**Announcement**

Lotus Bloom Family Resource Center is offering a Family, Friends, and Neighborhood (FFN) Training Program for 4 organizations. The goal of the project is to build capacity within the FFN informal caregiver field. Over a six-month period, organizations and parent groups will have the opportunity to learn directly from Lotus Bloom practitioners and experienced parent/caregivers. Lotus Bloom has ten years’ experience in starting community and neighborhood based programs for families with children 0-5 years old. We use a dual generation approach that is culturally responsive to the diverse demographics of Oakland, California. The work we do is grounded in the Five Protective Factors, Strengthening Families Framework. Participants will learn through hands on activities, interactive training sessions, seminars, and technical assistance. The project duration is from January 1st to June 30, 2018. Organizations and parent groups who plan to apply should have a minimum of 1 year experience administering parent-child programs.

**FFN Training Program Outline:**

Each organization designates 2 people to participate in trainings and meetings

Mandatory training on Tuesday, February 20th and Wednesday, February 21st 9am – 3pm

One site visit (to participants’ organization or a Lotus Bloom site)

One meeting up to 75 mins with LB Executive staff

Three hours of technical assistance via phone, skype, or in person

Adjoining Training materials

**Sample Topics:**

Playgroup 101

Brain Development

Attachment

Behavior Plans

Circle Time

Importance of Play

Outreach

**Important Dates and Process:**

Announcement – Oct 2, 2018

Application Deadline – Oct 30, 2017

Decision Announcement – Nov 10, 2018

MOU – Nov 30, 2018

Project duration – January 1st – June 30, 2018

**Application**

**Name:**

**Organization:**

**Address:**

**Phone:**

**Email:**

**Program Name:**

**Tell us about your Organization.**

**How long have you operated this program?**

**What are the strong areas of your program?**

**What areas do you want to improve?**

**What do you want to gain from participating in the FFN Training Program?**

*To submit your application, or should you have any questions or concerns, please send an email to* *danielle@lotusbloomfamily.org* *with this filled out form as an attached document.*

 *We look forward to seeing you in 2018!*

**Other Agreements**

1. Lotus Bloom will provide shared furnishing (table, chairs, couch, etc.), utilities, and phone/fax line. Lotus Bloom will provide storage reasonable storage space for HSHB for supplies and other program materials.
2. Head Start Home Base will have team members present at each Tuesday socialization event.
3. If there are any infectious diseases (lice, pest, hand, foot and mouth and etc), HSHB will notify Carla immediately.

*Both parties agree that:*

1. Each group will clean up after their program and return the space to its original set up.
2. Each group will list or label items that for shared usage (supplies, machines, etc.)
3. Each group will respect the valuables and program supplies designated for specific programs (no taking other program supplies or rummaging through items that are marked by name of organization).
4. Each group will help replenish supplies such as toilet paper, paper towels, cleaning supplies, art supplies, etc (to be discussed and determined during quarterly check-in meetings).
5. Each group will provide a representative to attend the quarterly check-in meeting (date to be determined)
6. Each group will participate in good faith and commit to a process that facilitates positive outcomes for participants.

**Amendments and contract termination**

Either group can terminate this agreement with a 30-day written notice. The terms of this contract may also be amended to accommodate changes in the program. 30-day notice should be given should changes in terms must be made. All parties shall also agree to any contract amendments.

**MEMORANDUM OF UNDERSTANDING**