

**Request for Funding:**

**2018-2021 Fiscal Years**

**Community Engagement Grants application process**

# Timeline

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| --- | --- |
| **DATE** | **ACTIVITY** |
| April 29, 2018 | Release of the Requests for Funding |
| May 21, 2018 | Requests are due to the Executive Director by 12:00 p.m. |
| Week of May 21st | Potential interviews with Selected Bidders / Present Recommendation to the Commission for Approval |
| Upon approval by the Commission | Contract will begin on July 1, 2018 |

**Overview of First 5 Trinity**

Since its inception in 2000, the First 5 Trinity Children and Families Commission (First 5 Trinity) has funded programs serving thousands of children prenatal through age five and their families. First 5 Trinity has invested more than millions in a wide range of programs, community activities, and collaborative efforts that address critical issues of child care and development ranging from school readiness and workforce development to health care for children and their families and proper nutrition. To help address these issues, the Commission uses the Strengthening Families Approach which includes five Protective Factors: parental resilience, social connections, concrete support in times of need, knowledge of parenting and child development, and social and emotional competence of children. Research shows that children and families thrive when these protective factors are robust in their lives and communities.

First 5 Trinity’s FY 2015-2020 Strategic Plan outlines strategic principles for the Commission:

1. **Child and Family Focus:** We place the needs of prenatal children through age 5 at the center of what we do and the work that we engage in; we do so in culturally effective ways.

2. **Outcomes-driven:** We create positive results that are measurable, and we use monitoring and evaluation as a tool for continuous improvement.

3. **Collaboration:** We facilitate and participate in partnerships across disciplines, all county commissions, stakeholder groups and traditional silos.

4. **Financial Stewardship:** Look for opportunities to leverage funds and increase impact; invest in specific areas to create lasting systemic change; make narrow and deep investments to achieve the greatest impact.

The Two Primary Roles of the Commission are:

* **Funder/Grant Maker:** First 5 Trinity will invest financial assets in direct services and programs that aim to have a positive impact on the lives of young children and families.
* **Partner, Convener, and Advocate:** First 5 Trinity will: 1) create partnerships that bridge and bond existing assets; 2) bring key stakeholders together to support innovative thinking, promising practices, and policy development; and 3) support advocacy and policy/systems change for children and families.

Given the reduction in tobacco tax revenues the Commission plans to expand their role as Partner, Convener, and Advocate, and decrease their investments in direct services over the next several years.

The Commission bases its funding decisions on the following guidelines:

* Focus on one or more of the following areas:
* Community needs being addressed
* Increase community resources available to benefit children ages 0-5 and their families
* Outreach to diverse community members
* Increase community knowledge about early childhood development
* Encourage children ages 0-5 and their parents to spend quality time together
  + Promote community gatherings, events, celebrations that have a positive impact on the community on behalf of children ages 0-5 and their families
* Address the overarching mission of First 5 funding: health, dental health, nutrition, literacy, community and family strengthening, school readiness and preschool skill building related to the Protective Factors
* All requests must include at least one (1) measurable outcome that falls in line with the Commission’s strategic plan; grantees are expected to include no less than three (3) measurable outcomes.
* Grantees are required to provide data and input into the required First 5 evaluation process. Grantees will use the evaluation tool provided to them and will be required to submit an evaluation report and quarterly invoice within 15 days of the end of each quarter. No payment will be authorized without an approved quarterly report and invoice. Any organization that fails to provide this report will be considered ineligible for future funding.

# Overview

For the period July 1, 2018 through June 30, 2021, the Commission will direct resources in partnership with non-profits, schools, governmental entities, faith-based communities and others to address areas of particular concern in Trinity County: Early Learning and Development Initiative (Empowered Children and Families); Family Support and Strengthening Initiative (Systems of Care); Health Initiative (Early Care and Development). It is recommended that all potential respondents to this Request for Funding review the First 5 Trinity County Strategic Plan for more information about the goals and objectives of First 5 funding.

Under these funding focuses, First 5 Trinity County will support activities across a broad geography throughout Trinity County, and partner together with diverse groups of organizations, stakeholders, providers and other entities to engage all community member around the discussions about improving the health and educational outcomes of children ages 0-5 and their families.

**Community Engagement Grant Funding Guidelines**

Through the Community Engagement Grant funding, First 5 Trinity is offering a total of $230,000 for community-driven activities that benefit pregnant women, children ages 0-to-5 and their families, or providers working on behalf of young children. Support will be awarded for a minimum of $5,000 and a maximum of $150,000. Community Engagement Grants will be funded throughout the county for a three-year period (July 1, 2018-June 30, 2021) with annual contract renewals and updates to the project’s evaluation plan.

