

FIRST 5 YUBA COUNTY CHILDREN AND FAMILIES  
COMMISSION IS A TOBACCO TAX PROGRAM,  
CALIFORNIA PROPOSITION 10 (1998)

# **First 5 Yuba**

## **Mini-Grant Program Guidelines**

### **2023/2024**

Applications Accepted:  
**August 31 through September 22, 2023**  
Or until the current fiscal year's budgeted  
Mini Grant funds are depleted



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Children and Families Commission  
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Release Date:  
August 28, 2023

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# Application Terms

## A. Purpose

The purpose of the Mini Grant Program is to encourage and involve members of the community to support the well-being of Yuba County children by enhancing existing community resources that aim to improve the health and development of infants, toddlers or preschoolers so that they enter kindergarten ready to learn. Awards provide community members, agencies and childcare providers a small grant for a short-term project or service, awards are not intended for program sustainability. Please refer to the Commission's 2021-2026 Strategic Plan for details.

For fiscal year 2023-2024, the Commission has allocated a total of \$15,000 for community mini-grants, which will be allocated specifically to community agencies, non-profits, organizations and other small businesses serving Yuba County Residents.

Individual funding requests shall not exceed \$3,000 unless approved by The Commission. Should funds not fully be expended during the application process then other short-term projects including childcare provider projects may be considered.

## B. Background

In January 1999, the Yuba County Board of Supervisors established the Yuba County Children and Families Commission following November 1998 voter approval of Proposition 10. In 1999, the Board of Supervisors completed its appointments to the seven-member Commission.

The Commission is committed to blending Proposition 10 funds, wherever possible, with other funds to form partnerships that maximize services and minimize program duplication and administrative costs. In doing so, the Commission is advancing its mission of "promoting the development and well-being of children 0 through 5." It is the Commission's vision that "all of Yuba County's children will thrive in supportive, safe, nurturing, and loving environments; are healthy, eager, and ready learners; and will become productive well-adjusted members of society."

## C. Eligibility

Community-based organizations, individuals, childcare, government agencies, faith-based organizations, associations, health care organizations, corporations, non-profit and for-profit organizations can apply for up to one (1) grant per agency per fiscal year (July 1- June 30). All potential applicants must either serve residents in Yuba County and/or have a physical office

location in Yuba county in order to be eligible to apply. Applicants must attend a live webinar or view the recorded meeting to be eligible.

The following days/times are scheduled live pre-application orientation meetings:

- Friday September 1, 2022 at 11:00 A.M. [register here](#)
- To request access to a recorded webinar please email Robin Timoszyk at [rtimoszyk@co.yuba.ca.us](mailto:rtimoszyk@co.yuba.ca.us) or call 530-749-4959

Please allow for up to 1 hour to attend or view this webinar. Agencies not in good standing with the Commission are considered ineligible.

#### D. Application Process

All potential applicants must attend a **mandatory application orientation meeting** prior to submitting an application.

Applications will be accepted between August 28, 2023 and September 22, 2023. An application submission does not guarantee award of funding. Please allow for up to sixty (30) days to review, score, and process the application. All notifications related to the submission and review will be sent to the address listed on the application submitted.

#### E. Project Narrative

Please respond to the following questions in a clear, thorough, and thoughtful manner. Organize your Project Narrative in the same manner as listed below, with the headings followed by your response. Responses **should not** exceed three (3) pages in length (excluding the Itemized Budget Exhibit B), must be at least 11-point font, on white letter size paper with minimum margins width of 0.5 and line spacing no more than 1.5.

- a) **Applicant's Background** – Briefly describe the mission and background of the agency/provider that will administer this grant. Provide the Commission with specific examples on existing activities or interventions supported by you or your agency that clearly exemplifies an understanding of the needs of children prenatal through age five in Yuba County. Describe how the agency, or services provided, align with The Commission's Vision and Mission.
- b) **Proposal** – Briefly describe the problem, need, or issue this project will address, using data and clear examples related to social, physical and/or economic factors. Clearly state the desired outcome of this project and how this project will support The Commission's [2021-2026 Strategic Plan](#) goals. Define how this project or intervention will expand services

currently provided (e.g., # of children served), or enhance existing resources (e.g., new play structures, new educational tools/resources, etc.) to fill the service gap addressed. Include the target population served, the number of children that will directly benefit, the site/setting in which interventions may take place (classroom, home, parks) and the geographic area within Yuba County the intervention will take place. Consider and identify how your project is diverse, inclusive and equitable to for the target being served. Please describe how your project will be sustainable and/or what are the lasting effects of your intervention beyond the grant?

- c) **Evaluation** - Describe in detail what this project or intervention will accomplish. Include how success of the project will be measured and describe the quantity and/or quality of change that will occur. Include information on how records, data, or numbers will be kept for future reporting.
- d) **Budget Narrative & Itemized Budget** – Briefly describe the Community Agency’s financial capacity or experience to administer this grant and related activities. Clearly, state the amount requested to execute this project, and in a narrative explain how all costs are tied to specific activities or interventions outlined in the proposal narrative. Include other leveraged funding sources such as in-kind costs (costs incurred by business but not accounted for in the project budget (e.g., staff time, personal expenses, utilities etc.), donations and other funding sources that will support the proposed project or intervention. Attach a detailed Itemized Budget (Exhibit B) with your application and clearly distinguish proposed costs in the budget narrative and leveraged funding. See sample template on page 8, Itemized Budget-Exhibit B.

