

****Childcare Mini-Grant Applications are due no later than
2 p.m. on Friday, September 11, 2009****

Please review these guidelines and follow all instructions carefully.

Please submit three copies plus the original (4 copies total) of your completed Childcare Mini-Grant application to:

First 5 Nevada County Children and Families First Commission (F5NC)
Terence K. McAteer Family Resource Center
400 Hoover Lane
Nevada City, CA 95959

(530) 265-0611, ext. 223
samie@first5nevco.org

Please do not staple the copies. Thank you.

What is the First 5 Nevada County Children & Families First Commission?

The California Children and Families Act (Proposition 10) tobacco tax money is to develop, support and improve early childhood development from the prenatal state through age five. The First 5 Nevada County Children and Families Commission (F5NC) oversees the use of these funds in our county. The Commission has created a strategic plan in accordance with state law. This plan will serve as the basis for determining which programs, projects and services will be funded in the County. The most current First 5 Nevada County Children and Families First Commission Strategic Plan is available on the Nevada County Children and Families First Website, <http://www.first5nevco.org/> as well as in printed form at the F5NC office.

What is a Mini-Grant?

The Mini-Grant Program is a method of allocating small grants for purposes that further the goals and objectives of the strategic plan. Proposals are accepted twice a year, in March and September, for decisions in April and September. **This September 2009 cycle is directed at Childcare Providers only. There is \$19,000 available for these Childcare Mini-Grants of up to \$2,000.00 each.**

Who can apply for a Mini-Grant?

Any licensed childcare provider in Nevada County can apply for a Mini-Grant: individuals, groups, government agencies, religious organizations, non-profits and for-profit organizations. Any licensed large or small family childcare, center or preschool can apply. Non-licensed caregivers may not apply.

How do I apply for a Childcare Mini-Grant?

To apply for a Childcare Mini-Grant, you must complete the Childcare Mini-Grant application and submit the completed original with three additional copies to the F5NC office. The instructions below will help you complete the application. Here is a checklist of items that you should review before you turn in your application. It is very important that all of the following items are included; **incomplete applications will not be considered.**

- √ A completed *Coversheet*—page 1 of the application
- √ A completed *Program Description*—page 2 of the application.
- √ A completed *Proposed Expenses form*—page 3 of the application
- √ A *Proposal Narrative*—page 4 of the application.
- √ A signed *Statement of Compliance* with nondiscrimination laws (page 5 of the application)

PLEASE NOTE: The Mini Grant Application is a PDF document. If you are unable to use the typewriter function in your PDF software to complete it and would like a word format, please contact us. Any application can not exceed the space limitations provided on the PDF form. The font in which you type can be no smaller than the Arial 10 point font of the Application.

Here are some general requirements:

- A proposal must be submitted on the attached forms. It may be handwritten or typed; we can also send these forms to you by email or put them on a disk for you. Please make it readable.
- Type-face must be no smaller than that of the application (10 point Arial)
- You may attach no more than 2 standard letter size pages of pictures or other information
- Applications received after the due date will be deferred to the next application period.
- Because we have one of the lowest childhood immunization rates in California, the Commission has made it a priority to get immunization information to as many families of young children as possible. Because the agencies and programs we serve have direct access to most Nevada County families, we ask that each project we fund agree to distribute First 5 Nevada County immunization information sheets to families that come in contact with the projects.
- We cannot allocate any funds to supplant existing programs supported by state or local general fund revenues.

We are glad to answer any questions you might have. Call us at 265-0611, ext. 223, or email us at samie@first5nevco.org. Here are some page-by-page guidelines for completing the application:

