



Community Outreach Support Guidelines & Application

I. PURPOSE OF THE APPLICATION

First 5 Imperial offers agencies within Imperial County an opportunity to request funding for an event or activity that specifically targets children 0-5 years of age through the **Community Outreach Support** Application. The purpose of this application is to provide limited financial assistance intended to support an activity or event where such a contribution would cover the cost for expenses incurred by an agency for which there is no other source of funding, in addition to enhancing services for children 0-5 years of age and their families. The First 5 Imperial recognizes the importance of providing financial assistance to programs designed to offer services that benefit the lives of young children, and values local efforts to support the community, facilitate education, inform families, offer direct services to benefit children, and disseminate materials and resources in best-practice settings.

II. HOW TO APPLY

In order to be considered for an award under this application, the following criteria must be met: a) a complete Community Outreach Support Application must be submitted in a timely manner, with ample time for review of the application before the event is realized; b) the request must be submitted by a public agency, non-profit agency or a community group/individual sponsored through a public agency or non-profit agency, which must minimally include fiscal sponsorship; c) the need for support must be articulated in a manner that specifically demonstrates how these funds will be used to support services for children 0-5 years of age; d) submit complete and appropriate budget details; and e) state the availability of any other funding available for the proposed activity and guarantee of non-supplantation of funds.

III. BUDGET RESTRICTIONS

Agencies interested in submitting a Community Outreach Support Application may request up to \$1,500.00, though the total award may vary and will depend on the availability of funding and the total number of applications submitted to First 5 Imperial for consideration.

Funding requested through the Application process must include budget detail on costs that are consistent with the proposed activity/event and all calculations should be accurate. In the case where any costs may be estimated these amounts should fall within accepted industry standards. Budget details must be provided under the Budget Request section on page 4 of the application, and any supplemental information on costs may be included as a separate attachment if this would support the request. First 5 Imperial may request additional information and/or costs to realize the stated activities before a final determination on award for these funds is issued.

IV. EXAMPLES OF ACTIVITIES THAT MAY BE CONSIDERED

First 5 Imperial recognizes how significant the contribution for support can be to agencies working to assist families with young children. Therefore the types of activities that may be considered for funding through this application process may include (though are not limited to):

- a) covering costs to serve as support for a planned activity only if this contribution will clearly enhance services, such as to purchase materials for a safety training, family literacy sessions, etc.;
- b) a proportional amount of costs associated with planning and realizing a community resource or health fair;
- c) expenses for planning service delivery through a 'new' activity, such as parent workshop, resource fair, information session, etc.;
- d) proportional costs associated with hosting a conference, where specific sessions clearly target children 0-5 years of age; and
- e) direct services to children where there is a demonstrable need for an intervention though there is clearly a gap in the ability to cover the costs for this service, such as developmental screening or medical/behavioral intervention (the agency must be able to demonstrate that all other avenues for support have been exhausted).

Funds through this application will not be awarded for an activity or event for which funding has already been allocated by another source and/or budgeted by the agency, in addition to the fact that the agency would otherwise not experience financial hardship in realizing the activity or event. Upon submitting the application the agency is guaranteeing that there is a valid reason for the request and, if awarded, the grant funds will not be used to supplant other funds available to the agency.

Please note that any request submitted through the Community Outreach Support Application process must clearly articulate how the funds will be used to support children 0-5 years of age. First 5 Imperial may request additional information or recommend that the application be re-submitted with additional information to support the request. Applicants are encouraged to provide a description of their organization, demonstrate how the proposed activity is consistent with the mission/goals of the agency, and/or attach additional information about the agency to the application, such as a brochure, website page, flyer, etc. If funding is granted, all printed materials must identify First 5 Imperial as a sponsor for the activity. Banners or other appropriate materials identifying First 5 Imperial as a sponsor must be displayed prominently during the activity or event if appropriate.

V. FUNDING TIMELINE AND APPLICATION SUBMITTAL

Applications will be accepted throughout the Fiscal Year or until funding is depleted and funds are no longer available. Organizations may submit applications requesting a maximum of \$1,500.00. Agencies must ensure that the application is submitted in a timely manner to the local office, and are responsible to ensure that an application with an original signature from an authorized representative was received by First 5 Imperial. If the request is to support a scheduled activity or event, then the application must be submitted a minimum of 15 days before the day of the activity or event. Any expenses made prior to approval will not be considered.

