

Parent Action and Early Literacy Leadership Development Funds – FY 2026-2027
Application Deadline: December 1, 2026

*****Read this document in its entirety *****

This year, Family Resource Centers have access to either a **parent leadership development focused Parent Action Fund** or a **Parent Action Early Literacy Development Fund** which provides funding for both Parent Leadership Development and Early Literacy development in your FRC.

Both funds support the overall goals and interest areas for DEC by funding activities that enhance **family engagement, participation, leadership development, and early literacy** in Family Resource Center (FRC) sites already partnered with DEC.

They **focus on supporting parents of children birth to five** to engage in rich early literacy experiences in the FRC as well in the family's home/community. Funds should **focus on those families who face systemic and institutional barriers** to school readiness and success; both for identifying **parent leaders** to develop and implement grant activities as well as **parents in the broader FRC community** who will attend related activities. **These funds should not supplant other funding.**

Additionally, DEC is encouraging FRC to utilize [San Francisco Children & Nature](#) events. San Francisco Children & Nature (SFCN) is a citywide initiative dedicated to connecting all children, especially those ages 0–5, with meaningful outdoor experiences throughout San Francisco's parks, open spaces, and nature sites. We strongly encourage parent leaders to incorporate SF Children & Nature events into their Parent Action activities, as these outings offer rich opportunities for young children to explore local natural environments, build early curiosity, support social-emotional and cognitive development, and strengthen connections within their community. Participating in SFCN-led programs also provides children with accessible, ongoing ways to enjoy nature beyond the PAELF grant activities.

Structure of the Funds

Funding Cycle

Funding for both are for FY 2026-2027. The funds are cost reimbursement based. The total awarded amount is \$1500-3,000, and you must choose one of the categories below.

Choose One of Two Spending Categories:

- **Option 1 Limited Parent Action Early Literacy Fund:** Allocate \$1500.00 entirely to Parent Action activities, with a minimum of 1-2 parent-organized and parent-led activities, each of which must explicitly promote Early Literacy and must include outreach to parents outside of current FRC participants. No funds are allocated for Early Literacy kit or curricula. See the Parent Action section below for details.
- **Option 2 Full Parent Action Early Literacy Development (PAELD) Fund:** The activities for the PAELD fund depend on how your organization allocates funds. A full description of the Parent Action and Early Literacy components are listed in the sections below.

Option	Parent Action	Early Literacy Kit Update	Early Literacy Curricula Update	Total
Option 1- Full Parent Action Grant	\$1500 for a minimum of 1-2 PA Activities	Not applicable	Not applicable	\$1500

Option 2 – PAELD Fund A: Primarily intended for FRCs only needing/wanting to do minor revisions to their EL Curricula or Kit B. Primarily for FRCs who need/want to do major revisions to curricula, need a new curriculum, and/or want to develop a new kit.	A. \$2,500 - \$2,900 for a minimum of 2-3 PA activities	A. Required: \$100 - \$500	A. Required: \$25-150	\$3000
	B. \$1,500 - \$2,499 for a minimum of 1-2 PA activities	B. Required: \$50 - \$1500	B. Required; \$25-\$1500	\$3000

Parent Action Component

Parent Action (PA) activities are developed by parents to support their children's early literacy development and should align with one or more of the DEC outcome areas for Parent Action funds:

- Parents and their children 0 - 5 years old feel more connected to the FRC community through **volunteerism and attendance at PA activities.**
- Parents support their children's **social-emotional development (SED).**
- Parents support their children's **language and literacy development, and early literacy skills development (LLD, ELD).**
- Parents support their children's **development of Approaches to Learning – Self Regulation (ATL-REG).**
- Parents support their children's **development of cognition, including Science, Technology, Engineering, Arts, Math (COG, VPA, HSS).**
- Parents support their children's **Physical Development – Health (PD-HLTH).**

PA activities provide one or more of the following opportunities for parents:

- **Use of community resources** and services such as participation in or developing an [SF Children & Nature](#) activity, parks, museums, zoos, gardens, libraries, and social service supports.
- Activities supporting **early literacy, family literacy, and reading books** to young children.
- Activities to learn about **social-emotional development, approaches to learning, cognition, physical development, health, and milestones of children 0-5.**
- Activities for pregnant parents or parents of newborns to **increase their knowledge of infant development.**

Other Requirements for PA activities:

- Must include additional participants outside of Parent Leader Committee or their immediate families.

