

**THE BROOKDALE RELATIVES AS PARENTS PROGRAM (RAPP)  
LOCAL AND REGIONAL INITIATIVE – YEAR 2011**

**Guidelines**

**2011 RAPP Local and Regional Request for Proposals (RFP)**

**Introduction**

The Brookdale Relatives as Parents Program (RAPP) aims to develop or expand services for grandparents or other relatives who have taken on the responsibility of surrogate parenting when the biological parents are unable to do so. Up to thirty local and regional programs will be selected through this Request For Proposal (RFP) process from within the United States. Each selected organization will receive a mini-grant of \$10,000 (\$6,000 and \$4,000 respectively), contingent on progress made during year one and potential for continuity in the future. On-going technical assistance will also be provided.

The deadline for the completed proposals is **Thursday, December 2, 2010**. Selected applicants will be notified in April and are required to attend an Orientation and Training Conference to be held April 29 – May 1, 2011 in Denver, Colorado.

**Goals of the Relatives as Parents Programs**

- supportive services to relative caregivers and the children they are raising, with emphasis on relative caregiving families that are not in the formal foster care system;
- start new or expand current services in response to caregiver and family needs;
- Services and assistance to relative caregivers and the children in their care must include **regular ongoing support, educational or social groups and at least two of the following:**
  - benefits and legal guidance
  - individual and/or family counseling
  - childcare
  - children's services
  - transportation assistance
  - services with local schools
  - mental health services
  - educational seminars
  - health care services
  - housing assistance
  - group recreational activities
  - services to special populations
  - other programmatic initiatives
- establish collaboration with community organizations and other service systems such as family services, child care, aging, education, legal, health care, mental health and extension services;
- initiate programs that have assurance of continuity beyond the two year grant period; and
- create replicable models of cost-effective, quality services across the region

**General Guidelines for Local and Regional Sponsors**

- The sponsoring organization must have a 501(c)(3) or equivalent tax-exempt status.
- The proposal should reflect responsiveness to all of the goals listed above.
- The sponsor must show linkages to other community agencies. Letters of support from collaborating agencies should be included in the appendix of the proposal and reflect the kinds of supportive services and activities they will contribute to this project.
- The sponsor must assign a senior staff member who will have overall administrative and supervisory responsibility for the Program, and should also designate a person to serve as RAPP Coordinator to manage the day-to-day operations.

- The proposal must include a clear statement of how direct services will be provided to meet the needs of relative caregiver families. It will not be sufficient to simply refer the grandparents/relatives elsewhere for assistance.
- The seed grant must be matched 100%, either in-kind or in cash before the initiation of the program. The source of matching financial support may be the sponsor, other community agencies or public/private funds.
- The sponsor is responsible for the appropriate management of the seed grant and must comply with the reporting requirements of the Foundation.
- Evidence of the ability to continue the program beyond the seed grant period should be included in the project proposal.
- Applicants may apply for **either** the local or regional initiatives.

### **Additional Guidelines for Local RAPP Sponsors**

In addition to the General Guidelines, Local RAPP sponsors are subject to the following additional guidelines:

- NEW SERVICES/PROGRAMS to caregivers and their families may be proposed by agencies that are not currently part of the Brookdale Relatives As Parents Program.
- EXPANDED SERVICES may be proposed by agencies that are currently part of the Brookdale Relatives As Parents Program who wish to initiate additional services or replicate their programs in another area.
- A Community Advisory Committee should be established to facilitate the program goals.
- Grant recipients will be eligible to apply for renewed funding at the end of their two year grant period if they have demonstrated tangible results.

### **Additional Guidelines for Regional RAPP Sponsors**

In addition to the General Guidelines, Regional RAPP Sponsors are subject to the following additional guidelines:

- Regional sponsors (for example: area agencies on aging, universities, cooperative extensions, local departments on aging, counties. Legal services, legal aid offices) will be eligible to apply for this new RAPP initiative. They will be responsible for serving a broad geographic area and support the development of a variety of local or regional group activities.
- Sponsors must demonstrate that they have experience in developing and operating services for relative caregivers and their families.
- A broad-based Regional Advisory Committee should be created to bring together representatives from various fields and communities to: facilitate program goals and serve as a focal point of information on programs and policies; stimulate the development of services to caregivers and their families across the region; and link local programs and interested agencies into a regional network to address the issues faced by relative caregivers and their families.

## Exclusions

Seed grant funds cannot be used:

- for building funds, renovations or capital improvements;
- to support existing services; or
- for indirect costs or overhead

## Submission of the Proposal

**10 copies** of the proposal application must be received at the Foundation Office no later than **5:00 PM, EST Thursday, December 2, 2010**. No late submissions or faxes will be accepted. All copies of the application must be received at the address below. In addition they must:

- be typed on the proposal application provided, or on computer generated forms following the same format; and
- include the proposal and **only** the required attachments, which must be securely stapled and not placed in binders or folders.

## Submit Proposals to:

Melinda Perez-Porter, Director  
Relatives As Parents Program  
The Brookdale Foundation Group  
950 Third Avenue, 19<sup>th</sup> Floor  
New York, NY 10022  
Telephone: (212) 308-7355  
Email: [mpp@brookdalefoundation.org](mailto:mpp@brookdalefoundation.org)  
Website: [www.brookdalefoundation.org](http://www.brookdalefoundation.org)

## For further information contact:

Melinda Perez-Porter, Director  
Relatives As Parents Program  
The Brookdale Foundation Group  
950 Third Avenue, 19<sup>th</sup> Floor  
New York, NY 10022  
Telephone: (212) 308-7355, Ext. 105  
Email: [mpp@brookdalefoundation.org](mailto:mpp@brookdalefoundation.org)

Or

Rolanda Pyle, Associate Director  
Relatives As Parents Program  
The Brookdale Foundation Group  
950 Third Avenue, 19<sup>th</sup> Floor  
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