

FIRST 5 YUBA IS A TOBACCO TAX PROGRAM,
CALIFORNIA PROPOSITION 10 (1998)

Mini-Grant Program

Applications Accepted:

Until the current fiscal year's budgeted
mini-grants funds are depleted or April 30, 2019.



First 5 Yuba County
Children and Families Commission
1114 Yuba Street, Suite 201
Marysville CA, 95901

(530) 749-4877 Telephone
(530) 749-4840 Fax

Email: first5@co.yuba.ca.us
Website: www.first5yuba.org

Release Date: July 2, 2018

[PAGE INTENTIONALLY LEFT BLANK]

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, please refer to the Commission's strategic plan for details. Awards provide community members, agencies and child care providers a **small grant for a short-term project or service, awards are not meant for program sustainability.**

For fiscal year 2018-2019, the Commission has allocated \$50,000 for community grants. Individual funding requests shall not be less than \$1,000 and shall not exceed \$5,000 unless approved by the Commission.

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

Individuals, groups, government agencies, community-based organizations, faith-based organizations, licensed child care providers, 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 contact the Commission office in order to be eligible to apply. Agencies not in good standing with the Commission are considered ineligible.

D. Application Process

All potential applicants must attend a **mandatory application review meeting** prior to submitting an application, please contact the office for additional information. Applications will be accepted until the current fiscal year's budgeted mini-grant funds are depleted or until April 30, 2019. An application

submission does not guarantee award of funding. Please allow sixty (60) days to process the application. All notifications will be sent to the address 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, it 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 background of the person/agency that will administer this grant. Now, provide the Commission with **specific examples on existing activities** supported by you or your agency that clearly advance the community's support and understanding of the needs of children prenatal to age five in Yuba County.
- b) Proposal – Briefly describe the **community need** that supports this grant. Now, provide the Commission with the **specifics of your goal** and how this grant will be used to **fill the service gap addressed**. Include how many children will directly benefit, what part of the County will this take place, is their restrictions, your partners, and how long after funds have been awarded will this proposal continue.
- c) Budget – Briefly describe the person/agency's **financial capacity** to administer this grant and related activities. Now, provide the Commission with the amount needed to execute this proposal by using a categorical budget **detailing the specific activity** mentioned in the proposal. Include in-kind, donations and other funding sources by you or others that are being used to leverage resources for this proposal, clearly distinguish these amount from the amount requested. Additionally, please make it clear if this grant involves the use of a vehicle, if you plan to subcontract this grant or if professional advice and/or services will be rendered.

F. Decision Making Process

Projects will be evaluated and graded on a 100-point scale. The Commission will evaluate applications based on the projects potential to meet the needs of the community and ability to supplement, not supplant current sources of funding or activities, scoring criteria can be found on the Commission's website. 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 and the conditions under which they are funded. 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 in the same fiscal year July 1, 2018 to June 30, 2019. 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 a portion of grant funds will be awarded on a reimbursement basis.
- Keep careful records, including receipts or documents of authorized expenses.
- Acknowledge the support of First 5 Yuba in its advertising or place of business.
- Submit a final report to Commission office no later than July 15, 2019.
- Return any unspent funds to the Commission no later than July 30, 2019.
- Comply with the application terms, agreement and insurance requirements.
- Agree to consult with First 5 staff and consultants, if required.

I. Submission

Complete the application after attending the **mandatory application review 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. **A complete application, project narrative, proposed budget and signed agreement are required for consideration.** Application materials are available at www.first5yuba.org or the Commission's office. Submit one (1) paper clipped signed original and seven unstapled copies to the Commission's administrative office address below, email and faxed applications will not be accepted. **Applications will not be accepted after April 30, 2019.**

First 5 Yuba County
Children and Families Commission
1114 Yuba Street, Suite 201
Marysville, CA 95901