

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

## Mini-Grant Program

Applications Accepted:

Until the current fiscal year's budgeted  
mini-grant funds are depleted or February, 10, 2020



First 5 Yuba County  
Children and Families Commission  
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Release Date: July 15, 2019

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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 meant for program sustainability. Please refer to the Commission's 2016-2021 Strategic Plan for details.

For fiscal year 2019-2020, The Commission has allocated \$40,000 for community mini- grants. Individual funding requests shall not be less than \$1,000 and shall not exceed \$4,000 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 childcare 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 in person application review meeting** prior to submitting an application. Please contact the office for additional information on dates and times. Applications will be accepted until the current fiscal year's budgeted mini-grant funds are depleted or

until February 10, 2020. An application submission does not guarantee award of funding. Please allow sixty (60) 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 (Exhibit A)

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), 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 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 [2016-2021 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 resources etc.) to fill the service gap addressed. Include the target population served, the number of children that will directly benefit, and where within Yuba County the intervention will take place. Consider and identify other partners/providers or community organizations/agencies which you may collaborate with or who may directly or indirectly benefit from your intervention. Lastly, is this project sustainable and/or what are the lasting effects of your intervention?
- c) **Evaluation** – Describe in detail what this project or intervention will accomplish. Include how success of the project will be measured and define the quantity and/or quality of change that will occur. Include information on how records, data, or numbers will be kept.
- d) **Budget** – Briefly describe agency/individual's financial capacity or experience to administer this grant and related activities. Clearly state the amount requested to execute this proposal, 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,

donations and other funding agency/provider funds that will support the proposed project or intervention. Attach a detailed **Itemized Budget (Exhibit B)** with your application and clearly distinguish proposed costs and leveraged funding. See sample template 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 (scoring matrix/criteria can be found on the Commission's website). Commission staff will review applications and ensure all contracting requirements are met and determine that programs supplement, not supplant current sources of funding and provide comments to the Commission for review thereof. The Commission will evaluate applications and review scores to determine if they meet the needs of the community as identified in the 2016-2021 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 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 by May 31, 2020, 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 County Children and Families Commission in its advertising or place of business.
- Comply with the application terms, agreement and insurance requirements.
- Agree to consult with First 5 staff and consultants when required.
- Return any unspent funds to the Commission no later than June 30, 2020.
- Submit a final invoice and report to Commission office no later than June 15, 2020.

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 (Exhibit A), Itemized budget (Exhibit B) and signed agreement are required for consideration. Application materials are available at [www.first5yuba.org](http://www.first5yuba.org) or First 5 Yuba County Office located at 1114 Yuba St. Suite 201, Marysville CA, 95901. 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 February 10, 2020.**

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



**EXHIBIT B  
MINI GRANT APPLICATION  
ITEMIZED BUDGET**

**Program Name**                      Sample

<b>Category</b>	<b>Requested First 5 Yuba Funding</b>	<b>Other Funding*</b>	<b>Total Program Cost</b>
<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>			
laptop/tablets	\$2,500.00	\$0.00	\$2,500.00
Office Supplies	\$700.00	\$1,000.00	\$1,700.00
Printing	\$0.00	\$1,000.00	\$1,000.00
Travel/Training	\$800.00	\$2,000.00	\$2,800.00
<b>Total Services &amp; Supplies</b>	<b>\$4,000.00</b>	<b>\$4,000.00</b>	<b>\$8,000.00</b>
<b>Total Program Budget</b>	<b>\$4,000.00</b>	<b>\$24,000.00</b>	<b>\$28,000.00</b>

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

### First 5 Yuba 2019/20 Mini Grant Timeline

- The maximum amount allocated for the fiscal year is \$40,000
- Individual grants may be no less than \$1,000 and no more than \$4,000

July 15, 2019  
Release  
Mini Grant  
Funds

July 15, 2019 – February 10, 2020  
Staff meets with applicants, accepts & reviews submissions  
Advisory Committee scores applications

August 2019 – April 2020  
Applications presented to the Commission for funding decision

September 2019 – May 31, 2020  
Grant recipients complete their projects

June 15, 2020  
Final invoice, supporting documents  
and project report due to First 5 Yuba

July 15, 2020  
Unused funds  
returned to  
First 5 Yuba