The purpose of the Community Engagement Grant funding is to involve members of the community to identify and build upon existing community resources targeting their specific needs. The goals are to 1) encourage community involvement and support community participation and development of projects that support the mission of First 5 Trinity; 2) to provide supportive funding for education and training that contributes to improving the capacity of individuals and organizations in Trinity County to serve expectant parents and children 0-5 and their families; and 3) to enable organizations to purchase educational supplies/materials/equipment that will benefit children 0-5 and their families. Requests that are collaborative in nature and leverage other sources of funding or resources are highly encouraged.

Examples of appropriate projects:

* Hire a mobile dental clinic to provide specific services
* Conduct a study on a topic relevant to pregnant women and/or children ages 0-5
* Provide training for employees that will provide long-term improvements in care and support for pregnant women and/or children ages 0-5
* Strengthen the community for children by sponsoring an event or children’s fair
* Other ideas may be vetted through a Commissioner or the Executive Director prior to submitting a RFF

Funding may be awarded in amounts less than what is requested. First 5 funds can only be used to support children 0-5 and their families. Therefore, if a proposed event/activity will also serve individuals outside of First 5 Trinity County’s age-range, other funding sources must be available to supplement First 5’s potential funding.

**First 5 Grants cannot be used for:**

* Field trips
* Out of state trainings
* Religious activities
* Direct assistance to individuals/families
* Political campaigns or fundraising activities
* Capital improvements to an individual’s home
* Existing obligations or retroactive funding for costs already incurred

**Grant Guidelines and Policies**

Community Engagement Grant Applications will be accepted from April 30-May 21, 2018. The deadline for Applications is Monday, May 21, 2018 at noon. Late or incomplete Applications will not be processed.

Please make note of the following criteria and restrictions for Community Engagement Grant funds:

1. Proposed projects must benefit all or a subset of the following Trinity County residents:

a. Pregnant women

* 1. Parents or other caregivers
  2. Children ages 0-to-5
  3. Providers of services to one of the above

1. First 5 Trinity funds cannot be used to supplant or take the place of funding for existing services, including existing staff time. Funds must be used to create, enhance, or expand services. Current grantees cannot use Community Engagement Grant funds to supplement or expand their existing F5S scope of work or budget.
2. Groups eligible to request funds include, but are not limited to: parent groups, church groups, community groups, neighborhood associations, service clubs, schools, non-profit organizations, community-based organizations and government agencies. Individuals are not eligible to apply for this funding.
3. A specific group cannot receive more than one Community Engagement Grant in a fiscal year.
4. Funds may not be used for capital improvement projects or for fundraising events such as walk-a-thons, tournaments, fashion shows, and/or on-going fundraising expenses in an organization.
5. Proposed activities must be non-discriminatory and tobacco free.
6. The contract period is not more than one fiscal year; however, if the program/project is successful, funding may be renewed for up to two additional terms.
7. Funded organizations and collaborative partners are strongly encouraged to allocate a portion of their existing revenue and resources to support the activities in this Request for Funding (RFF). In-kind and matching contributions may include staffing, volunteers, facilities, supplies, and services. Cash match contributions may include new or restricted funds to support the proposed program.
8. First 5 Trinity must be notified in writing if a funded organization obtains funding or other income from a source other than First 5 for their funded program. In addition, it is the expectation that all funds that are leveraged from First 5 dollars be reinvested in the First 5 funded program during the same contract term in which the funds were leveraged.
9. First 5 Trinity must be acknowledged on all materials and advertising by stating “Support for this program provided by” followed by the First 5 Trinity logo. Grantees must obtain final approval on all materials and advertising from First 5 Trinity. Grantees should submit documents for approval with enough lead time to allow for review and edits prior to printing deadlines, publication, and/or distribution. Grantees may also be asked to coordinate outreach and public relations materials with First 5 Trinity staff to assure common messaging and coordination with other First 5 Trinity programs.
10. The Commission reserves the right to reject any proposed program(s) or program components. Issuance of this RFF does not constitute a commitment by the Commission to award a contract. The Commission reserves the right to reject any or all Applications received in response to this RFF or to cancel this RFF if it is in the best interest of the Commission.
11. By submitting an Application, an organization agrees that it is authorizing First 5 Trinity to verify any or all information and/or references given in the Application.
12. Expenses associated with preparing and submitting an Application are solely the responsibility of the applicant and will not be reimbursed by the Commission.

## **Grant Application Process**

1. Your completed Application consists of all four documents listed below:
   * Application Cover Sheet
   * Application Narrative (Not to exceed six (6) pages)
   * Budget and Justification
   * Completed W-9

1. Please submit your completed Application in the following way:
   1. Print your completed Application and have an Authorized Agent sign it in blue ink.
   2. Make a complete copy for your records.
   3. Prepare the original and two (2) copies of your Application for First 5 Trinity in the following way:
      * Clip the original with a binder clip. Do not staple.
      * Staple (2) copies and place each in a separate, sealed envelope. The sealed copy will be given to each member of the grant review team. These copies will not be opened or altered by First 5 Trinity.
   4. Be sure to include all of the information required in this RFF, including mandatory attachments. Re-check the application to ensure completeness. If any of the components are omitted from the application, the application will be considered incomplete and out of compliance with this RFF and will not be reviewed.
   5. Do not provide any additional attachments unless otherwise requested in this RFF.

