



Community Development Mini-Grant Guidelines 2017-2018

Statement of Interest to Apply Step 1

First 5 Imperial - ICCFFC
A County Commission of Proposition 10
California Children and Families Act of 1998
1240 State Street
El Centro, CA 92243

Community Development Mini-Grant Guidelines
Step 1
FY 2017-2018

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The Imperial County Children and Families First Commission Strategic Plan as well as Mini-Grant guidelines and the Statement of Interest to Apply documents are available in printed format at the Commission office and/or can be downloaded at www.icprop10.org. These documents may also be requested by email to bead@co.imperial.ca.us. For further information, visit

icprop10.org

A. Introduction to First 5 Imperial aka Imperial County Children and Families First Commission Community Development Mini-Grant FY 2017-2018

First 5 Imperial (Commission) has allocated \$100,000 for the purpose of funding mini-grants over the course of a one-year award process that will apply to the 2017-2018 fiscal year. The Commission will award applicants under a two-step process. **Step 1** will require applicants to complete and submit the Statement of Interest to Apply form by the stated deadline. **Step 2** will require applicants that have been identified through review of Step 1 to submit the Community Development Mini-Grant Application 2017-2018 by the stated deadline. All applicants submitting a Statement of Interest to Apply form will be notified in writing if they were selected to submit a mini-grant application under Step 2. Please note that an invitation to submit a mini-grant application under Step 2 does not guarantee funding. For all contracts, continued funding will depend on compliance with all requirements contained in the contract and funding levels accrued from Prop 10 revenues.

Interested agencies should submit the enclosed Statement of Interest to Apply form with the required information; a maximum award of \$25,000 will be considered. The objective of these mini-grants will be to enhance the capacity of organizations to better serve expectant parents, children 0-5 years of age and their families.

Public and non-profit agencies may apply through Step 1 of the Community Development Mini-grant including but not limited to community-based organizations, neighborhood associations, preschools, collaboratives, faith-based organizations, and civic agencies. Applications will be processed within the aforementioned two-step process outlined under the timeline enclosed within these guidelines.

First 5 Imperial reserves the right to modify the timeline established or to cancel the mini-grant process at any time. Notification of changes will be posted on the Commission's website. Deadline submittal dates for this mini-grant have been established as follows:

<i>Description</i>	<i>Release Date</i>	<i>Submission Deadline</i>
Step 1	December 22, 2016	January 25, 2017
Step 2	February 6, 2017	March 20, 2017

Please review the Community Development Mini-Grant FY 2017-2018 Timetable for detailed information.

B. The Application Process

Step 1 of the Mini-Grant process requires that interested applicants must first submit a Statement of Interest to Apply form. This document is due at the Imperial County Purchasing office no later than 4:00 p.m. as set forth on the Timetable which is included within these guidelines. Applicants who timely submit a Statement of Interest to Apply will receive a letter acknowledging receipt of their submittal within 10 working days of the due deadline. The Commission will review all Statements of Interest to Apply and make a determination on proposed Projects that will be invited to apply under Step 2 of the process. A letter of acceptance or rejection by the Commission based on the Statements of Interest to Apply will be sent to the interested party submitting the form no later than the release date noted under Step 2 of the application process.

Agencies interested in competing for a Mini-Grant must only submit the completed Statement of Interest to Apply form to meet the requirements for the identification to submit a full mini-grant application as noted under Step 1 of the selection process.

The information that must be included in the Statement of Interest to Apply form consists of the following:

- a. Organization/Agency Name
- b. Project/Activity Title
- c. Amount being Requested (not to exceed \$25,000)
- d. Organization/Agency Address
- e. Telephone and Fax Number
- f. Email address if applicable
- g. The name of the contact person assigned to the mini-grant, and their title with the organization/agency
- h. Identify if the proposal is being submitted by a non-profit organization, public agency or other
- i. Check off the target population (children 0-5, parents of children 0-5, or caregivers of children 0-5)
- j. A brief description of the activities that are being proposed by the project, basis of the need for the activities, and how the project proposes to benefit the target population through the activities.

C. Deadline and Submission Instructions

Applicants submitting a Statement of Interest to Apply should further adhere to the following submission guidelines:

Deadline to submit the Statement of Interest to Apply is **January 25, 2017 by 4:00 p.m.**

- a. Submit one (1) original signed in blue ink. No cover page nor additional documents are needed. Elaborate artwork, expensive paper and binding are neither necessary nor desired.
- b. Statements of Interest to Apply must be submitted in the format for the statement enclosed under this document as developed by the Commission and the information must not exceed the limit of the one-page form; all forms must not exceed the one page, with a minimum size 10 font. Any information beyond the one-page limit will be discarded and omitted during the review process (this includes cover pages and supporting documentation). Statement of Interest to Apply must be submitted in type-written format (no handwritten submittals will be accepted).
- c. All Statement of Interest to Apply forms must be mailed or hand-delivered to the Imperial County Purchasing office. Faxed or email application forms will not be accepted. It is the responsibility of the applicant to ensure that applications are received at the Imperial County Purchasing office by the due date.
- d. Mini-grant Statement of Interest to Apply forms received after the due date, even though they are postmarked on the due date, will not be accepted. Forms must be submitted no later than 4:00 p.m. on the due date to the following address:

Imperial County Purchasing
Attn: First 5 Imperial Mini-Grant
1125 Main Street
El Centro, CA 92243

- e. Interested Applicants must comply with the content requirements, format, and submittal criteria established under the Community Development Mini-Grant Guidelines 2017-2018. Failure to follow the appropriate criteria may disqualify the applicant from applying for mini-grant funding consideration.

