



Funding Opportunity

**Community Mini-Grant Program
Application Guidelines
FY 2016-2017**

Sutter County Children & Families Commission
1531-A Butte House Road
Yuba City, CA 95993

(530)822-7505
(530) 822-7508 Fax
www.suttercounty.org/cfc
www.sutterkids.org

General Overview

A. Sutter County Children & Families Commission

On November 12, 1998, California voters passed Proposition 10, the “California Children and Families First Act of 1998.” The Act provided for a 50 cent per pack tax on cigarettes. The monies collected are to be used to fund anti-smoking and early childhood education programs, including parent education, health and child care programs that promote early childhood development from prenatal through age five.

Funds from Proposition 10 are distributed to local counties based on the number of babies born in that county. Sutter County Children & Families Commission is responsible for developing a strategic plan to guide local funding decisions that are consistent with the intent of the California Children and Families Act.

Sutter County Children & Families Commission was established in 1999. It is led by a Commission appointed by the County Board of Supervisors.

Note: Throughout the remainder of this document, Sutter County Children & Families Commission (SCCFC) will be referred to as the “Commission.”

B. Strategic Plan Goal Areas and Objectives

The Commission conducted a comprehensive strategic planning process to guide community investments from July 1, 2015 to June 30, 2020. Strategic planning sessions were facilitated with the Commission and community members. The information gathered from this community input process served as a guide for the strategic planning process and resulted in the adoption of the 2015-2020 Sutter County Children & Families Commission Strategic Plan.

Goals

The goals of the 2015-2020 Strategic Plan are organized into four Goal Areas: Improved Family Functioning, Improved Child Development, Healthy Children and Families, and Improved Systems of Care. These goals are consistent with the focus and intent of the Children and Families Act, builds on what has been learned and accomplished locally, and provides a framework for the Commission and the community for how Proposition 10 funds will be invested over the next three years. The Goal Areas, including corresponding objectives, are what the Commission would like to see happen for children ages 0 to 5 in Sutter County.

Purpose of the Community Mini-Grant Program

The purpose of the Community Mini-Grant Program is to provide small grants **up to \$5,000.00** for projects, programs and/or events that benefit children 0-5 in Sutter County. For fiscal year 2016-2017, the Commission has allocated \$25,000.00 for the Mini-Grant program (*this includes both Community and Childcare Provider*).

The Community Mini-Grant application must be related to the Commission's 2015-2020 Strategic Plan and supports the goal areas of improved family functioning, improved child development, healthy children and families, and/or improved systems of care.

Proposals that are collaborative in nature, leverage other sources of funding or resources, and reach all regions of the county are highly encouraged.

Eligibility Criteria

Individuals, groups, government agencies, faith-based organizations, non-profits and for-profit organizations can apply for the Community Mini-Grant program to fund projects, programs and/or events benefitting pregnant women, children prenatal through age five and their families in Sutter County.

Application Process

All applicants must attend the Application Information Workshop. The mandatory workshop will be held **Thursday, October 13, 2016 at 3:30 PM at the Sutter County Children & Families Commission office**. The Application Information Workshop will provide an opportunity to review the application process and to discuss project ideas with Commission staff. Attendance is mandatory for application to be considered for funding.

Applications must be received by **December 8, 2016 at noon**. Please note: Incomplete or late applications will be not considered.

To be considered, you must complete and submit the following by mail or hand delivered:

- Mini-Grant Application & Agreement;
- Project Narrative (*not to exceed 3 pages*);
- Budget Request Form and Budget Justification; and
- Insurance/Nondiscrimination Statement of Compliance.

Please submit one (1) original and five (5) copies of the complete application by mail or hand delivered to:

Sutter County Children & Families Commission
1531-A Butte House Road
Yuba City, CA 95993
Attention: Mini-Grant Program
Michele E. Blake

Sutter County Children & Families Commission staff offers technical assistance and is available to answer questions, go over the application, and provide feedback on drafts of your application. Please call (530) 822-7505.

Funding Process

Applications will be reviewed and scored by Commission staff and an independent reviewer panel. The recommendations will be presented to the Commission for final approval. Commission staff will exercise discretion in recommending a request for funding. Not all applications will be recommended for funding. Applications may be recommended for full or partial funding or no funding. Funding decisions made by the Commission are final and cannot be appealed. All applications and materials submitted shall become property of the Commission.

Notification letters will be mailed within 2 business days following the January 2017 scheduled Commission meeting at which mini-grant applications are considered for approval.

