

First 5 Yolo Children and Families Commission

SPECIAL PROJECTS GRANT APPLICATION

Community members interested in applying for Special Projects funding for their agency must work with the Commissioner representing their district to bring a proposal forward. The applicant must identify a partner agency to work with to leverage funds for a more comprehensive project. If agreeable, the Commissioner will forward the proposal to staff for review/evaluation by the Special Projects proposal review panel.

Criteria for Acceptance Includes:

- Proposals must respond to an identified community need that falls within the mission of First 5 Yolo (children are physically, emotionally and socially healthy, are ready to learn, have access to affordable, high quality childcare)
- All proposals should be collaborative in nature and contain partial funding from at least 1 partnering agency
- Funding may be used for planning, capital, or program expenditures and should maximize other tangible resources
- Special Projects are one-time only funded projects; the same project will not be funded in multiple fiscal years, however, an agency may submit proposals for more than one Special Project during any funding cycle
- A maximum of \$33,000 per proposal is allowable under the Special Projects funding stream
- A guarantee of new funds already leveraged or new funds that will be leveraged as a result of Commission award is required. New funds are defined as funds that have been or will be obtained within 12 months of Commission award
- Leveraged funds should be of a “significant” amount to ensure a comprehensive project that does not rely solely on Commission funds. See Significant Match Guidelines below.
- A promissory note from the partnering agency describing the dollar amount to be leveraged, in addition to the funding requested of First 5 Yolo, is required
- All proposals must include measurable outcomes that are in line with the Commission’s strategic plan (completed Scope of Work & Evaluation forms are required)

Special Projects “Significant Match” Guidelines:

The table below outlines the recommended match for agencies applying under Special Projects. **This is only a guideline; applicants may apply with a higher or lower matching rate.**

Agency Budget	Recommended Match
\$1 - \$300,000	1:2 (1 matched dollar for every 2 Commission dollar)
\$300,000-\$750,000	1:1 (1 matched dollar for every 1 Commission dollar)
\$750,000-\$1,000,000	2:1 (2 matched dollar for every 1 Commission dollar)
\$1,000,000 +	3:1 (3 matched dollar for every 1 Commission dollar)

Special Projects Review Panel:

All proposals will be evaluated by a Review Panel comprised of two Commissioners and the Executive Director. The Commissioners will be selected from among those who are neither sponsoring the proposal, nor immediately connected to the agency seeking funding. When possible, the panel shall contain one County Representative Commissioner and one Community Representative Commissioner. The purpose of the Review Panel is to assess compliance with the established Special Projects acceptance criteria, 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
- Fund with Revisions
- Do Not Fund

If the applicant does not provide enough information in the original proposal, the Review Panel may return the proposal with a request for additional information. In this case, the Executive Director will send a letter to the applicant stating a) the proposal fits the intent of the Special Projects funding stream, but needs modification in a specified area; the applicant will be encouraged to resubmit the proposal once revised OR b) the proposal does not appear to fit the intent/spirit of the Special Projects funding stream; the applicant will be encouraged to develop a new program/idea and submit a new proposal for the next funding cycle. The Review Panel will then forward a recommendation to the full Commission for a vote.

On the coversheet of each Special Projects agenda item, Commissioners will be informed of the following:

- All applications that were received during the funding cycle
- Which applications were returned to applicants for clarification (scope of work, evaluation plan, budget, etc.)
- Which applications were returned for not meeting the intent of the funding stream
- Final 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

\$160,000 is available under Special Projects for fiscal year 2008-2009. Applications are due to First 5 Yolo no later than **5:00pm on Thursday May 16, 2008**. Proposals will be reviewed May 19 – June 6, 2008. Recommendations will be announced no later than June 6, 2008. Recommendations will be considered for approval by the Commission at its June 11, 2008 meeting. Approved projects will begin on July 1, 2008.



Children and Families Commission

SPECIAL PROJECTS APPLICATION

Agency _____
Contact Person _____
Address _____
Phone _____ Fax _____ Email _____
Project Name _____
Brief Project Description _____

Amount Requested \$ _____
Amount Leveraged \$ _____
Partnering Agencies: _____
Authorized Representative _____
(please print)
Title _____ Date _____
Signature _____

PROPOSAL REQUIREMENTS:

I. GENERAL INFORMATION

All Special Projects applications should answer narrative questions as completely and as accurately as possible. Responses to narrative questions should be no more than five (5) type-written pages (excluding the SOW, Evaluation Plan, and Budget).

II. NARRATIVE SECTION: (Items 1-3 limited to 5 pages)

1. Needs Statement:

- Briefly describe the specific needs facing children ages 0-5 that are addressed in your application and discuss how children and families will benefit from your project.
- Explain how the collaborative partners will jointly address the identified need.