The rules governing the application, submission, structure and/or review under this process for all Statement of Interest to Apply forms and Mini-grant Applications received by the Commission are subject to change. Any changes reflected to this application will be posted by April 7, 2017 on the Commission's website and any applicant that has submitted a Statement of Interest to Apply form will be notified in writing.

D. Background on First 5 Imperial (Commission)

The youngest children residing in Imperial County and their families have been presented with valuable new opportunities since the development of the local Children and Families First Commission subsequent to the approval of Proposition 10. This Act, authored under the direction of Rob Reiner, was ratified by California voters in 1998. The standard supporting this law entailed that a new tax would be levied on tobacco products sold in the state. Monies generated through this tax are designated to provide services that center on

the optimal development of children 0-5 years of age, in addition to tobacco awareness and cessation programs. The Act further requires the creation of a Proposition 10 Commission for each County. The Imperial County Children and Families First Commission was established under the authority of Imperial County Ordinance # 1231 in 1998. A nine-member Commission panel, assembled under the direction of this ordinance, would realize Proposition 10 priorities at the county level.

VISION

All Imperial County children will thrive in supportive, nurturing and loving environments, enter school healthy and ready to learn, and become productive, well-adjusted members of society.

MISSION

Current research in brain development clearly indicates that the emotional, physical and intellectual environment that a child is exposed to in the early years of life has a profound impact on how the brain is organized. The experiences a child has with respect to parents and caregivers significantly influences how a child will function in school and later in life. The California Children and Families Act of 1998 is designated to provide, on a community-by-community basis, all children prenatal through five years of age with a comprehensive, integrated system of early childhood development services. Through the integration of health care, quality childcare, parent education and effective intervention programs for families at-risk, children, their parents and caregivers will be provided with the tools necessary to foster secure, healthy and loving attachments. These attachments will lay the emotional, physical and intellectual foundation for every child to enter school ready to learn and develop the potential to become productive, well-adjusted members of society.

RESULT AREAS

The Commission will work to promote projects that focus in any one of the activities in the following areas:

1. Improved Family Functioning
2. Improved Child Development
3. Improved Child Health

E. Funding Priorities

Potential Community Development Mini-Grant applicants may submit Statement of Interest to Apply forms for activities that fall within at least one need identified in the Strategic Plan adopted by the Commission. A copy of this plan may be requested through the Commission Office or may be downloaded from the Commission's website at www.icprop10.org. Furthermore, activities realized must reflect the *Vision, Mission* and support one of the three goals established by the Commission. Funding priorities will focus on these three goals, also referred to as “result areas” which are:

Goal 1:	Promote parenting and caregiver services, prenatal and postnatal, to enhance optimal child development and to encourage healthy, stable and economically independent families.
Goal 2:	Improve the development and school readiness of young children from birth through age five.
Goal 3:	Develop multi-disciplinary intervention and treatment services to enhance the medical, emotional, physical and mental well-being of young children.

Examples of activities that may be funded include, though are not limited to the following:

- Staff development and training
- Information dissemination campaigns that focus on children 0 through 5 years
- One-time events/workshops that target families
- Licensing fees
- Family literacy projects
- Educational outreach
- Kindergarten transition enhancement
- Prenatal care workshops
- Materials and supplies to enhance child development
- Marketing and media campaigns
- Caregiver environment enhancement plans
- Family support group development
- Tobacco education and cessation efforts

F. Mini-Grant Funding Eligibility Criteria

Funding eligibility will be established through the criteria listed in this section. Please note that the Commission reserves the right to reevaluate this criteria on a periodic basis, and due to funding considerations and changes in policies, the criteria outlined below is subject to change. Any changes in the eligibility criteria for future mini-grants will be posted on the Commission's website.

- Activities outlined in the application/proposal must benefit expectant parents, children 0-5 years of age, parents that have children 0-5 years of age, and/or their immediate caregivers.
- Community Development Mini-Grants are defined as one-time opportunities and based on a one-year time frame.
- All proposed activities must be realized within Imperial County. Funds obtained for Mini-Grants cannot be used to serve families that reside outside of Imperial County.
- Applicants may be non-profit or public agencies.
- Applicants must submit proposals that clearly focus on one of the three goals/result areas identified in the ICCFFC's Strategic Plan.

