



Micro Grants (up to \$1,000)

For funding starting July 1, 2010

Sec. 1 - INSTRUCTIONS & GUIDELINES -

Sec. 2 - ATTACHMENTS –

Application Forms (Section 3) Are Available as a Separate Document

Applications Accepted By:

**March 12, 2010
(For grants to begin July 1)**

August 13, 2010

RELEASE DATE: FEBRUARY 5, 2010



Exceptions to the application acceptance dates will be made only for leveraging or emergency situations meeting specific criteria. See Section 1, Attachment 2.

First 5 Tuolumne County Commission

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Visit our Website at <http://www.tccfc.org>

Section 1. Community Grants

Micro Grant Application

For projects beginning in July 2010

OVERVIEW

First 5 Tuolumne County Commission will provide grant funding in an amount up to \$20,000 for community grants for programs to begin in July 2010. There will be two categories: Micro Grants (\$1,000 or less), and Small Grants (over \$1,000 and up to \$20,000). **This packet is for the Micro Grant application.**

This application should only be used for applicants who meet the following criteria:

- the proposed project will serve children from birth to their 6th birthday (also referred to as 0-5) and their caregivers and/or pregnant women in Tuolumne County (“First 5 families”); and/or
- the proposed project will help service providers in better serving this group; and
- the request is not over \$1,000 (larger grant requests, over \$1,000, should be submitted as Small Grant proposals).

Before proceeding, applicants should ensure that their project matches with one or more of the following outcomes in the Commission’s Strategic Plan. If there is not a good match, your idea may not be a good fit for First 5 funding. All applicants must demonstrate that they will demonstrate progress toward at least one of these outcomes for First 5 families.

Outcome #1:

FIRST 5 funds will be invested to fill identified service gaps and/or to enhance the coordination or capacity of existing services which promote improved family functioning in the areas of:

- Self-sufficiency and basic needs provision;
- Improvement of skills and knowledge about parenting, child development, and/or home environments supportive of cognitive development;
- Family Literacy;
- Improvement in behavioral health status for young children and their families;
- Reduction of trauma and crisis;

- Persistence in drug and alcohol recovery treatment.
- help parents and caregivers access services for their young children by addressing barriers such as language, transportation, health insurance, dental insurance, etc.

Outcome #2:

FIRST 5 funds will be invested to fill identified service gaps and/or to enhance the coordination or capacity of existing services which promote improved child development through:

- a. Access to licensed (and legally licensed exempt) and accredited child care facilities to meet parent's identified needs (such as quality, location, time availability and age-specific needs).
- b. Building the capacity of child care providers/early childhood educators to provide healthy and safe environments and high quality care;
- c. Access to screening and intervention for developmental delays, behavioral issues, and other special needs.
- d. Capacity to identify and serve children with special needs (including behavioral issues) in childcare and early childhood education settings.

Outcome #3:

FIRST 5 funds will be invested to fill identified service gaps and/or to enhance the coordination or capacity of existing services which promote improved health through:

- a. Access to preventative health care and primary health care through reduction of barriers or by strengthening systems of care;
- b. Access to preventative dental care and to dental services through reduction of barriers or by strengthening systems of care;
- c. Reduction in exposure to environmental (or prenatal) tobacco smoke;
- d. Improved nutrition and physical activity.

Outcome #4:

FIRST 5 funds will be invested to enhance the coordination or capacity of organizations to improve systems of care. These enhancements will lead to:

- a. Service integration;
- b. Access to services, especially in underserved areas, and to populations with identified barriers to access and/or indicators of poor family health and functioning.
- c. Cultural competence in service provision.

The Commission's Strategic Plan priority areas for funding will be to address the most critical service gaps or to sustain or expand key, critical, and successful programs in the areas of:

- Parent education
- Behavioral and psychosocial issues for young children and their caregivers
- Behavioral health intervention, including substance abuse prevention, intervention and treatment for parents of young children
- Safe home environments
- Access to quality childcare and early childhood education
- Healthy, safe, and high quality early childhood education environments
- Behavioral and psychosocial issues for young children and their caregivers
- Access to medical and dental health services
- Improved systems of care

Faith communities applying for funds must be aware that active participation in the faith cannot be a prerequisite for individuals receiving services utilizing First 5 dollars, nor can materials or items purchased with grant funds be used to provide religious or sectarian instruction.

Fund Availability : A total of \$20,000 is available for this cycle for Community Grants, including Micro Grants and Small Grants. Once the funds have been awarded, the Commission has the discretion to close the funding cycle, to hold applications for the next fiscal year, or to reconsider proposals if unanticipated revenue is being considered for allocation at the end of the fiscal year. The Commission also has the discretion to increase or reduce the funds available for the August round of funding, if there is an unanticipated decline or increase in tobacco tax funding to the county.

