**Sample Cover Letter 1**

The Thriving Family Agency is requesting $140,000 to provide the following Family Support Program services for 90 children and 60 caregivers in 45 families in Social Services Region 1; Fairfield and New Haven Counties:

* Five series of the 16-week Incredible Years Pre-School BASIC Parent Program for parents of children ages 3-6 and/or the 14-week Incredible Years School Age BASIC Parent Program for parents of children ages 6-12, based on the needs of the community.

Through the Incredible Years (IY) services, parents will learn about child development, positive and developmentally appropriate practices, anger management and self-efficacy. The format for group sessions is weekly social learning in which parents watch vignettes, discuss effective and developmentally appropriate practices, share strategies, empathize with challenges, and develop scripts for working with their children and for affirming self-talk.

Services will be provided at various community locations to accommodate transportation needs. Incentives, meals, and childcare will be provided. A bilingual group leader or translator will be provided in classes with bilingual participants. Parents/caregivers must participate in 11 of 14 sessions in order to complete the program.

**Sample Cover Letter 2**

The Happy Together Agency is requesting $125,000 to provide the following Family Support Program services for 62 children and 62 caregivers in 62 families in in Social Services Region 2; Litchfield County:

* Three series of Strengthening Families Program (14 week sessions) for parents of children 6 to 11 for 32 children and 32 caregivers in 32 families.
* Two series of the Circle of Parents Program (48 weeks) for 30 children and 30 caregivers in 30 families

Strengthening Families Program (SFP) focuses family skills training that has been found to significantly reduce problem behaviors, delinquency, and alcohol and drug abuse in children while improving social competencies and school performance. Parents / caregivers are expected to attend at least 10 out of the 14 SFP core class sessions in order to complete the program.

Circle of Parents participants increase their social support network by connecting with other parents and community resources. The Happy Together Agency will hold 2 circle groups, the first group for Spanish Speaking Families and a second group for Parents in Recovery. Parent / caregivers attending Circle groups are expected to attend a minimum of 5 or more sessions to be counted as served participants.

SFP Classes and Circle groups take place in Litchfield County at the Torrington Family Resource Center, First Congregational Church, Pequot Community Centers, and other community sites as needed. Incentives, meals, transportation and childcare will be provided. A bilingual group leader or translator will be provided in classes with bilingual participants.