



**Technical
Assistance**

Ongoing technical assistance is available through the New Hampshire Children's Trust (NHCT) prior to the final submission of the FRC-Q application.

NHCT provides technical assistance by holding an initial individualized session to review the FRC-Q process, introduce materials, and create an application timeline. NHCT also reviews the program's draft narrative, offering feedback and ensuring the application meets its objectives. A final review of the application will be conducted to ensure completeness prior to final submission.



**Pre-Application
Process**

Application Materials (Available for Download at FSNH.org or Basecamp)

The program submits **one** complete binder of materials and supporting documents to NHCT in accordance with the application instructions. This initial binder application is reviewed for completeness, after which the program will submit three additional completed binder applications.



**Application
Submission**

Review Team

The three person review team, selected by the Wellness and Primary Prevention Council (WPPC), collaborates to create a timeline for the kick-off meeting, application review, and site visit to the FRC. NHCT coordinates the FRC-Q process on behalf of the WPPC, supporting the review team throughout the site visit and application review.



Review Process

Application Review and Site Visit

The review team meets to discuss the application, identifying strengths and areas of interest for the site visit. Prior to the visit, NHCT provides a report to the FRC, highlighting the feedback from the review team. NHCT facilitates the site visit with the review team and FRC staff. At the conclusion of the site visit, the review team meets briefly to summarize their impressions and determine a recommendation for designation.



Final Review

Recommendation and Decision

NHCT prepares a report summarizing the FRC site visit and application process and emails it to WPPC Secretary one week prior to the WPPC meeting. The review team presents their findings and FRC-Q recommendation at the WPPC meeting. Based off these findings, WPPC members determine whether to designate the program as a Family Resource Center of Quality. The FRC is notified of the designation decision on behalf of the WPPC within one week of the meeting.