Deadline dates for proposal submission are **March 12, 2010** and **August 13, 2010**. **Project start date should be on or after July 1, 2010**. Projects must be received at the Health Dept. by 5 p.m. on the deadline date (postmarks are not acceptable). Every effort will be made to take action on applications at the Commission meetings in April 2010 and October 2010. However, the Commission reserves the right to delay the decision, if the quantity or quality of the proposals requires additional scoring time. **If all of the funds are awarded in response to the March applications, the grant category will be closed.** Applicants are encouraged to

check the Commission website at www.tccfc.org to check if funds are still available for the Community Grant Category in August and, if so, the amount of funds that are still available.

Note: Exceptions to this timing will be made only in limited circumstances outlined in Attachment 1: Criteria for Alternative Timeline Funding Requests. These circumstances are generally defined as leveraging requests subject to deadlines, or emergency situations.

Priorities for Funding: Projects given the highest priority will be those that fill identified gaps in services in the community. The need for services locally must be adequately described and documented, where possible.

No Supplanting: Funds will not be awarded for items that have been previously purchased, or for any costs that have been incurred prior to a contract execution. Funded projects need to be new services or an expansion of existing services. Any services that were previously in operation in the community, but can no longer operate due to loss of, or reduction in, federal, state, county, or other funds, will be considered for funding, but must be able to demonstrate that the funds were clearly discontinued rather than redirected to another project, and that the services will no longer be available in the county if not supported with Commission funds.

Ongoing Funding: In general, small grants are considered to be one-time-only funding for start-up projects or those with a limited duration. However, the Commission retains the right to fund projects for more than one cycle of funding, and will take them under consideration on a case-by-case basis. In order to be considered for repeat funding, the following requirements must be met:

1. The applicant must reapply. The proposal will be scored, and will also be considered in light of the outcomes shown in the first funding cycle.
2. The applicant must demonstrate that there is still a strong need for the services in the community, that the services reflect the Commission's Strategic Plan, and that there has been attention directed toward additional avenues of support for the program in the future.

The Commission's role in the community is to serve as the "glue" to link programs and to fill in gaps in services. Tobacco tax revenues are expected to diminish annually, and fund leveraging will become a critical strategy in the best local use of Commission funds. Although matching

cash is not a requirement, applicants are strongly encouraged to seek additional sources of matching cash for their project if they are interested in seeking ongoing funding from the Commission.

PROPOSAL PREPARATION GUIDELINES

Getting Started:

Please review all of the information in this application packet prior to completing your proposal. Applicants must complete and submit, (as outlined in Section 3) a cover page, a project detail section and a budget. Additional forms may be necessary for applicants who have received Commission funds prior, or who are proposing projects that were previously or currently funded by federal, state, county, or other monies.

Questions:

Specific questions about the proposal guidelines can be submitted by phone or e-mail to: Sheila Kruse (209-586-2337) sheilakruse@sbcglobal.net
Applicants will be able to discuss their questions one-on-one with the Director.

Forms:

All application forms are available as Word documents and can be requested as an email attachment or downloaded from our website.

Email attachment request: Sheila Kruse at sheilakruse@sbcglobal.net



Website Address for downloading forms: <http://www.tccfc.org>
Go to Grants Page and look for Community Grants – Micro Grants.

Guidelines For Completing the Application

Applicants are strongly encouraged to use the forms that are available to you electronically or in hard copy. If you do not wish to use the forms, you must reproduce them and stay within the suggested page limits. The forms are all self explanatory, but the following are a few guidelines:

Regular Micro Grant Applications (Sec 3-1):

Cover Page: Please fill in all sections. The cover page must be signed by the Director or other authorized signatory from your organization.

Micro-Grant Detail Sheet : Answer the questions by typing in your responses in the blank areas.

Budget: Fill in all sections. Use only budget figures that will be utilized during the proposed project timeline, and include only the budget for the activities that serve the First 5 target audience (children up to age five and their caregivers, pregnant women, or service providers that serve this population).

Other Forms (FIRST 5 Ongoing Funding, or History of Other Funding Sources). If you are required to complete these forms, fill in all sections and provide documentation as needed.

Proposal Review and Funding Decisions

In order for the proposal to be reviewed, the proposal must meet the length and format requirements, and all required components must be included. Proposals meeting the above criteria will be reviewed by a Review Team of at least three readers using the following evaluation criteria:

1. Does the project have a clear link to the Strategic Plan outcomes?
2. Are the planned activities achievable within the timeline and the budget?
3. Does there appear to be a need for these activities in Tuolumne County?
4. How many young children will be positively impacted by this project?
5. Will the grant money be used solely to benefit children ages 0-5 and their families and/or pregnant women (or enable service providers to offer better services)? Has the applicant demonstrated an effort to access other resources toward this effort?

At this point in the review process, the Review Team may ask for clarification from the applicant on specific questions that have arisen as a result of the proposal review. These questions will be submitted to the applicant, in writing, with a deadline date provided for a written response. The Review Team will formulate a recommendation to the Commission for all applications, and will provide, to the Commission, the basis of their recommendation. All applicants will be notified of this recommendation in writing, and invited to attend the Commission meeting where action will be taken regarding grant awards.