- Activities must center and target families who are pregnant or who have children 0-5yrs 11mos, but older siblings may attend.
- Parent leaders are encouraged to outreach to those families they know or believe to have limited access to resources and activities provided in the PAELD grant and/or those who may most benefit from this additional resource to reduce disparities in school readiness or other such concerns. FRC staff are encouraged to provide parent leaders with neighborhood or population characteristics, school readiness or other data to help leaders identify such families and discuss ways to include them.
- No single PAELD activity may exceed \$1,500.00.

Parent Leader Requirements:

- Parent leaders, with the support of FRC staff, are responsible for assisting in the development, implementation, and reporting of Parent Action grant activities.
- Each parent must have at least 1 child age 5yrs 11mos or younger
- Parent led and developed activities should **target children 0 - 5 years old who are San Francisco residents** and their families.
- All Parent Action activities must be submitted on the application form below for pre-approval by DEC.
- PA parent leader planning meetings may be held either in-person, remote or hybrid, depending on parent leader preference. Leaders must meet at least twice per quarter during the time period of the PAELD grant
- All other PAELD activities should be in-person.
- FRC staff are encouraged to reach out to current and former FRC participants and who are not yet involved in parent leadership positions to partner with them in their development and enhancement of leadership skills and roles within their FRC, school and communities.

FRC Staff Responsibilities:

Agency representatives support parents receiving a Parent Action Early Literacy Leadership Development Grant in some or all the following areas:

- Modeling and teaching how to plan for and facilitate parent leader meetings.
- Modeling and teaching group process management and conflict resolution skills.
- Modeling and teaching about administrative needs of the grant: sign-in sheets, minute taking, budgeting, gathering of receipts, and report writing.
- Modeling and teaching how to design programming in alignment with funding objectives, including checking with DEC if questions arise.
- Modeling and teaching group about Early Literacy skills, use of materials, and plan Early Literacy activities.

Eligible Parent Action Expenses:

Parent Action funds reimburse participating agencies for the cost of implementing activities. Only eligible expenses for activities that are prospectively approved by DEC using the application will be eligible for reimbursement.

Funds unexpended at the end of the grant term revert to DEC. PAELD grant funds may not be re-allocated to other budget line items. The PAELD Grant line is permitted a 10.00% variance over-budget with leveraged FRC base grant funds.

Guidelines for eligible Parent ACTION expenses include:

1. **Planning meeting costs** such as room rental, refreshments, childcare, meeting facilitator, translator, etc.
2. **Materials you need for a project**, like art supplies, garden supplies, office supplies, games, instruments, postage, printing, copying costs for flyers, post cards, educational videos, etc.
3. Items for an event such as **childcare, food, and facility rental**.
4. **Fees for trainers or speakers** (i.e., parent education classes; child development specialists, etc.)
5. **Educational books, toys, etc. for families to keep or as incentives.** Overall costs for items each family gets to keep for themselves should not exceed \$200 per year. No gift card purchases or cash payments.
6. **Field trips** must be both within the Bay Area and reachable by public transit (even if the participants will be bussed for the activity). Eligible counties: San Francisco, San Mateo, Marin, Alameda, Santa Clara, and Contra Costa Counties. Field trips should be to destinations with activities supporting funding objectives, and which parents could reasonably access again on their own (i.e., during a museum free day or through a library lending system such as [Discover and Go](#)). Parent leaders are encouraged to utilize a [SF Children & Nature event](#) to plan their field trip, joining groups lead by Park & Rec staff.

Project Suggestions for parents to consider.

