



Highline Public Schools  
Family and Community  
Partnerships

**Application for  
Elementary and Middle School  
Latino/a Family and Community  
Engagement**

## Background

Highline Public Schools firmly believes in partnering with community-based organizations which provide ethnic and culturally responsive family advocacy and academic support to specific students and families in our district. As research shows family, community and school partnerships result in:

- An improvement in school programs and school climate;
- Increase in access to family services and support;
- Increase parents' skills and leadership;
- Increase in involvement from families with others in the school and in the community;
- And it helps teachers with their work.

The Highline Public Schools has identified eight focus schools to receive services from community-based organizations. The following outcomes have been identified for students receiving services from community-based organizations:

- Higher grades and test scores;
- Regular school attendance;
- Increase social skills, improved behavior, and better adaptation to schools;
- And an increase in parent/community involvement.

## A. Overview

Highline Public Schools is soliciting proposals from community-based organizations that are interested in establishing partnerships with Highline focus schools to increase academic achievement and family and community engagement.

Community-based organizations will be partnering with schools to provide culture-specific services to the schools, families, and students. These services will directly impact the academic achievement, WASL scores, and family and community involvement at the schools.

### Highline Focus Schools:

**Elementary Schools:** Beverly Park, Bow Lake, and Midway

**Middle Schools:** Cascade, Chinook

**High Schools:** Academy of Citizenship and Empowerment; Global Connections; and Odyssey, the Essential School.

Community-based organizations are expected to work collaboratively with parents, students and school staff to achieve the outlined outcomes. Organizations applying to provide services to the Chicano/Latino Community would provide services to Bow Lake, Beverly Park, and Cascade.

## **B. Eligibility**

- The family and community engagement grants will be distributed through a competitive process to community-based organizations serving: Native American, Chicano/a-Latino/a, African American, Pacific Islander, East African (Ethiopian, Eritrean, and Somali), and South East Asian (Vietnamese, Cambodia, and Laotian) populations.
- Applicants must be a private, non-profit organization or community-based organization.
- Applicants must have a demonstrated capacity to administer funds, keep records, and maintain effective accounting procedures.

## **C. Funding**

- A total of \$75,000 is available for family and community engagement.
- Highline Public Schools expects to fund seven proposals.
- Grants will average \$8,000-\$10,000.
- The duration of the award is from January 2007-August 2007.
- Community organization may propose services to enhance or expand existing programs.
- Funding may be allocated at a different level than the one proposed or distributed based on other factors. Funding changes to proposals may be negotiated with applicants.
- Continued funding is contingent to grant recipient's successful performance and availability of funds.

## **D. Requirements**

Community-Based Organizations will be required to:

- Achieve the performance targets listed in the Performance Targets section of this document.
- Provide a qualified staff and assign consistent work time to grant implementation.
- Hire or assign staff that reflects the ethnic, cultural, and linguistic background of the families served.
- When appropriate, staff must be bilingual, bicultural, and able to communicate cross-culturally with families and school staff.
- Staff must have experience in the field of family involvement in education and possess effective facilitation, mediation, teaching, or coaching skills.
- Staff must abide by Highline Public Schools ethical and confidentiality boundaries and guidelines.
- Staff and supervisors must attend training sessions offered by the family and community partnerships team.
- Establish a record-keeping system to track and document services provided, the location, and work hours.
- Establish a record-keeping system to track progress of students in accomplishing outline outcomes.
- Submit data-based, monthly reports to Highline Public Schools.

### **E. Performance Targets**

Any grants funded for partnerships between community-based organizations and Highline Public Schools will have specific targets and outcomes.

Community-based organizations receiving funds to serve the Latino/a community will commit to the following performance targets:

- All families served will complete a pre- and post-family involvement survey. Surveys will be translated when needed.
- All student served will sign an attendance/academic agreement.
- Provide ethnic group-specific parent meetings per school served every month.
- Organize Chicano/Latino parent groups at each school served with collaboration of a school staff (advisor).
- Organize at least one cultural activity or event per school per month.
- 80% participants will attend tutoring sessions.

The following outcomes are expected from these activities:

- An increase in family involvement.
- Increase in parent involvement and increase of knowledge around school culture and procedures.
- Increase in academic achievement.
- Increase in attendance.

