

General Mini-Grants Program 2011/12

FUNDING GUIDELINES AND CRITERIA

<p>1. FUNDING APPROACH</p>	<p>A small scale funding mechanism aimed at providing one-time support to limited duration service efforts, events, and/or activities aimed at enhancing the well-being of children 0-5 years and their families.</p> <p>Funds may be used to support such efforts as: Short-term educational and service projects, equipment / materials purchases, community events or activities, and other similar limited duration activities.</p>
<p>2. INTENT AND SCOPE</p>	<p>Focus for this year's program:</p> <ul style="list-style-type: none"> • Efforts that <i>directly</i> benefit children 0-5 years, and their families in the community (though applications for funding for activities targeting service providers / professionals are accepted) • Priority on entities not currently / recently funded by Commission through minigrant/other contracts (though current / recent First 5 recipients may apply) • Availability of other funds/resources to complement First 5 minigrant funds <p>Funding prohibitions: Funds are not intended to support family childcare providers, nor activities supported financially by First 5 funding through any other First 5 funding mechanism.</p>
<p>3. FUNDING AVAILABILITY</p>	<p>Total available for 2011/12: Up to \$32,500.00</p> <p>Maximum per award: Up to \$3,000.00</p> <p>Approximately 12-15 applicants are expected to be funded.</p>
<p>4. FUNDING CYCLES</p>	<p>Applications will be accepted and reviewed two times during the fiscal year in order to provide support to activities throughout the year.</p>

FUNDING GUIDELINES AND CRITERIA (continued)

	<p><u>Cycle 1</u>: The first cycle each year will be conducted near the start of First 5's fiscal year for applications for minigrants during the first 6 months (appx.) of the year.</p> <p><u>Cycle 2</u>: The second cycle each year will be conducted near the mid-point of First 5's fiscal year for applications for minigrants during the latter 6 months (appx.) of the year.</p>
<p>5. APPLICATION PROCESS & REVIEW</p>	<ol style="list-style-type: none">1. Request for Applications (RFA): RFA will be developed and released within the funding guidelines and criteria approved by the Commission.2. Technical Assistance (TA): TA on completing and submitting a minigrant application will be available throughout the year upon request. Additionally, TA sessions will be held prior to each cycle's deadline, as needed.3. Application Deadline: Interested applicants submit a completed application on or before the application due dates.4. Staff Review Committee: Review committee reviews submitted applications. Applicants (scoring above the minimum threshold) are identified. <p>Total available funds will be apportioned roughly evenly across the two cycles (to assure that funds are available to support activities throughout the year).</p> <p>If more applicants are identified than funding will accommodate, recommendations will be forwarded to the Commission based on the intent and priorities for this funding mechanism and the overall balance of needs in the county.</p> <ol style="list-style-type: none">5. Staff forwards recommendations for Commission action. <p>Review criteria shall include, but not be limited to:</p> <ul style="list-style-type: none">• Merits of proposed activity/event/service• Clear identification of meaningful outcomes• Organizational capacity• Benefits to children 0-5 years and their families

FUNDING GUIDELINES AND CRITERIA (continued)

	<ul style="list-style-type: none">• Applicant funding history (minigrants and other contracts) with First 5• Funding plan / availability of (in-kind, other) resources
6. AGREEMENT TERM	Agreements with funding recipients will be put in place following each Commission action (per cycle), and conclude no later than the end of the fiscal year in which the grant activities will be conducted.
7. PROGRAM IMPLEMENTATION	<p>Step 1: Applicants will be notified of the funding status of their applications.</p> <p>Step 2: After Commission approval, First 5 staff will meet with each recipient (in person or via phone conversation) to finalize the details of the project, timeline, budget, and related issues.</p> <p>Step 3: Agreements will be executed.</p> <p>Step 4: Upon completion of funded event/activity, recipients invoice First 5 for reimbursement for full amount of expenses incurred. In exceptional circumstances, recipients may request an advance for a portion of the minigrant amount. Requests will be handled on a case-by-case basis.</p>
8. EVALUATION	Recipients of funding under this project will be required to complete a survey and participate in any program-level evaluation activities as required by the Commission.