Important Dates to Note

Release of Mini-Grant	September 22, 2016
Mandatory Orientation	October 13, 2016
Application Submission Deadline	December 8, 2016 Noon
Notice of Intent to Award	January 20, 2017
Final Report due to Commission	May 31, 2017

Responsibilities of Grantees, if Awarded

- Comply with the terms of the agreement
- Certify that funds received from the Commission will not be used to replace or supplant funding from other sources
- Keep careful records, including receipts, to document authorized expenses
- All recipients will be required to submit a final report and a Post Evaluation Survey to describe how services outlined in the application have benefited the children/families
- Not allow the use of tobacco products at your workplace
- Agree to consult with an evaluation consultant designated by the Commission, if required
- Submit final report to Commission office no later than May 31, 2017. Any unspent funds must be returned to the Commission no later than June 30, 2017.

Community Mini-Grant Application & Agreement

Amount Requested from Sutter County Children & Families Commission: \$ _____
(This amount must be \$5000.00 or less)

Descriptive Title of Project: _____

Summary of Proposed Project: _____

Number of children prenatal to age 5 you expect to serve:	Number of parents you expect to serve:	Number of childcare providers you expect to serve:
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Please indicate the geographic area your project will serve: _____

Project Timeline: _____ to _____ **or** One Time Project
(Start Date) (End Date)

Organization Information

Name of Requesting Organization or Individual _____ Primary Contact _____

Address _____ City _____ State _____ Zip Code _____

Telephone _____ Facsimile _____ E-mail _____ Website _____

Executive Director (if applicable) _____ Fiscal Sponsor (if applicable) _____

Type of Business/Agency(check one): Individual Corporation
 Private Non-profit Partnership
 Private For-profit Other(describe) _____

Business Tax ID # or Individual's Social Security Number: _____

AS THE AUTHORIZED REPRESENTATIVE OR GROUP REPRESENTATIVE, I CERTIFY THAT:

- The governing board of the applying agency (if applicable) has authorized this application.
- I or the organization represented in this application is physically located within Sutter County.
- The term of this mini-grant funding is FY16-17 and my project must be complete by May 31, 2017.
- I acknowledge that upon approval of funding, my organization/group will receive 75% of the Commission approved mini-grant award. The balance of 25% (Final payment will be based on actual expenditures. Final payment amount will not exceed the 25% balance or the amount actually expended for the project.) will be paid to the organization/group upon Commission office receipt, review and approval of final report and expenditure backup documentation. Mini-grant expenditures must be in accordance with the approved mini-grant budget. Any mini-grant funds not expended must be returned to the Commission by June 30, 2017.
- I agree to use the mini-grant funding solely for the project/program described in my application narrative and budget submitted in my application and approved by the Commission.
- I agree to participate fully in Commission evaluation efforts and site visits applicable to this mini-grant.
- Any materials written, publicized, produced, or distributed by the approved project must contain the statement, "SUPPORTED BY FUNDS RECEIVED FROM SUTTER COUNTY CHILDREN & FAMILIES COMMISSION" and include the Commission logo.
- I agree this is a public process and all documents submitted are subject to public review.
- I will not hold Sutter County Children & Families Commission or the County of Sutter liable for any loss, accident or legal dispute arising from the grant processor actions implementing a grant reward.
- I will be solely responsible for my actions, and not hold Sutter County Children & Families Commission or the County of Sutter responsible for the actions of others, for legal matters ensuing from all aspects of the grant process.
- Sutter County Children & Families Commission or the County of Sutter is not responsible or liable for equipment purchased, its use or any accidents that may occur during its use.
- To the best of my knowledge data provided in this application is true and accurate. I agree that if I misrepresent the items contained in this application or do not use the materials identified and purchased for children ages 0-5 in Sutter County, I will reimburse the Commission any funds expended on my behalf through this mini-grant.
- I acknowledge the Commission is the final authority regarding the approval or disapproval of mini-grant funding. The Commission will not hear appeals.
- I understand that if the application I submit is not complete or submitted to the Commission office after the deadline of Thursday, December 8, 2016 Noon it will not be scored or considered for funding.