2. Project Overview: Briefly describe the project for which you are seeking funds.

- ◆ State the goal of your project
- ◆ Describe the target population: Include the number of children and families to be served and their demographic information (age, race/ethnicity, geographic location, etc.)
- ◆ Explain why the project/intervention is appropriate and effective for the target group
- ◆ Describe the activities that will be conducted and how services will be delivered
- ◆ State the number of children and families to be reached, number of contacts, frequency of contacts, and length of program/intervention
- ◆ Describe your plan for recruitment, retention and follow-up of participants
- ◆ Identify your partnering agencies and the roles of each- include as attachments letters of support and/or memorandum of understanding as needed
- ◆ Describe steps you will take to ensure that there is no duplication of service

3. Agency Capability

- ◆ Briefly describe your agency and how long it has been established, mission statement, etc.
- ◆ Describe previous work that your organization has conducted that qualifies it to conduct the proposed activities
- ◆ Describe the relationship the primary agency has with collaborating agency(s) including how long they have worked together and in what capacity
- ◆ State why your agency is the most appropriate or best one to carry out the proposed project

4. Scope of Work: Complete the attached Scope of Work Form (no page limit) A Scope of Work may consist of multiple pages, depending upon the number of Objectives you have. Each objective should be placed on a separate form/page. Instructions for completing the Program Plan are listed below.

Objectives

Under the heading "Objective", write a specific, measurable objective. Objectives must clearly state the expected measurable changes in knowledge, attitudes, behavior (practices of skills) or action that your project will promote. A scope of work may consist of multiple objectives. Number all of the objectives consecutively. Each objective should be placed on a separate form/page.

Write each objective to state:

- WHEN the activity will take place
- With WHOM you will work
- HOW MANY will participate
- WHAT activities will be conducted
- WHAT will be accomplished, and the expected OUTCOME (SUCCESS RATE)

Sample: By June 30, 2009, Agency X will provide 10 parenting class workshops to 100 unduplicated parents of children ages 0-5. As a result of the workshops, parents will demonstrate a 95% competency score on a "positive parenting" inventory at workshop completion.

Implementation Activities

Under the heading "Implementation Activities", list the specific activities to be implemented to accomplish the objective. Only major activities, those that take the majority of the project time or are part of a logical progression towards completion of the objective, need be included (i.e., hiring staff, developing curricula, conducting outreach, conducting trainings, promoting activities, evaluation, etc).

Timeline

Under the heading of "Timeline" write the starting and completion dates for each Implementation Activity. A date or time period must be specified. For example: July 1, 2008 - September 30, 2008.

Evaluation Process

Under this heading, describe how you will document program activities, and track progress towards completing the objective. Process evaluation provides evidence that the objective and activities took place. Outreach logs, sign-in sheets, lists of referrals made, and materials developed are process measures.

Outcome

Under this heading, describe the outcome evaluation. Outcome evaluation measures the degree of change that occurred as a result of the intervention activities. Describe the expected result and the amount of change expected. Impact evaluation instruments include pre/post testing, competency/skills testing, interviews, self assessment/self-report, and questionnaires.

5. Evaluation Plan Form (no page limit)

An Evaluation Plan form must be completed for each Objective identified in the Scope of Work. The following should be addressed in the Evaluation Plan:

Objective

Each objective in your Scope of Work should be included as a separate page in the Program Evaluation Plan. You will have multiple Program Evaluation Plan pages (one for each objective) if you have more than one objective.

Strategy

Describe the strategy or strategies proposed to achieve each identified outcome.

Performance Measure

Identify performance measures that will be used to measure success of a particular strategy. Include both quantity and results based performance measures (i.e. Number of participants served, percent increase in parenting skills, percent decrease in parental stress, number of minutes spent reading to child, competency rate at workshop completion, etc).

Annual goal

Specific intended result to be achieved in performance measure, (i.e., Actual numbers or percentages expected to be achieved) by end of project term.

Tool

Method by which progress toward performance measure is tracked. Instruments with proven reliability and validity should be utilized wherever possible. In some cases more than one tool may be utilized to measure an outcome.

III. BUDGET SECTION

1. **Project Budget:** Use attached form.
2. **Budget Narrative:** Provide a detailed description of each line item requested on the budget form.

