



MINI-GRANT GUIDELINES and APPLICATION -- Updated February 1, 2010

What is the First Five Yuba Commission?

The California Children and Families Act (Proposition 10) tobacco tax money is to develop, support and improve early childhood development from the prenatal state through a child's sixth birthday. First Five Yuba (FFY) oversees the use of these funds in Yuba County. The FFY Commission has created a Strategic Plan in accordance with state law. This plan serves as the basis for determining which programs, projects and services will be funded in the County with FFY funds. The most current Strategic Plan is available at the Commission office and on the FFY website, www.first5yuba.org.

What is a Mini-Grant?

Mini-Grants are provided to awardees for furthering FFY's Strategic Plan. Grants are funded at the Commission's discretion, as long as funds are available. Mini-Grant proposals may not be used to avoid the more complete requirements of a major grants Commission or Community Initiative. The Commission will not award mini-grants to the same project more than once per year. The Commission reserves the right to fund less than what the applicant has requested. The Commission will not fund purchases of private land, buildings or things to be permanently attached to private land or buildings.

The Commission will be awarding mini-grant funds for proposed July 2010-June 2011 projects benefitting or serving children 0-5 years of age in any of the four result areas listed in the First Five Yuba Strategic Plan.

The total allocated amount will be \$50,000. There are three funding tiers. Applicants may apply for up to \$1,000, \$1,500 or \$2,500 depending on the number of children 0-5 years of age served in the proposed project.

Who can apply for a Mini-Grant?

Anyone living or providing services in Yuba County to children 0-5 years of age and families can apply for a Mini-Grant: individuals, groups, government agencies, religious organizations, non-profits and for-profit organizations. Please note, however, that one of the requirements for a mini-grant is that the applicant has general commercial liability and vehicle insurance in the amount of at least \$300,000 and that First Five Yuba be named as an additional insured with an Endorsement Page included. If applicable, the applicant must also provide proof of worker's compensation coverage. If this requirement results in additional expense to the applicant, the additional expense may be included in the amount requested.

Si necesita asistencia en español, por favor comuníquese 530-749-4877.

When do I apply for a Mini-Grant?

Applications must be **received** by FFY staff no later than the below submittal deadline by 5PM.

Submittal Deadline
May 3, 2010

Approved at Commission Meeting
May 27, 2010

How do I apply for a Mini-Grant?

To apply for a Mini-Grant, just complete the Mini-Grant application and submit the **original with eight additional** copies to the FFY office. The instructions below will help you complete the application. Here is a checklist of items that you should review before you turn in your application. Incomplete applications will not be considered.

- ✓ Page 1: A completed coversheet.
- ✓ Page 2: A completed Grantee Questionnaire.
- ✓ Page 3: A one-page narrative describing your proposal and its relationship to the FFY Strategic Plan.
- ✓ Page 4: A budget identifying the portions of your proposal for which the Mini-Grant will pay.
- ✓ Page 5: Proof of Insurance and the Non-Discrimination Statement.

Where do I apply for a Mini-Grant?

Submit an original plus eight copies (no faxes or e-mailed applications) of your Mini-Grant application to:

First Five Yuba Commission (FFY)
Mini-Grant Application
1114 Yuba Street, Suite 121
Marysville, CA 95901

What if I need help completing the Application?

Commission staff will provide a **mandatory** Applicant Workshop on Wednesday, February 24th, from 10:30 a.m. to 12:00 p.m. or 5:00 p.m. to 6:30 p.m. During these sessions, First Five Yuba staff will walk through each page and all requirements to assist all applicants in being complete and ready for Commission approval. Spanish translation will be provided at either session and through individual appointments.

Additionally, use the below page-by-page guidelines for completing the application.

Page 1) Cover Page:

- Provide organization and contact information. If monies are going through a Fiscal Sponsor or Agent, please provide the name of the Fiscal Sponsor or Agent.
- Type of Business/Agency: Must provide a copy of Nonprofit Status/Articles of Incorporation/State Child Care License:
 - Nonprofit organizations must provide documentation of tax-exempt status from either the Internal Revenue Service or the Franchise Tax Board.
 - A copy of the organization's Articles of Incorporation and an authorization from the governing board allowing submission of the proposal must be included with the proposal. If an organization is in the process of being incorporated by the California Secretary of

State's Office, a proposal may be submitted contingent upon providing proof of the incorporation process.