Activities do not have to be primarily educationally focused. In fact, the simpler the activity the better. Parents are encouraged to develop or participate in a [SF Children & Nature event](#). An example of an activity would be to invite a favorite character from a book to attend a simple family picnic at a neighborhood park; perhaps read the story aloud; Plan a trip to Crissy Field in May when it's warm; perhaps have someone lead a brief mindfulness or yoga class on the sand. Perhaps invite your Early Childhood Mental Health consultant to give a brief talk on how to encourage small children to express their feelings. *We encourage, but are not requiring, parents to have at least one activity during the Week of the Young Child (first week of April).*

Below is our standard list of suggestions:

- Garden Projects - Create a garden and support with books on plants, food, and bugs.
- Field Trip Series - Create field trips and support with books on the field trip themes.
- Parent Education Series - Identify and invite speakers on social-emotional, approaches to learning, cognition, physical development and health, and early literacy topics of interest to parents of young children.
- Father-child interaction groups - Plan and implement fun activities for fathers and children together.
- Build a new resource - Parents plan and build a new resource for the agency - e.g., book library, toy library, reading corner, garden.
- Fun activities for young children - music groups, outside activities, etc. that support early literacy / school readiness.
- Early Literacy Projects – Create a STEAM (Science, Technology, Engineering, Arts, Math/Music) project for children and parents/caregivers, and support with books/literatures, materials, and activities.
- [SF Children & Nature event](#) – Join a SF Children & Nature event and explore nature with children together.

Reporting Requirements:

FRC grantees will report Parent Action activities in the notes section of their Parent Leadership Activities section of their quarterly report in CMS. Activities should NOT be included in enrolled CMS activities with

the exception of Parent Leader meetings if the Parent Advisory Committee also acts as the organizing group.

Early Literacy Component (Option 2 -PAELD Fund only)

Early Literacy Kit Update (A & B)

1. Develop a Family Resource Center (FRC) Early Literacy Action Calendar for FY26-27
 - Plan your in-person Early Literacy activities throughout the year. Consider your PCI groups, Workshops, Enhanced Visitation, Case Management, Community/Family Events, etc.
 - Include timelines for purchasing and distributing materials.
 - Your FS Program Officer can share with you a sample calendar if needed, otherwise you may develop your own.
2. Build or update your FRC's Early Literacy Sustainability Kit
 - Submit a **photo** of the completed kit and a **copy of the table of contents** to DEC by **May 31, 2027**.
 - The kit must include:
 - A **large, freestanding/moveable, labeled container**
 - A **table of contents** (ideally attached or located to the front of the kit)
 - Sample materials or material lists for Early Literacy activities in:
 - PCI Groups
 - EV (Enhanced Visits)
 - CM (Case Management)
 - Childwatch
 - Social Events

Early Literacy Curricula Update *(While all FRCs are encouraged to update their curricula, this requirement is only for those choosing one of the allocation structures in Part B of the Spending Categories table):*

1. Update the Early Literacy Curriculum developed in FY2017-2018 or develop a new Early Literacy Curriculum or purchase a Early Literacy Curriculum:
 - Your EL curricula should support the FRCI Theory of Change long term goals of Stress Mitigation, Parental Self-Efficacy, Responsive Relationships, and School Readiness and Success. Additionally, your EL curricula should include culturally responsive, linguistic responsive, anti-bias, antiracist, and/or trauma informed care practices. Note: DEC Provider Learning Cohorts this year will focus on this topic to support your curricula development; each session will include a section on curricula development.
 - New or Revised Curricula: Your FS Program Officer can provide you with sample curricula templates if needed; but your FRC may design your curricula how you would like, purchase an Early Literacy based curricula, or contract a qualified Early Literacy practitioner outside of your organization to support your curricula development. Minimally, the curricula should include the following components along with an understanding of the participant and staff expectations regarding their implementation:
 - Reading/Book/Story related activity (School Readiness),
 - Movement/Dance (School Readiness),
 - Free Play/Social Time (Responsive Relationships, Parent Self-Efficacy),
 - Arts/Crafts (School Readiness),

- Nutrition/Snack (Stress Mitigation), and
 - Music/Singing (School Readiness)
2. You may choose to develop a fully electronic copy; however, DEC encourages you to allocate funds to professionally bind the final updated curriculum so that staff may easily access it.
 3. **Submit the updated or new curriculum** (electronically or as published) to DEC by **May 31, 2027**.

