

First 5 Yolo Children and Families Commission

SPECIAL PROJECTS GRANT APPLICATION

Agencies interested in applying for Special Projects funding must work with a Commissioner to bring a proposal forward. Only proposals vetted through, and approved by, a Commissioner will be forwarded for review/evaluation by the Special Projects proposal review panel.

Special Projects Guidelines:

- Only non-profit and governmental agencies are eligible for funding
- 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)
- Projects that leverage funds are encouraged and scored higher than those working non-collaboratively. Whenever possible, the applicant should identify a partner agency to work with to leverage resources and/or funds for a more comprehensive project.
- 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 \$25,000 per proposal is allowable under the Special Projects funding stream
- All proposals must include measurable outcomes that are in line with the Commission's strategic plan (completed Scope of Work & Evaluation forms are required)

Appropriate Project Examples:

Following is a partial list of the types of projects that could be funded under the Special Projects 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. Special Projects 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
- Other ideas may be vetted through a Commissioner prior to submitting an application

Special Projects Review Panel:

All proposals will be evaluated by a Review Panel comprised of two Commissioners, one community representative and the Executive Director. When possible, the Commissioners will be selected from among those who are neither sponsoring a proposal, nor immediately connected 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 Special Projects 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
- 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

Up to \$60,000 is available under Special Projects for fiscal year 2010-2011. Applications are due to First 5 Yolo no later than **5:00pm on Monday May 3, 2010**. Proposals will be reviewed and scored May 10 – May 21, 2010. Recommendations will be announced to applicants no later than May 26, 2010. Recommendations will be considered for approval by the Commission at its June 9, 2010 meeting. Approved projects will begin on July 1, 2010.

Mandatory Bidders Conference

There are several significant changes to the Special Projects Application this fiscal year. As a result, all potential applicants must attend the Bidders Conference on **Monday March 29, 2010** from 1:00-2:30PM at First 5 Yolo- 403 Court Street, Woodland, CA 95695. Applicants must sign in at the Bidders Conference in order to have their proposal reviewed for funding.

Commissioner Contact Information

Commissioner Name	Area of Expertise	Geographic Location	Contact Info
Helen Thomson, Chair	Physical Health Social/Emotional Health	Countywide	530.666.8622 Helen.Thomson@yolocounty.org
Donita Stromgren, Vice Chair	Childcare School Readiness	Davis	530.750.1127 donita@cal.net
Suzanne Anderson, Treasurer	Childcare Children in the Court System	Woodland	530.867.5718 s_e_anderson2000@yahoo.com

Karen Ziebron	School Readiness Preschool	West Sacramento	916.372.7295 karen.ziebron@sen.ca.gov
Rick Baker, MD	Physical Health Social/Emotional Health	Davis	530.400.4523 Rick.d.baker@kp.org
Sue Heitman, MSW	Foster Care Social/Emotional Health Rural Issues	Woodland Winters Rural Yolo County	530.787.3353 Sue@capayvalleyvision.org
Jorge Ayala, Ph.D.	School Readiness Preschool	Countywide	530.668.3703 Jorge.Ayala@ycoe.org
Pam Miller, MSW	Social/Emotional Health Foster Care Children in the Court System	Countywide	530.661.2757 Pam.Miller@yolocounty.org
Kim Suderman, LCSW	Social/Emotional Health Substance Abuse	Countywide	530.666.8516 Kim.Suderman@yolocounty.org

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 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. Include letters of support and/or memorandum of understanding as needed.

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)
- ◆ 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 which Strategic Plan area the proposed project will address: physical health, social emotional health, ready to learn, childcare or systems change.
- ◆ State the intervention strategy and expected outcome clearly.
- ◆ Explain how the intervention strategy is cost effective.
- ◆ Describe steps you will take to ensure that there is no duplication of service. Comment on the project's focus on prevention or early intervention. If a treatment strategy, intervention is clearly described and fits within Integrated Family Support Initiative intent.

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 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 the community 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 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

Sample: By June 30, 2011, Agency X will provide 8 hours of lactation support training to 5 medical assistants (MAs). MAs will score 90% or higher on post-test at end of training. Each MA will reach 100 pregnant and lactating women per year with information, resources and support in order to increase breastfeeding rates at Clinic ABC. At 6 months post partum, lactation rates are expected to increase by 5% over baseline as a result of MA training program.

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 consultants, developing training materials, purchasing equipment, conducting trainings, 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.

