

Sponsorship Grant 2017-18 Request for Applications

General Overview

Through Sponsorship Grant funding, First 5 Shasta (F5S) is offering a total of \$75,000 for community-driven activities that benefit pregnant women, children ages 0-to-5, their families, and providers working on behalf of young children. Support will be awarded for a minimum of \$2,500 and a maximum of \$15,000.

Sponsorship Grants demonstrate how a moderate budget can nurture an increasingly vibrant 0-to-5 environment for young children and their families. Projects may include, but are not limited to:

- Community collaborative support
- Special events including conferences, workshops, trainings, and community events
- Scholarships to groups to attend trainings, workshops or conferences
- Media (development and placement, traditional and alternative)
- Promotions (materials, advertising, alternative)

Each Sponsorship Grant request must address one of F5S's Pathway Goals and Initiatives. A 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. 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

Sponsorship Grant Applications will be accepted by F5S from March 13 to April 21, 2017. The deadline for Applications is Friday, April 21, 2017 at noon. Late or incomplete Applications will not be processed.

Please make note of the following criteria and restrictions for Sponsorship Grant funds:

1. Proposed projects must benefit all or a subset of the following Shasta County residents:
 - a. Pregnant women
 - b. Parents or other caregivers
 - c. Children ages 0-to-5
 - d. Providers of services to one of the above
2. First 5 Shasta funds cannot be used to supplant or take the place of funding for existing services, including existing staff time. Funds must be used to create, enhance, or expand services. Current F5S grantees cannot use Sponsorship Grant funds to supplement or expand their existing F5S scope of work or budget.
3. Groups eligible to request funds include, but are not limited to: parent groups, church groups, community groups, neighborhood associations, service clubs, schools, non-profit organizations, community-based organizations and government agencies. Individuals are not eligible to apply for this funding.
4. A specific group cannot receive more than one Sponsorship Grant in a fiscal year.
5. Funds may not be used for capital improvement projects or for fundraising events such as walk-a-thons, tournaments, fashion shows, and/or on-going fundraising expenses in an organization.
6. Proposed activities must be non-discriminatory and tobacco free.
7. The contract period is not more than one fiscal year. Programs will not be automatically renewed for funding once they end.

8. Funded organizations and collaborative partners are strongly encouraged to allocate a portion of their existing revenue and resources to support the activities in this Request for Applications (RFA). In-kind and matching contributions may include staffing, volunteers, facilities, supplies, and services. Cash match contributions may include new or restricted funds to support the proposed program.
9. F5S must be notified in writing if a funded organization obtains funding or other income from a source other than F5S for their funded program. In addition, it is the expectation that all funds that are leveraged from F5S dollars be reinvested in the F5S funded program during the same contract term in which the funds were leveraged.
10. In recognition of F5S's existing investment in Triple P (Positive Parenting Program), programs providing parenting education focused on child behavior modification must incorporate Triple P into their program design. No other child behavior programs or models will be funded.
11. F5S must be acknowledged on all materials and advertising by stating "Support for this program provided by" followed by the F5S logo. Grantees must obtain final approval on all materials and advertising from F5S. Grantees should submit documents for approval with enough lead time to allow for review and edits prior to printing deadlines, publication, and/or distribution. Grantees may also be asked to coordinate outreach and public relations materials with F5S staff to assure common messaging and coordination with other F5S programs.
12. The Commission reserves the right to reject any proposed program(s) or program components. Issuance of this RFA does not constitute a commitment by the Commission to award a contract. The Commission reserves the right to reject any or all Applications received in response to this RFA, or to cancel this RFA if it is in the best interest of the Commission.
13. By submitting an Application, an organization agrees that it is authorizing F5S to verify any or all information and/or references given in the Application.
14. Expenses associated with preparing and submitting an Application are solely the responsibility of the applicant and will not be reimbursed by the Commission.

Grant Application Process

1. Your completed Application consists of all four documents listed below:
 - Application Cover Sheet
 - Application Narrative (Not to exceed six (6) pages)
 - Budget and Justification
 - Completed W-9
2. Download the Application Documents from first5shasta.org and complete them electronically. No other formats or documents will be accepted.
3. Please submit your completed Application in the following way:
 - a. Print your completed Application and have an Authorized Agent sign it in blue ink.
 - b. Make a complete copy for your records.
 - c. Prepare the original and five (5) copies of your Application for F5S in the following way:
 - Clip the original with a binder clip. Do not staple.
 - Staple (5) copies and place each in a separate, sealed envelope. The sealed copy will be given to each member of the grant review team. These copies will not be opened or altered by F5S.
 - d. Be sure to include all of the information required in this RFA, including mandatory attachments. Re-check the application to ensure completeness. If any of the

components are omitted from the application, the application will be considered incomplete and out of compliance with this RFA and will not be reviewed.

- e. Do not provide any additional attachments unless otherwise requested in this RFA. Any extra materials and/or attachments submitted that are not requested under this RFA will be discarded prior to application review, including pages that go over the maximum number in specified sections with page limitations.
 - f. Mail or hand-deliver Application Packet (1 original and 5 copies) to:
Sponsorship Grant
First 5 Shasta
393 Park Marina Circle
Redding, CA 96001
4. Applications must be received by F5S on or before **12 pm (noon) on Friday, April 21, 2017**, regardless of the postmark date. Electronic transmission either by fax or email will NOT be accepted.
 5. A late or incomplete Application will be considered non-responsive and will not be reviewed for funding.
 6. No changes, modifications, corrections, or additions may be made to the Application once it is received. No exceptions will be made.

Application Narrative

Writing

Be as clear and succinct as possible in your application responses. Avoid the use of acronyms and jargon without providing clear definitions and explanations of terms. The quality of the content is important, not volume. Do not assume the reviewers have prior knowledge of your organization, your past history as it pertains to the proposed program, or familiarity with any curricula/program models being proposed.

Formatting

All pages of the application must be on 8.5" x 11" paper. Use 11-point, black Arial font, single-space lines, and set page margins at 1 inch on all sides when writing the narrative. Restate each Application Narrative Question, then write your response below. Number each page of the application consecutively. The narrative must not exceed six (6) pages.

Required Application Narrative Questions:

1. Describe your proposed project. Clearly address the major activities you will undertake.

Examples of information to include:

- How activities address one of F5S's Goals and Initiatives
- Details about how you will conduct the project
- Involvement and collaboration of other agencies and partners

2. Describe who your Project will serve (target population).

Examples of information to include:

- Number of individuals served (Children 0-2, Children 3-5, Parents of Children 0-5, Providers) and how these numbers were estimated
- How you will connect with the proposed target population
- The geographic reach of your project
- Relationship and history with target population

3. What is the rationale for the proposed project and activities?

Examples of information to include:

- Why the activities were selected
- Target population need(s) addressed by the proposed project activities

4. Describe what specific changes (outcomes) your project will achieve.

Examples of information to include:

- How project activities will be monitored
- Who will be responsible for monitoring and reporting?
- How movement towards achieving the stated outcomes will be determined
- Tools and/or processes currently in place or planned to be in place for monitoring (sign-in sheets, databases, etc.)

5. Describe your organization's capacity to effectively implement the proposed project.

Examples of information to include:

- Organizational background, mission, history
- Strengths and history that align with proposed project
- Who has been identified to work as project lead?
- If you will be hiring consultants, how will they be identified?

6. Briefly describe your program costs.

Examples of information to include:

- How much funding is requested, and what will the funding provide?
- What funding, if any, will be matched and/or leveraged?
- Will volunteer hours be used, and if so, how and how many?