The Commission will consider the micro grant proposals in light of the recommendations of the Review Team at their regular Commission meeting. The applicants will have the opportunity, at that meeting, to provide any additional information that they feel would address the concerns of the Review Team. The Commission will address the issues raised by the Review Team in the process of making their funding decision. However, the Commission is not bound by the team's funding recommendation, and may consider additional information and perspectives at the public meeting.

Commission Action on Intent to Award

The Commission's decision to either award funds or not award funds will be formalized by action at a public meeting, and a letter will be sent to the applicant stating the intent of the Commission to award, or not to award.

What Happens After an Intent To Award Action?

Having the Commission take action on its intent to award is only the first step in the granting process. The next step will be the development of a contract between the Commission and the Grantee. No funds will be released until after the contract is signed by both entities. The Commission will not pay for any items purchased or services rendered prior to the start date of the contract.

PROPOSAL SUBMISSION GUIDELINES and TIMELINES

Deadline dates for proposal submission are **March 12, 2010 and August 13, 2010**. Proposals must be received at the Health Department by the deadline date by 5 p.m. in order to be considered. The Commission will make an effort to review proposals at the Commission meetings in May 2010 and October 2010, however the decision may be delayed by one month if unexpected issues arise. The Commission's goal will be to approve contracts in the month following the Intent to Award decision, if appropriate to the proposal. The meeting dates and locations are posted on the Commission website at www.tccfc.org (*Requests for submitting proposals under an alternative timeline may be submitted at any time, see Attachment 2.*)

In order to be considered complete, a proposal packet must include:

For Regular Micro Grant Applications:

- Proposal Cover Sheet, signed by the organization's director or other authorized signatory
- Micro Grant Detail Sheet
- Budget Form
- If appropriate, FIRST 5 Ongoing Funding Form
- If appropriate, History of Other Funding Sources Form

Proposals must be received by the deadline dates at 5 p.m. One original proposal should be submitted. Mail or deliver proposals to:

**First 5 Tuolumne County
Tuolumne County Health Dept. Attn: First 5
2011 Cedar Rd. North
Sonora, CA 95370**

GRANT PARAMETERS

PAYMENT SCHEDULE

Funds shall be provided through a reimbursement schedule. The Commission shall reimburse Grantee for costs by the 16th of the month following the receipt of an invoice. In some cases, vendors may be paid directly.

REPORTING REQUIREMENTS

Grantees will be required to submit a final report stating that all grant activities have been completed.

CONTRACT TIMELINE

Contract timelines are based on each proposal's requirements.

SECTION 2 -- ATTACHMENT 1

CRITERIA FOR ALTERNATIVE TIMELINE REQUESTS

EXAMPLES

In general, such requests are discouraged and, in fact, should be rare. In most cases, the requestor will first be asked to reconsider their options for applying under the regular timeline. Some examples of circumstances which would justify a request for an alternative timeline consideration are:

1. Leveraging opportunities: the money is needed for matching funds to be leveraged with another request with a pending deadline.
2. Emergency situations:
 - a. The sudden, unexpected loss of committed revenue for reasons beyond agency control
 - b. The sudden increase in budgeted expenses due to circumstances beyond agency control.
 - c. The sudden increase in demand for services due to external factors.

CRITERIA FOR EVALUATION

The criteria to be used to determine whether a request shall be considered outside of the regular community grant funding cycle time lines are:

1. The program that money is requested for must have a strong link to the outcomes identified in the First 5 Tuolumne County Commission Strategic Plan.
2. There must be a compelling reason why the funds are needed sooner than the normal funding procedures can accommodate.
3. The agency/organization requesting funds must have a track record of significant success in the delivery of services to the 0-5 population in Tuolumne County.
4. Funds may not be requested to augment the budget of a project currently funded by First 5 Tuolumne.
5. All funds received under this policy must be spent within one year of the receipt of funds.
- 6. The funds requested must clearly not supplant existing funding.**
7. The amount of funds requested must not exceed the amount of funds available under the community grants funding category.
8. For leveraging opportunities, the amount of funds requested must be 25% or less of the total cash cost of the project (specifically for 0-5) **AND** the timing of the Commission's decision must be critical to obtaining other grant funding.

PROCEDURE FOR SUBMITTING A REQUEST FOR CONSIDERATION UNDER AN ALTERNATIVE TIMELINE:

1. The entity making a request must submit a letter of intent that directly addresses the criteria above and indicates the amount requested and timeline for project implementation.
2. The letter of intent will be reviewed by the Executive Director and the Executive Officers of the Commission. These individuals may discuss the letter of intent with the requestor to determine if the situation meets the required criteria and is of such urgency that it should be considered for review under an alternative timeline.
3. The applicants will be notified, within 3 weeks, whether they are approved for submission of a full application outside of the normal community grant timeline. Applications will be accepted at any date subsequent to this notification. Applicants who do not receive approval for submission under an alternative timeline will have the opportunity to submit an application under the regular timeline.

TIMELINE FOR COMMISSION REVIEW AND ACTION

The proposals will be considered at the Commission meeting falling at least one month subsequent to the receipt of the application, in order to allow time for review.