

First 5 Yolo Children & Families Commission
Community Grants
Guidelines and Application



First 5 Yolo will assist our community to raise children who are healthy and ready to learn. We will assure that our resources are effectively used and all community voices are heard.

--First 5 Yolo Children & Families Commission
Mission Statement

For More Information Contact:
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First 5 Yolo Community Grants FAQ

What are Community Grants?

First 5 Yolo Children and Families Commission offers Community Grants that provide an opportunity for grass roots groups and/or agencies to effectively address identified needs. The Commission encourages community-driven projects or events as a way of empowering our partners to creatively problem-solve ways of meeting their diverse needs. Community Grants may be used to: sponsor events, conduct trainings or other capacity building activities, purchase program equipment and supplies, conduct a study, advocate for children's issues, enhance community engagement or community building activities, purchase curriculum or for other short-term targeted projects that benefit expectant parents, children ages 0 – 5 and their families.

What is the Purpose of the Community Grants Program?

The purpose of the Community Grants program is to involve members of the community to identify and build upon existing community resources targeting their specific needs. The goals are to 1) encourage community involvement and support community participation and development of projects that support the mission of First 5 Yolo; 2) to provide funding for education and co-sponsorship of conferences/training events that contribute to improving the capacity of individuals and organizations in Yolo County to serve expectant parents and children 0-5 and their families; and 3) to enable organizations to purchase equipment that will benefit children 0-5 and their families. Proposals that are collaborative in nature and leverage other sources of funding or resources are encouraged.

Who is Eligible?

Community-based groups (for example, parent support groups, health related coalitions, Friends of the Library, etc.), non-profit organizations, government agencies, and other organizations that want to take action around issues concerning children 0-5 and their families.

How Much Funding is Available?

Community Grants are awarded for up to \$5,000* for a community project, sponsorship request, training, or capital expenditure. Funds received under this program are reportable to the IRS. For FY2011-2012, the Commission has allocated \$40,000 for Community Grants projects. Projects must be completed within 6 months of approval. Any unspent funds must be returned to the Commission.

What are examples of appropriate projects?

Following is a partial list of the types of projects that could be funded under the Community Grants funding stream. It is not an exhaustive list, but meant to give guidance on the variety of activities that can be conducted with this funding. Please note that new, unsustainable projects are not eligible for funding. Community Grants funding can be used to:

- Conduct a study on a topic relevant to pregnant women and/or children ages 0-5
- Purchase equipment to enhance a community's ability to provide growth and development, medical care or support to children and families
- Institutionalize an agency policy that will improve outcomes for pregnant women, young children and their families

- Use First 5 Yolo funds to qualify for matching State or Federal stimulus and other funding
- Provide training for employees that will provide long-term improvements in care and support for pregnant women and/or children ages 0-5
- Strengthen your community for children by sponsoring an event or children's fair
- Other ideas may be vetted through a Commissioner or staff prior to submitting an application

How do I Apply?

1. Contact the First 5 Yolo office to discuss your proposal prior to submitting your application. Submitting an application prior to contacting First 5 Yolo could slow the application process.
2. Complete the attached Community Grants application. This includes the cover page, proposal narrative and budget. The application can be typed or hand-written. It is available on-line at www.first5yolo.org.
3. Submit your completed application to the First 5 Yolo office. Applications may be delivered in person, faxed or mailed. The office is located at 403 Court Street, Woodland, CA 95695, Fax: 530-669-2477
4. Applications are reviewed and scored by a Community Grants review panel 2 times each year. **Deadline for applications is: November 18, 2011.**
5. Applications recommended for funding are approved by vote of the full Commission at the December 14, 2011 meeting. Please note that the project/event cannot occur prior to the application being approved for funding.
6. Funding decisions made by First 5 Yolo are final and cannot be appealed. The submission of an application is not a guarantee of funding.

Community Grants Guidelines

Projects must be related to First 5 Yolo's Strategic Plan and support the priority areas of physical health, social/emotional health, early child care & education and parent and family support.

Community Grants Projects and Sponsorships should follow these guidelines:

- Focus on one or more of the following areas:
 - Increase community knowledge about early childhood health and/or development
 - Increase community resources available or build awareness of existing resources that benefit children 0-5 and their families
 - Encourage children 0-5 and parents/caregivers to spend quality time together
 - Provide opportunities for community skill building (education or training) for parents/caregivers or providers that benefit children 0-5 and their families
 - Promote community gatherings that have a positive impact on the community on behalf of children 0-5 and their families
 - Promote understanding and importance of the first 5 years of life
- Events must benefit pregnant women/expectant parents, children ages 0-5 and their families or childcare providers/other providers.
- All proposals must include at least 1 measurable outcome that is in line with the Commission's strategic plan
- Event sponsorship recipients must acknowledge First5 Yolo on all public education and outreach materials produced for the sponsorship event, either in electronic or printed format. This includes brochures, flyers, posters, Save-the-Date announcements, registration and program materials, TV/Radio PSA's, newspaper and newsletter print advertisement and event logo merchandise. The specific wording of the attribution will be: "In partnership with First 5 Yolo". The sponsorship recipient will use the First 5 Yolo logo along with the attribution whenever possible. All promotional materials for the event will be submitted to First 5 Yolo in electronic mail form (PDF or MS Word format).

If awarded a Community Grant, the recipient must submit a written evaluation report on the project within 30 days of completion. The evaluation tools for the final report will be determined by First 5 Yolo, will be appropriate for the project, and will be included in the final contract. Any individual or organization that fails to provide this report will be considered ineligible for future funding.

Community Grants Funds cannot be used for:

- Field trips
- Salaries
- Out of state trainings
- Religious activities
- Direct assistance to individuals
- Political campaigns or fundraising activities
- Capital improvements to an individual's home
- Existing obligations or retroactive funding for costs already incurred

Community Grants Review Panel:

All proposals will be evaluated by a Review Panel comprised of one Commissioner, one community representative and one management level staff. The Commissioner reviewer will not have an immediate connection to any agency seeking funding. The Community Representative will be selected from among service providers or participants of programs targeting young children and families. The Community Representative will be a Yolo County resident with knowledge and experience in one or more the Commission's Strategic Plan priority areas. The purpose of the Review Panel is to assess compliance with the established Community Grants guidelines, to evaluate the proposals based on a variety of established criteria, and to provide a recommendation to the full Commission. See the attached Review Panel evaluation tool to view criteria by which applications will be evaluated.

The following recommendations may be made by the review panel:

- Fund in Full
- Partially Fund
- Do Not Fund

On the coversheet of each Community Grants agenda item, Commissioners will be informed of the following:

- All applications that were received during the funding cycle
- Recommendation from the review panel
- Applicants submitting proposals that are not recommended for funding will be allowed 3 minutes of public testimony at the Commission meeting during which the proposal is voted on.

Funding Period

Up to \$40,000 for fiscal year 2011-2012 is available under Community Grants. Applications are due to First 5 Yolo no later than **5:00 pm on November 18, 2011** for the funding period of January-June 2012.