Limitations and Exclusions on all PAELD Funding:

1. Materials distributed for family's home use must be done in connection with a specific PAELD grant activity. For example: a home science kit for young children may be distributed to attendees of a PAELD activity but may not be distributed just to the general FRC parent population.
2. Stipends for parent organizers in any form (cash, gift cards, etc.).
3. Stipends for agency staff time and administrative costs.
4. Cash or gift cards for parent participants.
5. Rental of office space.
6. Equipment (Fax machine, copy machine, printers, shredders, office chairs, staplers, paper clips, two-or three-hole punchers, adult scissors, file cabinets even if used for early literacy purposes, adult bicycles, etc.), furniture, bookshelves, other permanent furniture structures, or automobile purchase.
7. Professional development for FRC, school or center teachers and staff.
8. Field trips to "amusement parks" including but not limited to Great America, Six Flags and Water World. *Exception:* Children's Fairyland in Oakland is allowed.
9. Field trips to adult sporting events of any kind, including bowling and sporting events with donated/free tickets.
10. Expenses without verifiable receipts and/or invoice statements with supporting documents.
11. Expenses without prior approval from DEC once proposal is accepted.
12. Funds may not be used to subsidize existing agency activities, including Parent Advisory Committees, administrative overhead. For agencies whose Parent Advisory Committees run the PAG, funds may only support committee planning meetings which are dedicated fully to PAG planning activities.
13. Computers, TVs, iPad, phones, electronic game devices, other devices, or toys with real or fake "screens"; as well as all related software, apps, digital games, and the like.

DEC must Pre-approve the expenditures below:

- Single item purchases \$501 and up
- Items for adults such as adult sized chairs and books for adults; and games, toys, or other items with a suggested age range of 6 years and up.

Technical Assistance

DEC staff will discuss and give feedback on the vision, budget and activity plan developed by each group during the planning phase. DEC staff may observe planning meetings and/or Parent Action Early Literacy activities and subsequent technical assistance can be provided on an as needed basis.

Changes to Parent Action Early Literacy Leadership Development Grant Plans

We recognize that parents may change or alter plans during the year for various reasons. Substantive changes to the submitted plan must be approved by DEC staff. Such changes include changes to field trip destination, significant change of budget for any particular activity, and/or substitution of one activity for another. When in doubt, please ask!

If you should have any questions, feel free to contact Aaron Li/Brenda Quintero Martinez at yihao.li@sfgov.org / brenda.quintero@sfgov.org

Application Requirements

FY 2026-2027 Parent Action Early Literacy Leadership Development (PAELD) Grant Application

Parent groups will need to fully expend funds by the end of the fiscal year and within the guidelines for expenditures. Parent Action Early Literacy Leadership Development funds cannot be re-allocated to other FRC budget line items.

Please submit the requested information by December 1, 2026.

Name of FRC Requesting PAELD Grant: _____

Name and contact information of staff liaison to Parent Leader Group:

Name:	
Title:	
Email:	
Phone:	

1. Please identify the members of the parent leader committee that will be responsible for planning and implementing the proposed activities. Parents must have at least 1 child age 5 and under.

A minimum of 2-3 parent leaders is required	Parent Name	Ages of Children (0-5 years)	Start Date on Committee (MO/DAY/YR)	Member of 1 or more FRCI focus populations? (Y/N)	Role/Responsibilities (What will they do?)
1					
2					
3					
4					
5					

In the tables below, describe projected activities and an estimate of the number of participants.

Check to be sure the proposed activities meet guidelines.

A. Parent Leader Committee Planning Meetings					
		QTR 2 (OCT- DEC)	QTR 3 (JAN- MAR)	QTR 4 (APR- JUN)	Total
Number of Occurrences					
Number of 0 - 5 year olds					
Number of parents/care givers					

Example Activity Description: Name of activity: Celebrating Young Children breakfast featuring Harold and his Purple Crayon. Description: Guest character Harold will read his famous book during this breakfast

featuring purple foods and placemats for coloring. Each family receives a copy of the book, their keepsake coloring placemat and a set of crayons.

