

# 2016-17 Mini-Grant Funding: Scholarships

## General Overview

Through this Mini-Grant funding, First 5 Shasta (F5S) is offering up to \$12,500 in scholarship funds for successful applicants to attend trainings, conferences, and workshops in order to build the capacity of individuals and staff within Shasta County organizations serving children ages 0-to-5, their families, pregnant women, and providers working on behalf of young children. Support will be awarded for a minimum of \$250 and a maximum of \$2,500.

Scholarship Mini-Grants are intended to nurture a vibrant environment for young children by increasing individual and organizational capacity. Funds are intended to provide Scholarships to individuals or groups to attend trainings, workshops, or conferences. These funds can be used for: direct service providers, managers, supervisors, administrative staff, fiscal staff, etc.

Each Scholarship Grant request must address one of F5S's Pathway Goals and Initiatives, either through the topic of the training or conference, or through the overall mission and work of the organization (when training is on organizational development topics, such as fiscal or data training). The 2012-2018 Strategic Plan reflecting the "Pathway to Children Ready for School and Succeeding at Third Grade" framework, selected goals, and initiatives supporting each goal, is available at [first5shasta.org](http://first5shasta.org). It is highly recommended that all applicants read the Strategic Plan and familiarize themselves with the Pathway framework prior to submitting funding request.

## Grant Guidelines and Policies

Mini-Grant applications will be accepted by F5S from January 17, 2017 to March 24, 2017. The deadline for applications is Friday, March 24, 2017 at noon. Applications will be reviewed on a rolling basis until the deadline or until funds are depleted, whichever comes first. Please make note of the following criteria and restrictions for Mini-Grant funds:

1. Individuals eligible to apply for scholarships must work with children 0-to-5, pregnant women, their families or providers working on behalf of young children. Current F5S grantees are encouraged to apply.
2. Individuals and organizational staff eligible for scholarships include:
  - Administrative/Office Staff (fiscal, clerical, information technology, etc.) of organizations serving young children and their families
  - Individuals providing services directly to children 0-to-5, their families, and/or providers (educators, therapists, social service staff, etc.)
  - Managers, supervisors, and directors within an organization serving young children and their families
3. F5S funds cannot be used to supplant or take the place of existing funding.
4. A specific entity cannot receive more than one Scholarship Mini-Grant in a fiscal year.

5. In recognition of F5S's existing investment in Triple P (Positive Parenting Program), training on parenting education focused on child behavior modification must be Triple P-specific training. No other child behavior programs or models will be funded.
6. Grantees will receive 50% of the award as an up-front payment, with the balance received upon completion of the training or conference and submission of a grant report and invoice.
7. Grant recipients will be required to submit receipts documenting all expenses covered with Mini-Grant funds. Grantees who fail to submit receipts and/or to attend the conference/training as contracted will be required to return funds to First 5 Shasta and will be ineligible for future First 5 Shasta funding for a period of one year.
8. Proposed conference/training must be completed before June 30, 2017.
9. Applicants must offer at least one learning presentation, training, or information session with staff or parents at their agency to share information learned at the conference.

## **Application Process**

To apply for this Mini-Grant, complete the electronic application, print it, have an Authorized Agent sign it in blue ink, make a copy for your records and either mail or hand-deliver the original to the address below. Applications must be received by F5S on or before noon on March 24, 2017, regardless of the postmark date. Electronic transmission either by fax or email will not be accepted.

Scholarship Mini-Grant  
First 5 Shasta  
393 Park Marina Circle  
Redding, CA 96001

## **Funding Process**

F5S Staff will exercise discretion in responding to scholarship requests. Requests will be evaluated by F5S Staff based on the following criteria including, but not limited to: applicant's current role within an organization and/or role providing services to children 0-to-5 and their families, applicant's field of expertise, relevancy to a F5S Pathway Goal and Initiative, and organizational and community needs being addressed.

F5S will notify applicants in writing whether their request was funded or not funded. All funded applicants will be required to sign a liability release. Successful applicants will receive their funds approximately 2 to 3 weeks after the liability release is signed. At the conclusion of a Mini-Grant, applicants will be expected to submit:

- Proof of expenditures with copies of receipts
- A brief report that includes:
  - Summary of your conference experience and knowledge gained
  - Summary of your learning presentation, training, or information session provided
  - Counts of the number of individuals served by your learning presentation
  - Demographics of those served by your learning presentation
  - Success story related to your experience and knowledge gained

## Application

This form must be filled out electronically. You will also find all First 5 Shasta funding forms to download in the section titled "Funding" at [first5shasta.org](http://first5shasta.org).

<b>Applicant Information</b>		
<b>Applicant Legal Name:</b> (MUST MATCH W-9, UNLESS USING A FISCAL AGENT)		
<b>Fiscal Agent, if Applicable:</b> (MUST MATCH W-9)		
<b>Mailing Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Phone:</b>	<b>Tax ID:</b>	
<b>Contact Person</b>		
<b>First Name:</b>	<b>Last Name:</b>	
<b>Title:</b>	<b>Phone:</b>	
<b>Email:</b>		
<b>Signature Authority</b>		
<b>First Name:</b>	<b>Last Name:</b>	
<b>Title:</b>	<b>Phone:</b>	
<b>Email:</b>		
<b>Type of Applicant: (check one)</b>		
<input type="checkbox"/> County or State Educational Institution	<input type="checkbox"/> County Government Agency	<input type="checkbox"/> Non-profit/Community Based Organization
<input type="checkbox"/> School District	<input type="checkbox"/> Other Government Agency	<input type="checkbox"/> Private Entity/Institution
<input type="checkbox"/> Other (please describe):		
<b>Is your organization a North State QRIS Participating Provider?    Yes <input type="checkbox"/>    No <input type="checkbox"/></b>		

1. Provide the title and a web address/link to information about the specific training, conference, or workshop that you wish to attend.

2. Describe your educational background and your current work with pregnant women, children 0-to-5, their families or providers working on behalf of young children.

3. Briefly tell us why you would like to attend the training/conference.

4. How will you use the information and knowledge that you expect to gain from the training/conference?

5. How will your attendance at the training/conference benefit the population that you serve?

6. How will you share this information with staff and/or parents at your agency?

7. Exactly how will Grant funds be used? (ex. Registration fees @ \$150, hotel for 2 nights @ \$100/night)

- I require Supervisor's Approval – see below for signature.
- I do not require Supervisor's Approval.

I certify that the information contained in this proposal is true and correct to the best of my knowledge and belief. The funds being requested in this application do not supplant any existing revenue sources. I further certify that this grant application is submitted with the full knowledge and endorsement of the individual or board of this organization, which is empowered to enforce compliance with all contract conditions.

\_\_\_\_\_  
**Signature (must sign in blue ink)**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Date**

### Supervisor's Approval:

I approve staff member \_\_\_\_\_ to:

*(please initial:)*

\_\_\_\_\_ attend the training/conference identified in Question 1 of this Mini-Grant application

\_\_\_\_\_  
**Supervisor's Signature (must sign in blue ink)**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Date**