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. Sign-in sheets, surveys created, policies developed and equipment purchased 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, institutionalization of new policies, the impact of a training program or of newly purchased equipment, study results, or the total amount of funds leveraged as a result of First 5 dollars.

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
- Budget & Budget Justification
- Commitment Letter from Collaborative Partner(s)

Exhibit A

Special Projects Proposal Evaluation Tool

Applicant Agency: _____ **Project Name** _____ **Reviewer Initials** _____

<p>Identified Commission Priority Area (Check all that apply.) (1-10 points)</p>	<p><input type="checkbox"/> Improved Physical Health <input type="checkbox"/> Improved S/E Health <input type="checkbox"/> Ready to Learn <input type="checkbox"/> Improved Childcare <input type="checkbox"/> Improved Systems Change <input type="checkbox"/> Other: _____</p>	<p align="center">Comments</p> <p align="right">Points: _____</p>
<p>Collaborative - Leveraging Potential (1-10 points)</p>	<p><input type="checkbox"/> Identifies confirmed partners who will collaborate on project. <input type="checkbox"/> Capacity to draw down matching funds from State or Federal government. <input type="checkbox"/> Ability to leverage local dollars or resources (other than First 5).</p>	<p align="center">Comments</p> <p align="right">Points: _____</p>
<p>Identified Need (1-10 points)</p>	<p><input type="checkbox"/> Adequately describes the specific need(s) facing children ages 0- 5 and/or their parents. <input type="checkbox"/> Need fits within the spirit/intent of the Special Projects funding stream. <input type="checkbox"/> Need is best met by this agency utilizing this specific strategy.</p>	<p align="center">Comments</p> <p align="right">Points: _____</p>
<p>Clear, Appropriate Intervention Strategy (1-10 points)</p>	<p><input type="checkbox"/> Intervention/Study/Capitol Purchase/Policy/Training is most appropriate method to enact change that will positively benefit children and families. <input type="checkbox"/> Intervention strategy and expected outcome are clearly stated. <input type="checkbox"/> Intervention strategy is cost effective (bang for buck).</p>	<p align="center">Comments</p> <p align="right">Points: _____</p>

Community/Agency Capacity to Implement (1-10 points)	<input type="checkbox"/> Community/agency where strategy is to be implemented is ready for the proposed change. <input type="checkbox"/> Previous work/experience that the organization has conducted qualifies it to conduct the proposed activities. <input type="checkbox"/> Pregnant women and/or children 0-5 traditionally served by agency or access to target audience clearly described.	Comments Points:_____
Detailed Scope of Work (1-10 points)	<input type="checkbox"/> Plan is organized and well-defined with specific measurable objectives. <input type="checkbox"/> Includes objectives and activities to be completed by the partnering agency, if appropriate, and all activities are relevant to reaching project goals. <input type="checkbox"/> Means for conducting evaluation measures appear efficient, effective, adequate and timely.	Comments Points:_____
Measurable Outcomes (1-10 points)	<input type="checkbox"/> Performance measures are appropriate to identified strategies. <input type="checkbox"/> Measures includes both quantity and results based performance measures, as appropriate. <input type="checkbox"/> Strategies proposed to achieve each identified outcome are appropriate and appear to be “doable” for the agency.	Comments Points:_____
Appropriate Budgeting (1-10 points)	<input type="checkbox"/> Budget amount is reasonable for proposed strategy and use of funds are appropriate. <input type="checkbox"/> Budget justification specifically explains how line item expenditures will be determined. <input type="checkbox"/> Amount of funds leveraged and collaborative partners’ budgets are clearly described and fitting	Comments Points:_____
Prevention – Early Intervention Focus (1-10 points)	<input type="checkbox"/> Project has a clear focus on prevention or early intervention. <input type="checkbox"/> If a treatment strategy, intervention is clearly described and fits within Integrated Family Support Initiative intent.	Comments Points:_____

<p>Cost - Benefit Assessment (1-10 points)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Proposed project is a good use of dwindling First 5 dollars. <input type="checkbox"/> The cost to implement identified strategy can be done most effectively by applicant agency, in proposed timeline and with identified resources. <input type="checkbox"/> Good “bang for buck”. 	<p>Comments</p> <p style="text-align: right;">Points:_____</p>
<p>TOTAL POINTS AWARDED</p>	<p>Recommendation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fund in full <input type="checkbox"/> Fund partial project: _____ <input type="checkbox"/> Do not fund 	<p style="text-align: right;">Total Points: _____</p>