B1: PAELD Activity Name: Description:			Activity focus: ☐ Community building ☐ Social-Emotional Development of Children ☐ Approaches to Learning of children ☐ Cognition ☐ Physical Development and Health ☐ Early Literacy		
		QTR 2 (OCT-DEC)	QTR 3 (JAN-MAR)	QTR 4 (APR-JUN)	Total
Number of Occurrences					
Number of 0 - 5 year olds					
Number of parents/care givers					

B2: PAELD Activity Name: Description:			Activity focus: ☐ Community building ☐ Social-Emotional Development of Children ☐ Approaches to Learning of children ☐ Cognition ☐ Physical Development and Health ☐ Early Literacy		
		QTR 2 (OCT-DEC)	QTR 3 (JAN-MAR)	QTR 4 (APR-JUN)	Total
Number of Occurrences					
Number of 0 - 5 year olds					
Number of parents/care givers					

B3: PAELD Activity Name: Description:			Activity focus: ☐ Community building ☐ Social-Emotional Development of Children ☐ Approaches to Learning of children ☐ Cognition ☐ Physical Development and Health ☐ Early Literacy		
		QTR 2 (OCT-DEC)	QTR 3 (JAN-MAR)	QTR 4 (APR-JUN)	Total

Number of Occurrences				
Number of 0 - 5 year olds				
Number of parents/care givers				

B4: PAELD Activity Name: Description:		Activity focus: ☐ Community building ☐ Social-Emotional Development of Children ☐ Approaches to Learning of children ☐ Cognition ☐ Physical Development and Health ☐ Early Literacy			
		QTR 2 (OCT-DEC)	QTR 3 (JAN-MAR)	QTR 4 (APR-JUN)	Total
Number of Occurrences					
Number of 0 - 5 year olds					
Number of care givers					

C: (Full PAELD Only) Early Literacy Kit Rebuild/Restocking and EL Curricula Plan. Describe what you will do to (re)build or restock your Early Literacy Kit and revise or develop your Early Literacy Curricula:

3) Estimate your budget. Describe expense categories and the amount for each category.

Remember the per-activity expenditure maximum: \$1500.00

Edit, add, or remove lines as needed

Parent Action Leadership Development Budget Category e.g. <u>Name:</u> Oakland Fairy Land Field Trip	Estimated Cost e.g. Food: \$250 Childcare/Transportation: \$0 Space Rental: \$200 Materials: \$375	Budget calculation and Brief Description e.g. Food: \$10 per participant x 25 participants Rental: \$200 for rental of space at park Materials: \$10+tax/book/family/10 families (\$250); \$5/crayon set/child (\$125)
Planning Meetings:		
Food		
Childcare		
Materials		

Subtotal (may not exceed \$1200)	\$	
Activity One Name:		
Food		
Childcare		
Tickets/Entry/Space Rental		
Transportation		
Materials		
Subtotal (may not exceed \$1500)	\$	
Activity Two Name:		
Food		
Childcare		
Tickets/Entry/Space Rental		
Transportation		
Materials		
Subtotal (may not exceed \$1500)	\$	
Activity Three Name:		
Food		
Childcare		
Tickets/Entry/Space Rental		
Transportation		
Materials		
Subtotal (may not exceed \$1500)	\$	
Activity Four Name:		
Food		
Childcare		
Tickets/Entry/Space Rental		
Transportation		
Materials		
Subtotal (may not exceed \$1500)	\$	
Early Literacy Kit Materials (for agencies selecting Option 2): Materials used to rebuild/restock Early Literacy Kits. New FRCs include early literacy supplies and materials for distribution here. (e.g. A book: Good Night Moon)	Total Expenditure e.g. books: \$250	Calculations and justification for expenditures e.g. Books: \$10 per book per participant x 25 participants

<i>Subtotal:</i>	\$	
Early Literacy Curricula	Total Expenditure <i>e.g. Kinko Copying costs</i>	Calculations and justification for expenditures <i>e.g. 3 copies of curricula x \$X per copy</i>
<i>Subtotal:</i>	\$	
Grand Total: Add up all subtotals. *Total not to exceed \$3000. Please double-check your math to ensure accuracy.	\$	

NOTE: make sure you are accounting for taxes and shipping on relevant orders