Priority will be given to applicants that:

- Describe a project that clearly falls within the scope of the ICCFFC's Strategic Plan.
- Clearly address a need of expectant parents and/or children 0-5 years of age.
- Are based within Imperial County.
- Incorporate the *Principles on Equity* which are outlined in the Strategic Plan.
- Offer direct services to expectant parents and children 0-5 years of age.
- Submit a Statement of Interest to Apply form and have never received funding through an ICCFFC grant or other application.
- Outline how the success of the project will be reported to the Commission.
- Incorporate other sources of funding into the proposal.

G. Funding Restrictions

The Commission **will not** provide funding to projects that propose to use Community Development Mini-Grant funds for the following purposes:

- Direct funding for individuals
- Business Ventures
- Fundraising events
- Administrative Costs
- Existing financial obligations (for example, the supplantation of funds already in use for an event)
- Rents/leases
- Insurance premiums
- For the purpose of obtaining a profit

H. Reporting

Community Development Mini-Grant agencies awarded funding will be required to report on the specific elements related to the scope-of-work conducted in accordance with the terms outlined in the Agreement for Services entered into between the potential contractor and the Commission. This information will require that applicants develop an evaluation plan for the proposed activities; a plan that will capture specific data that will be used for the purposes of reporting information to the public. This will include project activity reports, demographic data and budget information. The effectiveness of reports submitted to the Commission should include success during the course of the project, challenges, lessons learned, and concerns for future impact. Through this information the Commission will gather data on how to continue to provide opportunities in the community, as well as set funding strategies that will assist in serving children 0-5 years of age and their families.

I. Rights of the Commission

The Commission reserves the right to negotiate changes to proposals as a condition of approval, to award amounts less than stated in the proposal, and to negotiate reductions or increases of the award amount. The Commission further reserves the right to change or cancel the mini-grant process at any time based on funding trends and if it is deemed to be in the best interest of the Commission to do so. Notification of changes will be posted on the Commission's website.

J. Contact Information

Any questions regarding funding opportunities related to Community Development Mini-Grants may be directed to First 5 Imperial. Contact information for the process therefore is:

First 5 Imperial

Attn: Julio C. Rodriguez, Executive Director

1240 State Street

El Centro, CA 92243

Phone: (760) 482-2997

Fax: (760) 352-6758

Email: jcr@co.imperial.ca.us

Website: www.icprop10.org

K. Assistance to Applicants

Applicants that may need assistance in submitting a Community Development Mini-Grant Statement of Interest to Apply form should contact Commission staff. Assistance will be made available by appointment only to individuals/agencies interested in applying for funding.



Community Development Mini-Grant TIMETABLE FY 2017-2018

Date	Activity
December 22, 2016	Release the Community Development Mini-Grant Guidelines FY 2017-2018, Step 1. Statement of Interest to Apply included in guidelines.
January 25, 2017 4:00 p.m.	Deadline to submit Statement of Interest to Apply. Must submit by 4:00 p.m. to: Imperial County Purchasing Attn: First 5 Imperial Mini-Grant 1125 Main Street El Centro, CA 92243
February 2, 2017	Commission reviews Statement of Interest to Apply forms and makes a determination on proposed Projects that will be invited to apply.
February 6-10, 2017	Invitations to submit Community Development Mini-Grants will be sent to selected agencies/individuals.
March 20, 2017 4:00 p.m.	Deadline to submit Community Development Mini-Grant Proposals. Must submit by 4:00 pm to: Imperial County Purchasing Attn: First 5 Imperial Mini-Grant 1125 Main Street El Centro, CA 92243
April 6, 2017	Commissioners will evaluate and make a determination of Mini-Grant Proposals.
May 25, 2017	Final award of Community Development Mini-Grants to be announced. Contracts will commence July 1, 2017.



STATEMENT OF INTEREST TO APPLY

Applicants interested in submitting a mini-grant proposal for the 2017-2018 mini-grant funding cycle must complete and submit this form to the Imperial County Purchasing office by January 25, 2017 on or before 4:00 p.m. The Commission will review eligible "Statement of Interest to Apply" forms at the regular Commission meeting subsequent to the deadline of submission and will make a selection of applicants to invite for submittal of mini-grant proposals. Please fill out all information accordingly in Type-written format and do not leave any sections blank. Applicants should be familiar with the Imperial County Children and Families First Commission's Strategic Plan.

Organization/Agency Name: _____

Project/Activity Title: _____

Amount being Requested: _____ (not to exceed \$25,000)

Address: _____

Phone: _____ Fax: _____ Email: _____

Project Contact Name: _____ Title: _____

Please check one:

- Non-Profit Community Based Organization Public Agency Other: _____

Target Population (check all that apply):

- Children 0-5 Parents Caregivers

Provide a brief description of the proposed project (include the rationale for its need in the community), describe what area you plan on serving and explain how the proposed project will benefit children 0-5 years of age:

Signature: _____

Date: _____