00)*

TOTAL AMOUNT REQUESTED: _____

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

Yes _____ No _____

If yes, please explain:

Project Name _____

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

Project Name _____

IX. TEAM LEADERS AGREEMENT *(If you win an award, this is what we are expecting of your team; there is a second copy of this agreement for you to keep with your records.)*

As the parent leaders for the _____ Project, *(please name your project)* if we receive a Hausslein Early Intervention Parent Leadership Award, we agree to work to accomplish the proposed project that we have described in this application. We understand the following requirements of the award.

Funding:

- we will receive a portion of our award money in November and no additional funds will be given to us until we give a complete accounting of the first allotment (with February reporting form)
- the balance of the funding will be sent in February

Reporting Requirements:

- a written progress report will be submitted to the EI Parent Leadership Project Director by February 2009 *(the Parent Leadership Project will provide the report form)*
- a final report of the project will be submitted by June 30, 2009; this should include the final accounting of expenses
- a year end evaluation of the project using the form provided by the Parent Leadership Project

Spreading the Word:

- at least one team member must present the project to the broader EI Community

Parent-to-Parent Support:

- we know we can call the Parent Leadership Project if we need assistance

Signed: _____ (Parent Team Leader)

_____ (Parent Team Member)

_____ (Parent Team Member)

Project Name _____

THIS IS YOUR TEAM'S COPY - KEEP IT

TEAM LEADERS AGREEMENT *(If you win an award, this is what we are expecting of your team; there is a second copy of this agreement for you to keep with your records.)*

As the parent leaders for the _____
Project, *(please name your project)* if we receive a Hausslein Early Intervention Parent Leadership Award, we agree to work to accomplish the proposed project that we have described in this application. We understand the following requirements of the award.

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Signed: _____ (Parent Team Leader)

_____ (Parent Team Member)

_____ (Parent Team Member)

Project Name _____

X. LETTERS OF SUPPORT FROM OTHER FAMILIES

Please talk with other families who support your proposal and ask them to write a brief note so that you can show us that other families are in agreement with your plans. These do not need to be formal letters--handwritten notes will be fine. There is no required number.

Please insert support letters in this application packet after this page.

All the steps are almost done...

Pat yourself on the back

Make a copy of this packet for your records

Run to the mailbox before October 31st

Wait to hear from us

Good Luck!

Project Name _____

The Hausslein Early Intervention Parent Leadership Awards are supported by:
The Massachusetts Department of Public Health
Bureau of Family Health & Nutrition

Division for Perinatal, Early Childhood & Special Health Needs
Ron Benham, Director

Suzanne Gottlieb, Director of Family Initiatives