### **F. Technical Assistance**

Highline Public Schools is committed to supporting the work community-based organizations provide to our students and families. Therefore, the Family and Community Partnerships team will provide technical assistance for the community-based organizations through training and support from our staff.

### **G. Timeline**

- Application process announced—December, 21 2006.
- Informational session for grant seekers— January, 3 2007.
- Deadline to submit proposals--**Friday, January 19, 2007.**
- Grant Recipients announced—Friday, January 26, 2007.

### **H. Application Instructions**

- Submission deadline is: **Friday, January 19, 2007.**
- Applicants must use the original application forms, including required signatures.
- Proposals must be typed and must be clear and concise. All questions must be answered.
- Please submit a hard copy by mail or personal delivery before the deadline to:

Highline Public Schools  
Family and Community Partnerships  
15675 Ambaum Boulevard SW  
Burien, WA 98166



## Highline Public Schools Family and Community Engagement Grant Application

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of Executive Director or CEO: \_\_\_\_\_

Email Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

Contact Person for this proposal: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Grant requested for schools:  
\_\_\_\_\_

### Signatures

We understand the terms of the Family and Community Engagement grant and agree to meet all requirements if awarded funds. All information provided in this proposal is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Signature of Executive Director or CEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Board Chair or President

\_\_\_\_\_  
Date

#### Submission Guidelines

- Submission Deadline: **Friday, January 19, 2007.**
- Applicants must use the original application forms, including required signatures.
- Proposal must be typed and must be clear and concise. All questions must be answered, but proposal must not exceed five pages.
- The itemized budget sheet and required documentation must be filled out and attached.
- Please submit a hard copy by mail or personal delivery before or by deadline to:

Highline Public Schools  
Family and Community Partnerships  
15675 Ambaum Boulevard SW  
Burien, WA 98166

If you have any questions, contact Jacqueline Martinez at [martinjq@hsd401.org](mailto:martinjq@hsd401.org) or 206.439.4447.

### **Content Recommendations – (for Narrative & Attachments)**

1. The proposal does not exceed the number of pages required.
2. The proposal answers each question in a clear, coherent, and complete manner.
3. Supporting documents are attached and are relevant to the questions asked.
4. Examples of collaborative projects/activities are relevant, detailed, and include outcomes and effectiveness statements.
5. A detailed description of the services and support systems that the organization has to offer.
6. Present partnerships and projects with Highline Public Schools are described in detail.
7. Budget is realistic and projected expenditures are appropriate and adequate to proposed services and activities. Budget includes other resources that the school will contribute to this project.
8. The proposal provides record of effectively working with communities of color.

### **Proposal Narrative Sections– (not to exceed five pages)**

1. Please describe your organization's mission, age, board of directors, number of employees, and work experience relevant to this grant. **(250 words or less) (10 points)**
2. What ethnic population(s) does your organization serve? What services does your organization provide? How many families do you serve per year? Please attach supporting materials as Attachment A. **(300 words or less) (15 points)**
3. Describe the qualifications, background, training, and experience of staff members who will be implementing this grant in schools. If new staff needs to be hired or subcontracted, briefly explain your organization's hiring policies and the qualifications you will require for hiring new staff to implement this grant. Please attach staff resumes or list of qualifications and experience as Attachment B. **(300 words or less) (20 points)**
4. Please explain your organization's knowledge and experience providing cultural breakage or cross-cultural communication services. **(300 words or less) (15 points)**
5. Please list current or past partnerships with Public Schools. Include school names and describe two-three successful collaborative past projects/activities that impacted student achievement. How were those projects/activities conceived and executed? What was the measure of success? **(300 words or less) (20 points)**
6. List and explain the strategies and activities you propose to use to outreach, educate, and involve your target group of families in education of their children? **(250 words or less) (20 points)**

# Proposed Budget

Grantee Name and Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Project Title: \_\_\_\_\_

Start Date of Project: \_\_\_\_\_

End Date of Project: \_\_\_\_\_

Category	Explanation of Expense	Costs
Salary		
Sub-total salaries		
Other staff costs (e.g., training)		
Fringe		
Total staff costs		
Operating Supplies		
Equipment		
Travel (local and non-local)		
Consultants		
Sub-Grants		
Other		
Subtotal direct costs		
Overhead (no more than 5% of direct costs)		
Total Grant Request		