- Center-based and family child care providers must provide a copy of their current license.
- Please provide the Title of Project. The Summary of Proposed Project should be brief. You'll have more space to write in the Narrative section.
- Indicate the amount requested, your total project budget, and project timeline. FFY contracts usually require that all contracted activities be completed within one year.
- If you are an agency, include your total agency budget.
- The proposal must be signed by the individual who will contract with the Commission. If a corporation submits a proposal, the proposal must be signed by the authorized representative. If an individual or organization will contract with FFY through a Fiscal Sponsor or Fiscal Agent, the Fiscal Agent must sign the application. Individuals and organizations may incur state and federal tax liabilities as a result of receiving this grant, and will be required to provide federal and state Tax IDs and/or Social Security Numbers in the contract. The Commission will report, as required by law, to the California Franchise Tax Board and the Internal Revenue Service. Governmental agencies are exempt from this requirement.

Page 2) Grantee Questionnaire:

This provides the Commission with information about you or your agencies experience, training and/or services. All proposals must include information on this page.

Page 3) Narrative:

In plain words, 1) describe what you will do with the mini-grant, 2) identify how your project furthers the result areas and strategies of the FFY Strategic Plan, 3) how you will measure success or failure, and 4) include any collaboration and/or sustainability possibilities.

Page 4) Proposal Budget Information:

Submit a budget explaining how you plan to spend the grant. The expense categories listed are suggestions. Change these according to your needs. Do not attempt to fit your budget into categories that don't describe your project.

Provide the total of all costs for your project and then break out the portions for which you are requesting FFY funds. Grantees are obligated to spend grant funds in accord with the proposal budget, unless an agreement to modify the budget is negotiated. The Commission has the right to require a refund if FFY funds are not expended as agreed in the contract.

Attach research related to your budget; specifically provide a prioritized itemized list showing where you will buy what things and from where.

Complete the Advance Request section if an advancement of funds is desired. The Commission will approve advance requests on a case to case basis.

Page 5) Insurance & Non-Discrimination Statement:

This is very important. Please read the Insurance requirements page thoroughly. Attach proof of insurance if you have it already. Grantees are required to obtain general commercial liability and vehicle insurance in the amount of at least \$300,000 and that First Five Yuba be named as an additional insured with an Endorsement Page included. If applicable, the applicant must also provide proof of worker's compensation coverage. An insurance agent can give you a cost

estimate for obtaining this type of insurance. If you currently do not have this type of insurance, you should not purchase the insurance until your project is funded. Once funded, you'll need to submit a verification of insurance before a contract is signed. You may work out an arrangement with an "Umbrella Agency" to act as your fiscal agent for the project in order to be covered by their insurance. This could be a nonprofit or government agency.

Nondiscrimination: To comply with Government Code Section 12990 and California Administrative Code, Title 11, Division 4, Chapter 5, you must complete the attached Statement.

I sent in my application with 8 copies to FFY – now what happens?

If you wish to submit ahead of schedule, FFY staff will review your application, on request. FFY staff will advise you on making your application as complete as possible but cannot advise you on what the Commission will fund. A completed application will then be scheduled for review by the Commission. All proposals submitted become the property of the Commission and will not be returned.

The Commission has full discretion about whether or not to fund a proposal. The Commission will consider how well your project furthers the Strategic Plan Result Areas and Strategies, how well planned the idea is, how efficient it is, how you will measure results and other factors. The Commission reserves the right to reject any proposal. Funding decisions on proposals will be made at a public meeting of the Commission. The Commission will mail you notice indicating whether or not you are funded.

The Commission decided to fund my Mini-Grant! Now what?

After you have been approved for funding, you will receive a contract for your review and signature. Once we have a signed contract and a copy of your insurance rider, payments will be issued as described in your contract. Please remember that you will be required to provide a report on your project and proof of expenditures matching your budget, all within thirty days of the close of the contract.