Name: _____

Signature: _____

(Grantee/Person authorized to bind this agreement)

Title: _____

Date: _____

Project Narrative

1. Please refer to the Sutter County Children & Families Commission Strategic Plan (available from our office or online at our website, www.suttercounty.org/cfc) indicate which **one** of the following Goal Areas is addressed by this project:
 - Improved Family Functioning
 - Improved Child Development
 - Healthy Children and Families
 - Improved Systems of Care

Please provide responses to the following questions. Use no more than **three (3) pages, single spaced** for your proposal narrative, with the sections sequentially numbered and titled as indicated below.

2. Clearly state the purpose of your project and why it is needed in Sutter County.
3. Thoroughly describe your project. State WHAT you intend to do. Be sure to state 1) WHO will do the work, 2) WHERE it will take place, 3) HOW will it be accomplished, and 4) WHEN it will be done.
4. What change do you expect as a result of this project?
5. How will you measure this change? Please list the tools you would use and how you would use them; including specifics on what degree of change you expect to be captured by the measures.
6. Please tell us about you or your agency. What capabilities, skills, qualifications, experience, and/or credentials do you have to carry out this project?
7. What local and/or leveraged resources are you using for your project?
Example: volunteers, adding donations or funding, property or equipment.

Budget Request Form

Please use this form to fully itemize your project's budget. Use a separate sheet of paper if necessary (using the same format). Use only the budget categories needed for your project. Include actual tax and shipping charges. Attach detailed information for each item you are asking for in the mini-grant. For example, provide a page copied from a catalog or website that describes the item and lists its price. Do not include indirect costs.

CATEGORY	UNIT COST	TOTAL AMOUNT
<p>Project Supplies and Material* Please attach bids, descriptions, and photos from catalog or website to clearly identify the items you are requesting.</p>		
<p>Other – please specify (Do not include indirect costs)</p>		
TOTAL		

Applicant Name: _____ Signature: _____

*if your project involves labor or installation (for example, assembling and installing new playground equipment), please describe who will do the work and whether it is paid or volunteer labor

Budget Justification

Please provide responses to the following questions. Use no more than **one (1) page, single spaced** for your budget narrative, with the sections sequentially numbered and titled as indicated below.

1. Please briefly explain the proposed budget, including other funding sources, in-kind costs, and any collaboration. Please clearly state exactly what Sutter County Children & Families Commission funding would be paying for.

Insurance

The Grantee shall maintain a commercial general liability insurance policy in the amount of one million dollars (\$1,000,000). Where the services to be provided under this Contract involve or require the use of any type of vehicle by the grantee in order to perform said services, the Grantee shall also provide comprehensive business or commercial automobile liability coverage including non-owned and hired automobile liability in the amount of \$300,000. Said policies shall remain in force through the life of this Contract and shall be payable on a "per occurrence" basis unless the Commission specifically consents to a "claims made" basis. If the Commission does not consent to "claims made" coverage, the Contractor shall purchase "tail" coverage in the event that the Contractor changes insurance carriers during the term of this Contract or for one year thereafter. Proof of such "tail" coverage shall be required at any time during the term of this Contract that the Contractor changes to a new carrier prior to receipt of any payments due. The Commission shall be named as an additional insured on the commercial general liability policy and the automobile liability policy. The insurer shall supply certificates of insurance and endorsements signed by the insurer evidencing such insurance to the Commission prior to commencement of work and said certificates and endorsements shall provide for a minimum ten (10) day advance notice by the Commission of any termination or reduction in coverage.

_____ **Initial here if this contract does not involve the use of any vehicle.**

_____ **Initial here if this contract DOES involve the use of a vehicle.**

Nothing herein shall be constructed as a limitation of the Grantee's liability and the Grantee shall indemnify and hold the Commission harmless and defend the Commission against any and all claims, damages, losses, and expenses that may arise by reason on the Grantee's negligent actions or omissions. Commission agrees to timely notify Grantee of any negligent claim.

Failure to provide and maintain the insurance required by this Contract will constitute a material breach of the agreement. In addition to any other available remedies, the Commission may suspend payment to the Contractor for any services provided during any time that insurance was not in effect and until such time as the Contractor provides adequate evidence that Contractor has obtained the required coverage.

Nondiscrimination Statement of Compliance

_____ (herein referred to as "prospective contractor")
(Individual or Organization Name)
hereby certifies, unless specifically exempted, compliance with Government Code Section 12990 and California Administrative Code, Title II, Division 4, Chapter 5, in matters relating to the development, implementation, and maintenance of a nondiscrimination program. Prospective contractor agrees not to unlawfully discriminate against any employee or applications for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, sexual orientation, sex, or age (over forty).

Signature

Date