IV. CHECKLIST

- Application Cover Sheet with Original Signature
- Narrative Response (not to exceed 5 pages)
- Scope of Work Form
- Evaluation Plan Form
- Budget & Budget Justification
- Commitment Letter from Collaborative Partner(s)

Agency Name:
FIRST 5 YOLO SPECIAL PROJECTS BUDGET
 July 1, 2008 – June 30, 2009

A. Personnel

Positions	Annual Salary	% of Time	# of Months	Amount Requested	Matching Funds	Total Amount
Position Title (Last Name, First)						
Position Title (Last Name, First)						
Subtotal Salaries						
Benefits						
Total Personnel						

B. Operating Expenses

Budget Item	Amount Requested	Matching Funds	Total Amount
Total Operating Expenses			

C. Capital Expenditures

Capital Item	Amount Requested	Matching Funds	Total Amount
Total Capitol Expenses			

D. Other Costs (Consultants)

Other Cost Item	Amount Requested	Matching Funds	Total Amount
Total Other Expenses			

E. Indirect Costs (limited to 10% of Personnel costs)

Indirect Costs	Amount Requested	Matching Funds	Total Amount
Total Indirect Costs			

TOTAL BUDGET	Amount Requested	Matching Funds	Total Amount

**SPECIAL PROJECTS
SCOPE OF WORK**

Agency Name: _____
Project Name: _____

Objective 1:	
Implementation Activities 1.1 1.2 1.3 1.4 1.5 1.6 1.7	Timeline - - - - - - -
Process Evaluation Measures: <ul style="list-style-type: none">•••••• Outcome Evaluation Measures: <ul style="list-style-type: none">••••	

Objective 2:

Implementation Activities

- 2.1
- 2.2
- 2.3
- 2.4
- 2.5

Timeline

-
-
-
-
-

Process Evaluation Measures:

-
-
-
-

Outcome Evaluation Measures:

-
-
-

**SPECIAL PROJECTS
PROGRAM EVALUATION PLAN**

Agency Name: _____
Project Name: _____

Objective 1:

Strategy	Annual Goal	Tool	Comments:
<u>Performance Measure 1:</u> Examples: <ul style="list-style-type: none"> • Increase in number of children enrolled in health insurance programs. • Percent decrease in parental stress • Increase in number of minutes per week child is read to 			
<u>Performance Measure 2:</u>			
<u>Performance Measure 3:</u>			
<u>Performance Measure 4:</u>			
<u>Performance Measure 5:</u>			

Date _____

Reviewer Name _____

**First 5 Yolo
Special Projects
Award Criteria Evaluation Tool**

SUMMARY SHEET

Agency Submitting Proposal _____

NOTES: If an agency receives only one point in any category, it will not be eligible for an award.
If an agency receives a total score of less than 70 points, it will not be eligible for an award.

<u>Section Scores</u>	<u>Awarded Points</u>	<u>Maximum Points</u>
Section 1 – Needs Statement	_____	10
Section 2 – Project Overview	_____	25
Section 3 – Agency Capability	_____	15
Section 4 – Scope of Work	_____	20
Section 5 – Program Evaluation Plan	_____	20
Section 6- Budget/ Budget Justification	_____	<u>10</u>
COMMENTS:	Total of All Sections	_____
		100

SECTION 1 – NEEDS STATEMENT

10 points maximum

Criteria description	Points
Clear and comprehensive; fully meets requirements	4
Adequate response but weak in some qualification areas	3
Barely meets requirements; weak in important qualification areas	2
Extremely inadequate; does not meet important qualification requirements	1
No response – Question not addressed	0

Rank each statement 0-4 using above criteria.

1. Describes the specific need(s) facing children ages 0-5 and/or their parents. _____

2. The identified need is one that fits within the mission of First 5 Yolo and, more specifically, the spirit/intent of the Special Projects funding stream. _____

3. Adequately explains how the collaborative partners will jointly address the identified need. The proposed collaboration is logical and a good strategy to overcome the need. _____

Total Points _____ **/1.2=** _____

COMMENTS:

SECTION 2 – PROJECT OVERVIEW

25 points maximum

Criteria description	Points
Clear and comprehensive; fully meets requirements	4
Adequate response but weak in some qualification areas	3
Barely meets requirements; weak in important qualification areas	2
Extremely inadequate; does not meet important qualification requirements	1
No response – Question not addressed	0

Rank each statement 0-4 using above criteria.

1. States the goal of the proposed project, including the benefit to children ages 0-5 and/or their families. _____
2. Adequately describes the socioeconomic status; racial/ethnic composition; age of participants; type of participants (children or parents); geographic location of the participants; and other subcultural factors. _____
3. Describes why the proposed project/intervention is appropriate and effective for children and/or their families. _____
4. Clearly describes the activities that will be conducted and how services will be delivered (i.e., workshops, home visiting, mobile services, etc.). _____
5. States the number of children and families to be reached, the number of contacts they will receive, the frequency of contacts, and length of the program/intervention. Clearly describes the program content. _____
6. Demonstrates an adequate plan for participant recruitment, retention and follow-up is in place. _____
7. Clearly defines a logical need or fit for proposed collaboration and demonstrates a mutual/beneficial exchange for collaborating agencies and participants. Identifies partnering agencies and the roles each will play in planning and implementing the project. _____
8. Adequately describes steps the agency will take to ensure that there is no duplication of services. _____

Total Points _____/1.28= _____

COMMENTS:

SECTION 3 – AGENCY CAPABILITY

15 points maximum

Criteria description	Points
Clear and comprehensive; fully meets requirements	4
Adequate response but weak in some qualification areas	3
Barely meets requirements; weak in important qualification areas	2
Extremely inadequate; does not meet important qualification requirements	1
No response – Question not addressed	0

Rank each statement 0-4 using above criteria.