Handwritten Applications will not be accepted, therefore, please ensure that the Application form is submitted in typewritten format. A W-9 Form may be requested from applicants. Electronic submissions will not be accepted.

Submit completed Application (pages 1 through 4) to:

First 5 Imperial
Attn: Community Outreach Support
1240 State Street
El Centro, CA 92243

First 5 Imperial

Community Outreach Support Application

(If the request is to support a scheduled activity or event, then the application must be submitted a minimum of 15 days before the day of the activity or event)
Maximum Support \$1,500.00

<p style="text-align: center;">Please Check One</p> <p><input type="checkbox"/> Non-Profit Community Based Organization</p> <p><input type="checkbox"/> Community Group (Grassroots)</p> <p><input type="checkbox"/> Other: _____</p> <p>Not Available to For-Profit Agencies/Individuals</p>	<p style="text-align: center;">Please Check One</p> <p><input type="checkbox"/> Improved Child Health <input type="checkbox"/> Improved Family Functioning</p> <p><input type="checkbox"/> Improved Child Development <input type="checkbox"/> Improved Systems</p>
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Check All That Apply

Project/Activity Service Area

<input type="checkbox"/> County-wide	<input type="checkbox"/> El Centro	<input type="checkbox"/> Westmorland	<input type="checkbox"/> Winterhaven	<input type="checkbox"/> Brawley
<input type="checkbox"/> Holtville	<input type="checkbox"/> Heber	<input type="checkbox"/> Calexico	<input type="checkbox"/> Niland	<input type="checkbox"/> Seeley
<input type="checkbox"/> Imperial	<input type="checkbox"/> Ocotillo	<input type="checkbox"/> Calipatria	<input type="checkbox"/> Salton City	

Agency Name: _____

Project/Activity: _____

Address: _____ City: _____ Zip Code: _____ Website: _____

Project Contact Name: _____ Title: _____

Phone: _____ Email: _____

Fiscal Agent: _____ Federal Tax ID No. _____

Target audience to be served by this project/activity:

of children ages 0-5: _____ # of parents with children ages 0-5: _____

Amount Requested: _____ **Total Cost to Realize Activity:** _____

Summary of Project/Activity (Please summarize in 50 words or less):

Name of Authorized Representative: _____ Title: _____

Signature: _____ Date: _____

Community Outreach Support

Please provide the Commission with information on the following questions:

1. Describe the project/activity the funds will be used for? When and where will the project take place?

2. What need or issue will be addressed through this project/activity? How and why was this event chosen?

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- 3. What agencies/individuals will be involved in the project/activity, and what are their responsibilities? Describe whether their contribution will be in-kind and/or monetary?**
- 4. What will be used to determine if your project is successful? How are children 0-5 years of age and their families going to benefit from this project/activity?**

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Agency Name: _____

BUDGET REQUEST

Total amount being requested from Commission should not exceed maximum award of \$1,500.00.

<i>Line-Item Category (Proposed Expense)</i>	<i>Budget Justification Narrative</i>	<i>Amount being Requested from Commission</i>	<i>In-Kind/ Other</i>	<i>Total (Estimated Cost)</i>
Salary and Fringe				
Operating Supplies				
Equipment Purchases				
Training				
Travel				
Other Expenses				
TOTAL				

Budget Request Form Instructions

Write only in the categories that apply to your request.

- Under each **Line-Item Category** column applicable to your request, identify the exact expense that is requested. For example, if you will purchase 200 children’s books at \$3.50 each, please note this description under the **Operating Supplies** category.
- Under the *Budget Justification Narrative* column, provide a brief explanation of the purpose for this expense. For example, the children’s books will be used as giveaways to parents involved in 20 storytime activities or family literacy events.
- Under the *Amount being Requested from Commission* column, indicate the amount that you are requesting to be funded through this Application. For example, 200 books at \$3.50 per book will be equal to \$700; therefore you would write \$700.00 under this column.
- Under the *In-kind/Other* column, list additional resources used to realize this project. Examples of in-kind support may include staff time, materials donated, cash-match, facilities/space donated for the activity, etc.
- Under the *Total (Estimated Cost)* category, sum up the total expenditures applicable to your activity.
- The Commission may request the agency’s project budget in order to assess the need for funds through this application.