



COMMONWEALTH OF VIRGINIA

Department of Education

*Department of Special Education and Student Services
Office of Special Education Family Support and Special Facilities*

Special Project Funds for Parent Resource Centers

PARENT RESOURCE CENTER SPONSORED ACTIVITY/PRODUCT APPLICATION FOR FUNDING

The Virginia Department of Education (VDOE), Department of Special Populations (SESS), and the Office of Special Education Family Support and Special Facilities (SEFFE) recognize the impact that a well-established special education parent resource center (PRC) can have on ensuring that parents are informed of their rights and responsibilities related to the special education processes outlined in the *Individuals with Disabilities Education Improvement Act* (IDEA 2004) and the *Regulations Governing Special Education Programs for Children with Disabilities in Virginia* (the Virginia Regulations) and, as such, have a direct impact on increasing outcomes for students with disabilities. Therefore, the VDOE has designated a limited pool of funds, up to \$8,000 regionally (at least three PRCs/school divisions working in collaboration) and \$4,000 for an individual PRC, to assist PRCs in developing and implementing activities centered on students and families of students with disabilities. The local school division making the application must accept responsibility for being the fiscal agent for the resulting award of funds. If the funds being sought are for a regional PRC activity, only one application is required from the school division that will serve as the fiscal agent and provide oversight for the funding administration and reimbursement requests.

In order to be considered for funding, the application below must be completed in its entirety and have all of the required supporting documentation. This funding is for a specific PRC activity only.

Requests for office furnishings, telephones or associated supports, TVs, audio technical devices, computers, monitors, or any other computer support equipment will not be considered and, as such, should not be included in this application.

Questions related to this funding application may be directed primarily to Dr. Chiquita Seaborne, Family Engagement/Special Projects Coordinator, via telephone, at (804) 418-4672, or via email, at Chiquita.Seaborne@doe.virginia.gov. Applicants may also contact the Coordinator of Family Engagement, Tracy Lee, via telephone, at (804) 418-4761, or via email, at Tracy.Lee@doe.virginia.gov.

FUNDING APPLICATION

PARENT RESOURCE CENTER SPONSORED ACTIVITY/PRODUCT

SECTION 1 – SCHOOL DIVISION MAKING APPLICATION:

School Division Name:

Address:

Primary Contact Name:

Phone:

Fax:

Email address:

Is the PRC serving other school divisions other than the one making the application? Yes No

If yes, which additional school division(s) is/are being served?

SECTION 2 – SCHOOL DIVISION SERVING AS FISCAL AGENT INFORMATION:

School Division Name:

School Division's Unique Entity Identification (UEI):

Fiscal Agent Contact Name:

Fiscal Agent Phone:

Fiscal Agent Email address:

SECTION 3 – DESCRIPTION OF HOW APPROVED FUNDING WILL BE UTILIZED:

- A. Describe the current staffing arrangements for the PRC.
- B. Identify the number of families served through the PRC during the previous two years: and attach documentation to support these numbers.

2022-2023:

2023-2024:

C. If the staffing in which funding is being requested will be available to the general education population, as well as the special education population, please provide the following information:

General education families served by the PRC during the 2023-2024 school year:

Special education families served by the PRC during the 2023-2024 school year:

D. Identify the current dollar amount of local budget or in-kind (i.e. use of library) services allocated to the PRC for its overall operations:

- Personnel Staffing:

- Facilities:

- Resources:

Total **locally** budgeted amount:

E. Total cost of the activity/product:

F. Amount of local funding available for this activity or product:

G. Amount of funding being requested from VDOE:

H. Total amount of all previous funding received from VDOE (**Note: Having received previous funding does not automatically disqualify a school division from applying for funding during this award cycle.**):

I. Year(s) in which previous funding was provided:

J. Describe in detail how the funding will be used to create an activity or product for use by parents of students with disabilities or the students themselves. This must include, but is not limited to, an **itemized** list with descriptions of items to be purchased and a **detailed** rationale for each requested funding element (i.e., speaker fees, supplies). Also, describe how this activity will improve family/school collaboration and outcomes for children with disabilities.

K. Please indicate below how, if approved, the funds will be dispersed by object code for fiscal purposes:

Expenditure Account	Object Code	Amount Requested
Personal Services	1000	
Employee Benefits Purchased	2000	
Contracted Services	3000	
Internal Services	4000	
Other Services	5000	
Materials/ Supplies	6000	
Capital Outlay	8000	

L. Describe how you will evaluate the success of the PRC activity or product. (An evaluation report will be required.)

SECTION 4 – SUPPORTING DOCUMENTATION REQUIRED:

- Data supporting the activity of the PRC during the last year.

(Attach end of year report or other documentation reflecting the impact of the PRC in assisting parents)

- Three letters or other evidence supporting the need for the activity or product from any source, such as a Director of Special Education, local SEAC chairperson, a parent, a principal, etc.

SECTION 5 – ACKNOWLEDGMENTS AND SIGNATURES:

Absent any of the above supporting documentation or otherwise incomplete applications will result in the funding request being disapproved and returned for further information.

Any awarded funds made available through this funding **must** be encumbered **no later than September 30, 2025**, and all reimbursement requests made to VDOE through the Online Management of Education Grant Awards (OMEGA) system **no later than October 30, 2025**.

Applicant signatures below indicate an understanding that the available funds are extremely limited and, as such, will be awarded on a first-come, first-served basis.

SIGNATURES:

Printed Name/Signature of Special Education Director Date

Printed Name/Signature of Fiscal Agent Date

SECTION 6 – REVIEW AND APPROVAL:

A. Application Review

This application for funding has been reviewed for completeness and it is recommended that the request be Approved Rejected and returned for the following reason(s)/documentation:

Printed Name/Signature of Reviewer

Date

B. Funding Approval

This funding request is Approved Rejected for the following reason(s):

Funding Award Number:

Amount:

Printed Name/Signature of SEFFE Director or Designee

Date