#### F. Decision Making Process

Projects will be evaluated and scored on a 50-point scale by members of the established Advisory Committee. The Advisory Committee will use a universal scoring matrix for each of the applicants. Advisory Committee Members will be given all applicant materials and review applicant groups separately to ensure alignment with funding allocations and accurately reflect applicant capacity. The detailed scoring matrix can be found on the [Funding Page](#). Advisory Committee Members have the ability to recommend funding levels different than that requested and in alignment with project proposals. Reviewer feedback will be accessible to all applicants. Reviewer in identification will remain anonymous.

The Commission will only review applicants with passing score (30/50 points) to determine if they meet the needs of the community as identified in the 2021-2026 Strategic Plan and support the Commission’s Vision and Mission. The Commission may award a reduced amount in the interests of

good stewardship and sound public policy. The Commission is the sole and final authority regarding the approval or disapproval of applications with a passing score of 30/50 and the conditions under which they are funded. Commission staff will evaluate applications to determine all legal contracting requirements are met and ensure proposals do not supplant current sources of funding and provide comments to the Commission for review thereof. Applicants with a score less than 30 will not be considered for funding. The Commission reserves the right to reject any and all applications and to waive informalities or irregularities. The Commission will not hear appeals.

G. Authorization to Purchase

An applicant awarded funding under this application process is not authorized to purchase materials, equipment, or supplies until an agreement with the Commission has been executed. **Awarded funds must be spent and used for projects allocated and awarded in the same fiscal year by April 30, 2024, NO EXCEPTIONS.**

H. Responsibilities, if Awarded

Reporting on the use of Proposition 10 funds is legally required by the State of California, Health and Safety Code Section 130100-130155. The Commission requires that all grantees must do the following:

- Acknowledge the support of First 5 Yuba County Children and Families Commission in its advertising or place of business.
- Acknowledge a portion of grant funds will be awarded on a reimbursement basis.
- Keep careful records, including receipts or documents of authorized expenses.
- Comply with the application terms, program guidelines, agreement and insurance requirements.
- Agree to consult with First 5 staff and consultants when required.
- Submit a final invoice and report to Commission office no later than May 15, 2024.
- Return any unspent funds to the Commission no later than June 15, 2024.

I. Submission

Complete the application *after* attending/viewing the orientation meeting. It is best to have thoroughly read the application terms and agreement prior to attending. This time will also serve to answer any questions you have related to this grant. To be considered for funding, a complete application packet must be submitted which includes the following:

- Application (Exhibit A);
- Project Narrative (3 pages max); and
- Itemized Budget (Exhibit B).

Application materials are available at [www.first5yuba.org](http://www.first5yuba.org) or the First 5 Yuba administrative office located at 1114 Yuba St. Suite 141, Marysville CA, 95901. Submit one signed, hard copy or electronic copy (electronic signatures will be accepted), to the Commission's administrative office (address below), or email; [first5@co.yuba.ca.us](mailto:first5@co.yuba.ca.us) or [rtimoszyk@co.yuba.ca.us](mailto:rtimoszyk@co.yuba.ca.us) . **Applications will not be accepted after September 22, 2023.**



**EXHIBIT B  
MINI GRANT APPLICATION  
ITEMIZED BUDGET**

Program Name Sample Budget for Illustration Purposes

Category	Requested First 5 Yuba Funding	Other Funding*	Total Program Cost
<b>Salaries</b>			
Part Time Coordinator	\$0.00	\$15,000.00	\$15,000.00
Part Time Assistant	\$0.00	\$5,000.00	\$5,000.00
<b>Total Salaries</b>	<b>\$0.00</b>	<b>\$20,000.00</b>	<b>\$20,000.00</b>
<b>Services &amp; Supplies</b>			
Developmentally Appropriate Curriculum	\$3,000.00	\$0.00	\$3,000.00
Office Supplies	\$700.00	\$1,000.00	\$1,700.00
Printing	\$0.00	\$1,000.00	\$1,000.00
Travel/Training	\$500.00	\$2,000.00	\$2,500.00
<b>Total Services &amp; Supplies</b>	<b>\$4,200.00</b>	<b>\$4,000.00</b>	<b>\$8,200.00</b>
<b>Total Program Budget</b>	<b>\$4,200.00</b>	<b>\$24,000.00</b>	<b>\$28,200.00</b>

\*Other Funding - Please describe additional funding sources in the Budget Narrative portion of the Proposal



## First 5 Yuba 2023/24 Mini Grant Timeline

August 28, 2023  
Release  
Mini Grant Funds

Sept. 1, 2023 – Mini Grant Orientation and Technical Assistance

September 22, 2023 @ 5:00 p.m.  
Deadline for complete applications to be received by First 5 Yuba

October 26, 2023  
Commission Awards Mini Grants

November 2023 – April 30, 2024  
Grant recipients complete their projects

May 15, 2024  
Final project report, invoice and  
supporting documents due to First 5 Yuba

June 15, 2024  
Unused funds  
returned to  
First 5 Yuba



The maximum amount allocated in FY 23/24 is \$15,000