



First 5 Sonoma County Commission

Matching Grant Program Application

November 2011

The First 5 Sonoma County Commission established the Matching Grant Program to expand the reach and impact of its funds by leveraging new dollars from other sources to improve the development and support of young children and their families in Sonoma County. Funds allocated under the Matching Grant Program will be provided for projects that address the priority outcomes of the Commission's Strategic Plan.

Matching Grant applicants must demonstrate a commitment of funding from a public or private source **external** to their organization in an amount equal to or exceeding that which is being requested from the Commission. Release of funds is contingent upon receipt of a written funding commitment from the other source.

Matching grant applications are accepted by 5:00 PM on September 15, March 15, and May 15 of each fiscal year (July 1 through June 30). Awards are made available contingent upon the availability of sufficient funds in the Mini and Matching Grant funding pool. Please plan for a minimum of 90 days between the date of submitting an application and the completion of a contract approving the start of project activities.

First 5 Sonoma County
Sonoma County Department of Health Services
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For questions regarding the Matching Grant Program,
contact Julie Sabbag-Maskey at: Julie.Sabbag-Maskey@sonoma-county.org
(707) 565-6623

FIRST 5 SONOMA COUNTY Matching Grant Program Application

Background

The purpose of the California Children and Families First Act of 1998 (Proposition 10) is to promote, support, and optimize early childhood development and school readiness. Under the Act, each county is charged with the development of a comprehensive strategic plan guiding services and supports for children from the prenatal stage to age 5 (0-5) and their parents and caregivers.

The First 5 Sonoma County Commission was established in December 1998 through an ordinance adopted by the Sonoma County Board of Supervisors. The nine-member Commission includes representation from the Board, County health and human services agencies, individuals with expertise in early child development, health, and education, and recipients of project services. In April 2000, the Commission developed its first Strategic Plan outlining goals, objectives, and funding priorities to benefit children and families in Sonoma County. The Plan was revised in 2006 and again in 2010. In July 2010, the Commission began allocating funds for evidence-based programs proven to achieve outcomes in three programmatic goal areas, as well as in systems integration, policy change, and community engagement to support children and families. The Commission's Strategic Plan and related documents can be viewed at www.first5sonomacounty.org.

Matching Grant Program Policies and Procedures

The First 5 Commission of Sonoma County established the Matching Grant Program to expand the reach and impact of its funds by leveraging new dollars from other sources to improve the development and support of young children and their families in Sonoma County. Funds allocated under the Matching Grant Program will be provided for projects or programs that address the priority outcomes identified in the 2010 Strategic Plan revision.

Matching Grant applicants must demonstrate commitment of a *cash match* from a public or private source **external** to their organization in an amount equal to or exceeding that which is being requested from the Commission. Release of matching grant program funds is contingent upon the receipt, or written commitment, of funding from another source.

Please Note: Returning applicants must attach to their applications evaluation results that detail the outcomes achieved by the project.

Matching grant applications are accepted by 5:00 PM on September 15, March 15, and May 15 of each fiscal year (July 1 through June 30). Awards are made contingent upon the availability of sufficient funds in the Mini and Matching Grant funding pool. The Commission has not specified a minimum or maximum request amount for Matching Funds grants. A complementary effort, the Mini Grant Program, provides small grants of up to \$5,000. The total funding available for the combined program is capped at \$200,000 for each fiscal year. In the event that additional funds become available, the funding pool may be augmented, resulting in additional grant opportunities.

Funds granted through the Matching Grant Program **may not be used to supplant or replace funding from state or county general funds.** The Commission’s Supplantation Policy, adopted January 23, 2002, can be viewed at www.first5sonomacounty.org/rfp.htm

Eligibility

Matching Grant Program Applications will be accepted from:

- Non-profit or public organizations
- Community groups working under the umbrella of a public or private corporation
- Private businesses and corporations

Please Note: Returning applicants must provide an increased level of evaluated evidence of project outcomes with each successive application for renewed funding.

Funding Considerations, Requirements and Restrictions

In making funding decisions, the Commission will weigh favorably projects that:

- ⇒ apply evidence-based strategies, promising practices, and/or emerging practices¹ with demonstrated efficacy in promoting the healthy development and school readiness of children 0 to 5;
- ⇒ are aligned with Sonoma County’s Upstream Initiative;
- ⇒ provide culturally competent services and programs (in terms of language, strategies and interventions) to meet the needs of Sonoma County’s diverse population;
- ⇒ demonstrate and promote collaboration among service providers;
- ⇒ are sustainable beyond the funding period supported by the Commission;
- ⇒ fill service gaps and/or add value to existing systems of effective services and programs;
- ⇒ communicate clear objectives and methods for assessing progress and continuous program improvement; and
- ⇒ build on lessons learned.