Any extra materials and/or attachments submitted that are not requested under this RFF will be discarded prior to application review, including pages that go over the maximum number in specified sections with page limitations.

* 1. Mail or hand-deliver Application Packet (1 original and 2 copies) to:

First 5 Trinity

P.O. Box 1362

111 Mountain View (via HRN)

Weaverville, CA 96093

1. Applications must be received by First 5 Trinity on or before **12 pm (noon) on Monday, May 21, 2018**, regardless of the postmark date. Electronic transmission either by fax or email will NOT be accepted.
2. A late or incomplete Application will be considered non-responsive and will not be reviewed for funding.
3. No changes, modifications, corrections, or additions may be made to the Application once it is received. No exceptions will be made.

## **Application Narrative**

**Writing**

Be as clear and succinct as possible in your application responses. Avoid the use of acronyms and jargon without providing clear definitions and explanations of terms. The quality of the content is important, not volume. Do not assume the reviewers have prior knowledge of your organization, your past history as it pertains to the proposed program, or familiarity with any curricula/program models being proposed.

**Formatting**

All pages of the application must be on 8.5” x 11” paper. Use 11-point, black Arial font, single spaced lines, and set page margins at 1 inch on all sides when writing the narrative. Restate each Application Narrative Question, then write your response below. Number each page of the application consecutively. The narrative must not exceed six (6) pages.

**Required Application Narrative Questions:**

1. **Describe your proposed project. Clearly address the major activities you will undertake.**

Examples of information to include:

* + How activities address one of First 5 Trinity’s Goals and Initiatives
  + Details about how you will conduct the project, including descriptions of activities and project timelines
  + Involvement and collaboration of other agencies and partners

1. **Describe who your project will serve (target population).**

Examples of information to include:

* + Number of individuals served (Children 0-2, Children 3-5, Parents of Children 0-5, Providers) and how these numbers were estimated
  + How you will connect with the proposed target population
  + The geographic reach of your project
  + Relationship and history with target population

**3. What is the rationale for the proposed project and activities?**

Examples of information to include:

* + Why the activities were selected
  + Target population need(s) addressed by the proposed project activities

1. **Describe what specific changes (outcomes) your project will achieve.**

Examples of information to include:

* 1. Description of project objectives and specific desired outcomes
  2. How project activities will be monitored and measured
  3. Who will be responsible for monitoring and reporting
  4. How movement towards achieving the stated outcomes will be determined
  5. Tools or processes to be used for monitoring (examples include sign-in sheets, databases, etc.)

**5. Describe your organization’s capacity to effectively implement the proposed project.**

Examples of information to include:

* + - Organizational background, mission, history
    - Strengths and history that align with proposed project
    - Who has been identified to work as project lead
    - How consultants will be identified, if applicable

1. **Briefly describe your program costs.**

Examples of information to include:

* + - How much funding is requested, and what the funding will provide
    - What funding, if any, will be matched and/or leveraged
    - If volunteer hours will be used, and if so, how and how many

# Community Grant 2018-21 Application Cover Sheet

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| **Applicant Information** | | |  | |
| **Applicant Legal Name:**  **(MUST MATCH W-9, UNLESS USING A FISCAL AGENT)** | | |  | |
| **Fiscal Agent, if Applicable:**  **(MUST MATCH W-9)** | | |  | |
| **Mailing Address:** | | |  | |
| **City:** | | **State:** |  | **Zip:** |
| **Phone:** | | **Tax ID:** |  | |
| **Contact Person** | | |  | |
| **First Name:** | | **Last Name:** |  | |
| **Title:** | | **Phone:** |  | |
| **Email:** | | |  | |
| **Signature Authority** | | |  | |
| **First Name:** | | **Last Name:** |  | |
| **Title:** | | **Phone:** |  | |
| **Email:** | | |  | |
| **Type of Applicant: (check one)** | | |  | |
|  County or State Educational Institution |  County Government Agency | | Non-profit/Community-Based Organization | |
|  School District |  Other Government Agency | |  Private Entity/Institution | |
|  Other (please describe): | | |  | |
| **Is your organization a North State QRIS Participant? Yes** ☐ **No** ☐ | | |  | |

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| **Application Overview** | |
| **Project Title:** | |
| **Amount Requested:** | **Project Completion Date:** |
| **Please provide a 2-3 sentence summary of your project and its purpose. Identify at least one result that you expect to achieve.** | |

I certify that the information contained in this application is true and correct to the best of my knowledge and belief. The funds and materials being requested in this application will not be used to raise funds or be sold. The funds being requested in this application do not supplant any existing revenue sources. I further certify that this application is submitted with the full knowledge and endorsement of the individual or board of this organization, which is empowered to enforce compliance with all contract conditions.

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| **Signature (must sign in blue ink)** | **Date** |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Name of Person** | **Title** |