

**First 5 Yolo Children & Families
Commission
Community Mini-Grant & Sponsorship
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



First 5 Yolo Community Mini-Grant and Sponsorship Guidelines

Overview

Mini-grants and sponsorships provide a unique opportunity for communities to effectively address their identified needs. First 5 Yolo Children and Families Commission encourages community-driven projects or events as a way of empowering communities to creatively problem-solve ways of meeting their diverse needs. Mini-grants are funded by First 5 Yolo directly to community groups or agencies to host projects or events that benefit children ages 0 – 5 and their families.

What is the Purpose of the Mini-Grant Program?

The purpose of the mini-grant 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 and 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. Funding may not be used to facilitate or support a field trip of any kind.

Who is Eligible?

Community-based groups (for example, Parent support groups, Health related coalitions, Friends of the Library, etc.) and other organizations that want to take action around issues concerning children 0-5 and their families in their own communities.

How Much Funding is Available?

Mini-grants are awarded for up to \$4,000* for a community project or a sponsorship request. Funds received under this program are reportable to the IRS. Each year, the Commission allocates \$17,000 for Community Mini-grants and Sponsorship events.

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 mini-grant and sponsorship application. This includes the cover page, proposal description, community partnership agreement form 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 mini-grant review panel. Applications recommended for funding are approved by vote of the full Commission.
5. Allow 4 to 6 weeks from submission of application for notification of funding. 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.

For More Information Contact First 5 Yolo
Tel: 530-669-2475 Fax: 530-669-2177 Email: lprice@first5yolo.org
403 Court Street, Woodland, CA 95695
www.first5yolo.org

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.

Mini-grant Projects should follow these guidelines:

- Focus on one or more of the following areas:
 - Increase community knowledge about early childhood 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 others 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
- Projects must be unique.
- If awarded a mini-grant, the recipient must submit a written report on the event within 30 days of the project that states the actual number of persons participating, activities carried out, results of evaluations (if applicable) and benefits of the project. Any individual or organization that fails to provide this report will be considered ineligible for future funding.

Mini-grant Sponsorships should follow these guidelines:

- The event must benefit pregnant women/expectant parents, children ages 0-5 and their families or childcare providers/other providers.
- 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 sponsorship, the recipient must submit a written report on the event within 30 days of the event that states the actual number of persons attending, activities carried out, results of evaluations (if applicable) and benefits of the event. Any individual or organization that fails to provide this report will be considered ineligible for future funding.

Mini-grant and Sponsorship Funds cannot be used for:

- Field trips
- Salaries
- 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

Contact Person: _____

Name of organization: _____

Address: _____

Phone Number: _____ Fax Number: _____

Email: _____ Date of Application: _____

Select one

Mini-Grant Project

Sponsorship Event

Annual Event? Yes No

Amount Requested \$ _____ (\$4,000 max)*

**Funds received under this program are reportable to the IRS.*

Community that will benefit from this project or event: _____

Number of individuals who will benefit from this project or be reached through this event:

_____ Children ages 0 to 5 and/or their families

_____ Pregnant women/expectant parents

_____ Childcare providers/other providers

Signature of Applicant: _____

Briefly describe the applicant's relationship to the community where the project/event is taking place: (for example: group member, resident, organizer)

Briefly describe what you plan to do if awarded this mini-grant project/sponsorship:

4. What do you hope to accomplish and how will you know if the project or event has been successful? Please identify at least one result you anticipate seeing.

5. Please provide a timeline detailing when this project or event will take place.



First 5 Yolo Community Mini-Grant & Sponsorship Application

Community Group Partnership Agreement *(Must be used for Mini-grant Projects- NOT Sponsorships.)*

By signing below I am verifying that I am an active member of this community group and all information contained in this application is factual to the best of my knowledge.

Name	Phone	Signature	Date
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Name	Phone	Signature	Date
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Name	Phone	Signature	Date
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Name	Phone	Signature	Date
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Name	Phone	Signature	Date
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Name	Phone	Signature	Date
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Name of Community Group (if applicable) _____

Community Mini-Grant Budget Form

Project Name: _____

If more space is needed, please use an additional budget request form.

Line Item Budget (supplies/equipment/other)	Funds Requested from First 5 Yolo <small>*see note below</small>	Additional Funds from Other Sources <small>** samples below</small>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
Total Grant Requested From Commission	\$	
Total Additional Funds		\$
Total Project Cost	\$	

*Funds cannot be used to pay for staff salaries or field trips.

**Include volunteer time, donations, and personal contributions.

*****SAMPLE BUDGET FORM*****

Community Mini-Grant Budget Form

Project Name: Kindergarten Transition Project

Line Item Budget (supplies/equipment/other)	Funds Requested from First 5 Yolo *see note below	Additional Funds from other sources ** samples below
1. Food for kindergarten lunch at school	\$150	\$50
2. Backpack supplies for 25 children	\$500	
3. Set-up and clean up		Community members
4. Printing of flyers for outreach	\$100	
5. Outreach staff		Community members
6. District school bus (6 hours)	\$600	\$100 being donated by School District
7. Parent education materials	\$150	
8. Parent education Instructor	\$200	
9. Binders/materials for parents to take home	\$400	
Total Grant Requested From Commission	\$2,100.00	
Total Additional Funds		\$150
Total Project Cost	\$2,250.00	