PAGE 1: COVER PAGE

- Provide organization and contact information as requested.
- Check the box which best describes your business and provide a Tax ID number.
- Give us a short title for the project and summarize it in a few words. You'll have more time to describe the project in the Proposal Narrative section on page 4.
- Indicate how many children, parents and providers will be served by this proposal. Also, indicate what part of Nevada County your project will benefit.
 - **Please note that, by law, First 5 Nevada County Prop 10 dollars can fund projects benefiting pregnant women, children under 6, and their families who reside in Nevada County only.**
- Indicate how much you are requesting from First 5 and what your total budget is for this project. Tell us the project timeline; please note that the contract will require that all activities funded by the contract be completed within one year. Also, tell us what your total operating budget is for this year and last year.
- Signatures: The proposal must be signed by the individual who will contract with the Commission to do the project. If a corporation submits a proposal, the proposal must be signed by a corporate officer or a representative authorized by the organization. If an individual or organization will contract with F5NC through a Fiscal Sponsor or Fiscal Agent, the Fiscal Agent must sign the application. Individuals and organizations may incur state and federal tax liabilities as a result of receiving this grant, and will be required to provide Tax ID and/or Social Security Numbers in the contract. The Commission will report, as required, to state and federal revenue authorities. Governmental agencies are exempt from this requirement.
 - **Nonprofit Status/Articles of Incorporation:**

Nonprofit organizations must provide documentation of tax-exempt status from either the Internal Revenue Service or the Franchise Tax Board. If funded, a copy of the organization's Articles of Incorporation and an authorization from the governing board allowing submission of the proposal must be submitted.

PAGE 2: PROGRAM DESCRIPTION

Look at our Strategic Plan, Focus Area Two and determine what Goal and Indicator best fits your project. Check the box(es) that describe your program. Answer the three questions about your site and the children you serve. Then, tell us about the qualifications of those in your facility. Keep this section to the space provided. You may single space, but the font size can not be smaller than that of the application itself.

PAGE 3: PROPOSED EXPENSES

List the items you intend to purchase. Please note that the Commission has put a \$100 limit per tricycle on tricycle purchases. Contractors are obligated to spend grant funds in accordance with the proposal budget, unless an agreement to modify the budget is included in the contract.

The Commission has the right to require a refund if F5NC funds are not expended as agreed in the contract.

PAGE 4: PROPOSAL NARRATIVE

Answer the four questions listed. In doing so, you will tell us what you want to use the funds for and why they are needed. You will explain how what you intend to do will be developmentally appropriate and meet the needs of the children you serve. Please keep your budget narrative to the space provided. You may single space. If you want to attach pictures or other information, you must not include more than 2 standard letter sized pages of information.

PAGE 5: STATEMENT OF COMPLIANCE WITH NONDISCRIMINATION LAWS

The law requires that persons or organizations that receive public funds not discriminate against persons for certain reasons. You must complete the attached Statement of Compliance Form (Exhibit D). The Statement of Compliance must accompany the proposal to comply with Government Code Section 12990 and California Administrative Code, Title 11, Division 4, Chapter 5.

I sent in my application with 3 copies to F5NC – now what happens?

First, staff will review it to make sure all information is provided. A completed application that passes staff review will then be scheduled for review by a community group, who will make funding recommendations to the Commission. Proposals will be reviewed and funding decisions made at the September 23rd Commission meeting.

As mentioned above, a proposal must demonstrate that the funding will support a strategy or strategies (program, services or project) that appropriately target a goal and indicator in the most current version of the F5NC Strategic Plan. Your proposal will be judged individually and the Commission has full discretion about whether or not to fund a proposal. The Commission will consider how well your idea furthers the goals and indicators in the strategic plan. The Commissioners will also look at other factors based on your application.

Please note: All proposals submitted become the property of the Commission and will not be returned. All proposals shall remain confidential until the Commission decides whether or not to fund them. As part of the review and selection process, the proposal will be reviewed by Commission staff, a community group of three people with knowledge of child care, and by the Commissioners. Members of the public are allowed to review proposals under public records law.

The Commission reserves the right to reject any proposal. All decisions on proposals will be made at a public meeting of the Commission. You will receive notice indicating whether or not you are funded soon after the Commission decides.

The Commission decided to fund my Mini-Grant! Now what?

After you have been approved for funding, staff will work with you to draft a contract for your review and signature. Once we have a signed contract and completed paperwork, payment can be issued.

If your project is funded, we will require:

- a brief report on your project and expenditures due one year after your grant was awarded (the forms for submission will be sent with your contract)
- if applicable, a copy of your tobacco policy
- as part of your contract:
 - a waiver in which you agree that you are not acting as an agent or employee of First 5 Nevada County in carrying out the activities funded by this grant
 - an agreement that you will hold First 5 Nevada County harmless in the event of a lawsuit pertaining to the activities funded by this grant

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