1. Describes previous work that the organization has conducted that qualifies it to conduct the proposed activities. _____

2. Explains how the proposed project will complement the agency's existing services. _____

3. Adequately describes all agencies involved - how long they have been established, agency missions, audiences served, types of Services provided, annual operating budgets, etc. _____

4. Describes the relationship the primary agency has with collaborating agency(s) and includes information on how long they have worked together and in what capacity. _____

5. Clearly states why the agency is the most appropriate or best one to carry out the proposed project. _____

Total Points _____ /1.3= _____

COMMENTS:

SECTION 4 – SCOPE OF WORK
Maximum

20 Points

Criteria Description	Points
Clear and comprehensive; fully meets requirements	4
Adequate response but weak in some program areas	3
Barely meets requirements; weak in important program areas	2
Extremely inadequate; does not meet important program requirements	1
No response – Question not addressed	0

Rank each statement 0-4 using above criteria.

1. Describes an organized, well-defined plan with specific measurable objectives. Each objective includes with WHOM they will work with; HOW MANY will participate; WHAT activities will be conducted; WHAT will be accomplished, the expected OUTCOME (SUCCESS RATE); and WHEN the activity will take place (within a time frame: i.e., By June 30, 2006...) _____

2. Includes objectives and activities to be completed by the partnering agency(s). Activities are appropriate to reaching project goals. _____

3. Details appropriate key activities to ensure a logical progression towards completion of objective(s), such as hiring staff, developing outreach plan, conducting outreach, conducting trainings, promoting activities, implementing activities, evaluation, etc. _____

4. Describes how process evaluation measures will be conducted (i.e., how will program activities be documented and how will progress toward completing the objectives be tracked); includes a list and/or description of the appropriate process evaluation instrument to be utilized (i.e., outreach logs, list of referrals made, materials developed, meeting sign-in sheets, pre/post tests developed, etc.). _____

5. Describes how impact evaluation measures will be conducted (i.e., what is the expected result and amount of change anticipated as a result of the intervention activities); includes a list and/or description of the appropriate impact evaluation instruments to be utilized (i.e., pre/post test, parental stress scores, parental satisfaction scores, percent of children completing the program, etc.). _____

Total Points _____ /1.0= _____

COMMENTS:

SECTION 5 –PROGRAM EVALUATION PLAN

20 points maximum

Criteria description	Points
Clear and comprehensive; fully meets requirements	4
Adequate response but weak in some evaluation areas	3
Barely meets requirements; weak in important evaluation areas	2
Extremely inadequate; does not meet important evaluation requirements	1
No response – Question not addressed	0

Rank each statement 0-4 using above criteria.

1. Evaluation Plan includes each objective detailed in the Scope of Work on a separate page; is in order and easy to comprehend. _____

2. Strategies proposed to achieve each identified outcome are appropriate and appear to be “doable” for the agency. _____

3. Performance measures are appropriate to identified strategies. Includes both quantity and results based performance measures (e.g., Number of participants served, percent increase in enrollment rates, percent decrease in parental stress, number and percent of children scoring above 90% on competency test, etc). _____

4. Annual goal listed is appropriate, achievable and relevant to scope of work and strategies. _____

5. Tools or methods by which progress toward performance measure will be tracked are appropriate for strategies. _____

Total Points _____ /1.0= _____

COMMENTS:

SECTION 5 – BUDGET and BUDGET JUSTIFICATION

10 Points Maximum

Criteria Description	Points
Clear and comprehensive; fully meets requirements	4
Adequate response but weak in some areas	3
Barely meets requirements; weak in important areas	2
Extremely inadequate; does not meet important requirements	1
No response – Question not addressed	0

Rank each statement 0-4 using above criteria.

1. **All attached budget forms are in the correct format, complete, and accurate.** _____

2. **Personnel category reflects an appropriate number of staff and hours dedicated in order to accomplish the program objectives.** _____

3. Budget justification specifically explains how line item expenditures will be determined. _____

4. Budget justification is appropriate for each line item and category including personnel, operating, and indirect costs. _____

Total Points _____ **/1.6=** _____

COMMENTS: