



MISSION

The mission of First 5 Sonoma County is to maximize the healthy development of all Sonoma County children from the prenatal stage to age five through support, education, and advocacy.

First 5 Sonoma County funds programs and services for Sonoma County children from the prenatal stage to age five and their families. First 5 is funded by the California Children and Families Act (Proposition 10). This Act was passed by California voters in November 1998. It placed a tax on tobacco products and brings in more than \$500 million per year for First 5 statewide.

First 5 in each county in California receives a share of this tax money based on how many babies are born in that county each year. Sonoma County's share is about \$5 million annually.

The California Children and Families Act says that First 5 dollars must be spent to promote, support, and improve the early development of children five years old and younger. First 5 Sonoma County does this by funding programs and services for young children and their families and by working to improve early childhood development.

First 5 Sonoma County began in December 1998 when the Sonoma County Board of Supervisors created the Sonoma County Children and Families Commission. The Commission has seven members and governs First 5 Sonoma County. It makes funding decisions and oversees funded programs and services.

MINI-GRANT PROGRAM

First 5 Sonoma County's Mini-Grant Program provides small grants up to \$5,000. There is no minimum request. (Please see section F regarding limits on the size of requests.) If you receive a mini-grant, you will have approximately one year to complete your mini-grant project. Your mini-grant project must help First 5 Sonoma County achieve one or more of the Priority Outcomes for 2006-2010 as explained in section A.

A. COMMISSION PRIORITIES

All funds given out under the Mini-Grant Program must be used for the development and nurturing of Sonoma County children from the prenatal stage to age five.

For the period 2006-2010, First 5 Sonoma County has selected six priority outcomes to guide its funding decisions.

You may request funding for projects or programs that target one or more of the following priority outcomes. Your request should clearly specify which outcome(s) your project addresses.

Priority Outcomes 2006-2010

- Children will be born free of exposure to alcohol, tobacco, and other drugs
- Children will have health care coverage
- Children will have healthy teeth and gums
- Children will be well-nourished and physically active
- Parents and the community will be educated and supported to create safe and nurturing environments
- Early care and education will be of the highest quality

First 5 Sonoma County believes that making progress in these priority areas will result in our youngest children being better prepared when they enter school. Research shows that children who succeed in school succeed in life.

For more information about the priority outcomes, please see First 5 Sonoma County's Strategic Plan documents on our website at www.first5sonomacounty.org.

B. ELIGIBLE ACTIVITIES

You may receive a mini-grant for the following types of activities:

- One-time events or pilot projects (Mini-grants will not be awarded to support ongoing activities or regular staff positions.)
- Projects that address the needs of children ages 0 to 5 within specific populations and/or neighborhoods
- One-time purchase of curriculum materials or equipment, such as indoor or outdoor play equipment, books, or educational tools (Awards have typically not been made for the purchase of computer hardware or software.)
- Development of training(s) and/or enrollment in appropriate training opportunities (Awards have typically not been made for personal scholarships or to pay for regular academic coursework.)
- Technical assistance

C. ELIGIBILITY

Applications will be accepted from:

- Individuals, agencies, or child care providers who have not submitted a successful mini-grant application in the past 24 months (see note below)
- Nonprofit or public organizations
- Community groups that are working with a non-profit, public institution, or private corporation that serves as their fiscal agent (manages the grant money and reporting activities)
- Private corporations or businesses
- Individuals who conduct activities that promote children's development

PLEASE NOTE:

Agencies delivering services through multiple programs or at multiple sites are limited to one application per funding cycle for each program or site that has not received a mini-grant in the past 24 months. Both the administrator of the agency and the site or program administrator must sign the application.

Agencies are also allowed one mini-grant application per application period for agency-wide projects or projects serving multiple sites or programs. The 24-month limit also applies to projects that are agency-wide or serve multiple sites or programs.

After their first successful mini-grant application (and after waiting 24 months), child care providers must apply for any subsequent mini-grants through the Gateway to Quality Mini-Grant Program. This program is designed to support child care providers who have successfully completed an academic course (or equivalent) in Harms-Clifford environment rating scales (ECERS or FCCRS) to improve the quality of their child care environment.* Gateway to Quality applications may be found at www.first5sonomacounty.org.

*The Harms/Clifford Environmental Rating Scales are used to define program quality in early childhood settings and to identify areas that need improvement. These scales are being used world wide and have been designed for center-based and family child care programs serving children of all ages. They evaluate the needs of children in terms of health and safety, positive relationships, and opportunities for stimulation and learning. (For more information about attending a Harms/Clifford class, contact Santa Rosa Junior Colleges' Child Development Department at 707/527-4315. Stipends are available.)

D. APPLICATION REQUIREMENTS

Please submit **one (1) original and seven (7) copies of your proposal** to the address listed below. In order to be considered for funding, your proposal must include:

- A signed Application Cover Sheet with an original signature
- A completed Application Form (with attached narrative)
- A completed Budget Form (Please supply the details requested on the budget form; your application will not be funded if your application is not complete.)
- A copy of your child care license if you provide child care
- Seven copies of the appropriate Harms-Clifford Environmental Rating Scale if your request is Harms-Clifford based (see section C above)

Your application will be reviewed by seven reviewers. **Applications will not be reviewed if fewer than seven (7) copies are submitted with the original.**

Applications must be organized around one major theme or focus.

This document and all other mini-grant related documents are available in Spanish at: www.first5sonomacounty.org

E. SUBMISSION DEADLINES

There are two application periods each year: **June 1 – July 15** and **December 1 – January 15**. Applications must be submitted **by 5:00 p.m.** on the last day of each application period. If the 15th falls on a weekend or holiday, applications will be accepted until 5:00 p.m. on the next business day. **Late applications will not be accepted.**

Applications must be submitted by mail or messenger. **Faxed or e-mailed applications will not be accepted. Applications without an original signature on the cover sheet will not be accepted.**

Mail or deliver applications to: First 5 Sonoma County
c/o Prevention and Planning Division
490 Mendocino Avenue, Suite 202
Santa Rosa, CA 95401
Attention: Mini-grant Program

Notification letters will be mailed within 30 days following the Commission meeting at which mini-grant applications are approved — usually the meetings in September (for June/July applications) and March (for December/January applications).

F. LIMITS AND PRIORITIES FOR CHILD CARE APPLICATIONS

1. Funding Limits

- Family child care providers licensed for 6 to 8 children may request up to \$2,000
- Family child care providers licensed for 12 to 14 children may request up to \$3,500
- Child care centers, community-based organizations, and all other applicants may request up to \$5,000

2. Special Consideration

Special consideration will be given to applications for child care projects that focus on one or more of the following areas:

- Infant/toddler child care
- Child care program “start up”
- Child care for children with special needs*
- Child care for monolingual/bilingual children provided by Spanish-speaking providers

The determination of whether or not an application receives “extra credit” in one or more of these areas will be at the sole discretion of the Commission.

*Children with special needs refers to those children whose behavior or development affects the family’s ability to find and maintain child care. Special needs may include developmental delays, serious emotional disturbances, speech impairments, deafness, blindness, etc.

G. SELECTION PROCESS

Your application will be reviewed by First 5 Sonoma County staff and the Mini- and Matching Grant Review Committee. The committee's recommendations will be presented to the Commission for final approval. Not all applications will be recommended for funding. Applications may be recommended for full or partial funding or no funding. More information or revisions may be requested.

In order to receive mini-grant funding, you will be required to sign a contract agreement with the County of Sonoma and comply with all local, state, and federal laws and regulations.

H. RESPONSIBILITIES OF GRANTEES

If you receive a mini-grant, you must:

- Certify that funds received through the Sonoma County Children and Families Mini-Grant Program **will not be used to replace (or supplant) funding from other sources**
- Not allow the use of tobacco products at your workplace
- Agree not to accept any funds from the tobacco industry, including event sponsorship and in-kind contributions
- Obey all applicable child passenger safety laws and regulations
- Agree to consult with an evaluation consultant designated by the Commission if required
- Comply with the terms of the contract agreement
- Keep careful records to document authorized expenses
- Keep copies of receipts for each item purchased
- Submit a final expense report in a timely manner

If you do not comply with these responsibilities, you may be required to return your grant money, and you will not be considered for future funding.

I. APPLICATION EVALUATION AND AWARD PROCESS

First 5 Sonoma County will be looking for project applications that:

- Are from programs not previously reached
- Have a good project description and focus
- Address First 5 Sonoma County's priority outcomes
- Provide the most impact (such as how many children are affected in relation to the amount of funds requested)
- Show that the applicant is well-qualified to carry out the project
- Are from applicants who successfully completed all prior grants from First 5 Sonoma County
- Allow us to fund projects throughout all regions of the county
- Comply with all eligibility requirements (see section C)

First 5 Sonoma County
490 Mendocino Avenue, Suite 202
Santa Rosa, CA 95401
(707) 565-6680



MINI-GRANT APPLICATION COVER SHEET

Amount Requested from First 5 Sonoma County: _____
(This amount must be \$5,000 or less depending on your eligibility, see section F.)

Project Name or Brief Description: _____

Tentative Start Date: _____
(Please allow four months or more after the application deadline.)

Applicant Agency or Individual: _____

Applicant Street Address: _____

Applicant Mailing Address: _____

City: _____ Zip Code: _____

Contact Person/Title: _____

Phone: () _____ Fax: () _____

E-mail: _____

Tax ID Number of applicant or fiscal agent: _____

[Social Security #, Federal Employee Identification Number, or non-profit status, e.g. 501(c)3]

Please note: Mini-grant awards to individuals may constitute taxable income — please consult your tax preparer for further information.

CERTIFICATION OF APPLICATION

The Applicant Certifies:

To the best of my knowledge and belief, information in this application is true and correct. The application has been authorized by the governing board of the applying agency (if applicable). I understand that any materials created under this grant are public domain and may be used and/or reproduced by the State of California, the County of Sonoma Department of Health Services' Prevention and Planning Division and First 5 Sonoma County. I understand that this is a public document and open to public inspection.

Name _____

Signature: _____
(Person authorized to bind this agreement)

Title: _____

Date: _____



MINI-GRANT APPLICATION FORM

Please answer the following questions on additional sheets of paper. Number your responses to match the question number and label each page with your name and the project name. Please type or neatly print your responses. Limit the length of your responses as indicated.

1. Have you previously received mini-grant funds from First 5 Sonoma County?*
- Yes _____ No _____ If yes, indicate each mini-grant application month and year and the amount received:

_____ _____ \$ _____ _____ _____ \$ _____
month year amount month year amount

*If you are applying for an agency, please list previous mini-grants specific to the site(s) or program(s) for which you are applying.

2. Give a history of your organization and its capacity to undertake and complete the proposed project. (1/2 page limit)
3. Clearly state the purpose of your project and why it is needed. Which First 5 Sonoma County priority outcome(s) does your project address? How does it address this (or these) priority outcome(s)? See section A. (1 page limit)
4. 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 it will be accomplished, and 4) WHEN it will be done. Describe the expected RESULTS. (1 page limit)
5. Who will benefit from your project? How many individuals do you expect to reach? (Describe specifically who will benefit, i.e. age, gender, ethnicity, children with special needs, etc.) (1/2 page limit)
6. How will you measure the success of your project? Think about the positive effects of the changes you are making and how they might be measured. (1/2 page limit)



MINI-GRANT APPLICATION FORM

This section is to be completed by all applicants working in a family child care home, preschool, child care center, or Head Start program.

1. How many children in each age category do you currently care for on an average day? (**Do not** include your own children.)
- a) less than 1 year _____
 - b) 1 year through 2 years 11 months _____
 - c) 3 - 5 years _____
- Total** children 0 - 5 years _____

2. Are you licensed for: ___ 1-8 children ___ 9-14 children ___ Not licensed

3. How long have you been providing child care? _____

4. How long have you been at your current location? _____

5. Do you own or rent the facility where you provide care? _____

6. If you rent, when does your lease expire, or is it on a month-to-month basis? _____

7. If you or your agency provide child care at more than one location, please provide the street address(es) where mini-grant funding will be used:

8. Please indicate if your child care program:

- a) Provides care to children with special needs*
Currently: Yes _____ No _____
Within the past year: Yes _____ No _____
- b) Provides care in a language other than English
Currently: Yes _____ No _____
Within the past year: Yes _____ No _____

*Children with special needs refers to those children whose behavior or development affects the family's ability to find and maintain child care. Special needs may include developmental delays, serious emotional disturbances, speech impairments, deafness, blindness, etc.

9. Have you completed training on use of one or more Harms-Clifford Environmental Rating Scales (ECERS, FCCRS, ITERS)? (See section C.)

Yes _____ No _____ Unsure _____

Date and location of training _____



CHILD CARE PROVIDER MINI-GRANT APPLICATION BUDGET FORM

Please use this format to fully itemize your project's budget. Use a separate sheet of paper if necessary (using the same format). Include actual tax and shipping charges. Attach detailed information for each item you are asking for in the grant. For example, provide a copied page from a catalog or website that describes the item and lists its price.

Note: Mini-grant funds cannot be used to pay relatives or to pay anyone living in your household.

REQUESTED ITEM Please attach bids, descriptions, and photos from a catalog or website to clearly identify the items you are requesting.	QUANTITY	UNIT COST	TOTAL AMOUNT
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
LABOR/INSTALLATION (attach bid)*			
14.			
15.			
Shipping/Handling			
Tax			
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: _____



AGENCY MINI-GRANT APPLICATION BUDGET FORM

Please use this format 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 grant. For example, provide a page copied from a catalog or website that describes the item and lists its price.

CATEGORY	UNIT COST	TOTAL AMOUNT
Salary/Consultant (show as \$_____ dollars per hour for _____ hours or \$_____ dollars per day for _____ days for each person receiving a payment. 1. 2. 3.		
Project Supplies and Materials* Please attach bids, descriptions, and photos from a catalog or website to clearly identify the items you are requesting. 1. 2. 3. 4. 5.		
Operating Costs (i.e. phone, printing, etc.) 1. 2. 3. 4. 5.		
Other (please specify) 1. 2. 3. 4. 5.		
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: _____