Grantees will be expected to provide periodic progress reports to First 5 Sonoma County and to coordinate with Commission staff, consultants, and other partners, as requested.

¹ The following definitions should be followed and adequate citation included when identifying a proposed strategy as a ‘evidence-based’ or ‘promising’ practice:

- ***Evidence-Based Practice*** – has a clearly articulated model which has shown substantial and credible evidence of positive outcomes based upon experimental* or equivalently strong research methods that have been replicated;
- ***Promising Practice*** – has a clearly articulated model which has shown generally consistent evidence of positive outcomes based upon qualitative or quasi-experimental^ research methods that may have been replicated; and
- ***Emerging Practices*** – has a clearly articulated model that has sound theory to support it and there is an intention to evaluate.

*Experimental studies involve random assignment to treatment and control groups, therefore offering controls for the effects of intervening variables.

^Quasi-experimental studies are designed to evaluate effectiveness, but do not use random assignment to a comparison group (either no treatment or alternative treatment).

Grantees may be required to participate in First 5 Sonoma County evaluation activities, including, but not limited to: meetings with Commission staff and evaluation consultants; data collection and reporting; and any other activities deemed appropriate by the Commission for assessing both the process and outcome results of its investments. In some cases, evaluations conducted by the primary funder of the project may be sufficient for meeting this requirement.

Grantees must maintain a tobacco-free environment and agree not to accept any funds from the tobacco industry, including event sponsorships and in-kind contributions.

Grantees must follow contractual guidelines with regard to making drinking water available and limiting juice and sweetened beverages.

Matching Grant dollars may not be used for individual stipends or scholarships.

Grantees will be required to enter into a contract with the Sonoma County Department of Health Services acting on behalf of the Commission. A copy of the County's standard contract is available on the First 5 Sonoma County website www.first5sonomacounty.org/rfp.htm.

Funding Priorities

Funding is being offered for evidence-based programs designed to meet one or more of the **Priority Outcomes** of the Commission's Strategic Plan:

- ⇒ Increase the availability of high quality, accessible health care for children
- ⇒ Increase early detection of, and intervention for, developmental concerns
- ⇒ Increase support for parents to strengthen their parenting capacity
- ⇒ Increase support for parents to strengthen their family's literacy skills
- ⇒ Increase the availability of high quality early care and education
- ⇒ Increase the capacity of early care and education providers to link their client families to appropriate health, mental health, substance abuse, and developmental services
- ⇒ Increase implementation of successful strategies to reduce iron deficiency anemia through collaboration with community partners
- ⇒ Increase the community's capacity to address children's oral health needs through collaboration with community partners
- ⇒ Reduce child abuse and neglect through collaboration with community partners to identify, improve, and sustain high quality intervention and support for families with substance abuse, mental health, and domestic violence issues
- ⇒ Increase family economic self-sufficiency and reduce the impacts of poverty on children 0-5 through collaboration with community partners
- ⇒ Increase parents' engagement as partners in education and increase families' connection to related resources
- ⇒ Increase alignment and articulation between early care and education and K-3
- ⇒ Identify and increase institutionalization of successful school readiness strategies and programs

The Priority Outcomes and suggested Program Result Indicators are summarized in **Attachment A – Goals and Priority Outcomes**.

Review and Selection Process

Matching Grant Program applications are reviewed by Commission staff and the Commission's Mini and Matching Grant Review Committee composed of Commissioners and members of the Commission's Professional Community Advisory Committee. On occasion, independent reviewers with subject matter expertise may be invited to assist in the evaluation of some proposals. Potential contractors or persons affiliated with applicant organizations are not eligible to serve as reviewers. Participants on the Review Committee may not respond and may not assist others in responding to this RFP. The Review Committee will present funding recommendations to the full Commission for their consideration and final decision. All funding decisions made by the Commission are final and not subject to appeal.

Application and Submission Instructions

Interested applicants to the Matching Grant Program should complete the Matching Grant Program Application provided here as **Attachment B**. In order to be considered for funding, applications must include the following completed documents:

- ✓ Matching Grant Program Cover Sheet
- ✓ Application Narrative
- ✓ Budget and Budget Narrative
- ✓ Scope of Work / Plan for Reporting Results
- ✓ Letter of commitment or other valid documentation of matching funds
- ✓ Evaluated evidence of project outcomes if applying for renewed funding

Matching grant applications are accepted by 5:00 PM on September 15, March 15, and May 15 of each fiscal year (July 1 through June 30) based on the availability of funds.

Please **E-Mail** your application to Julie Sabbag-Maskey at: Julie.Sabbag-Maskey@sonoma-county.org and **mail or hand-deliver one (1) original and seven (7) copies of your application** to First 5 Sonoma County at the address on the cover page of this application.

Documentation of match not available electronically should be faxed to Julie's attention at: (707) 565-6619.

The Commission and its staff assume no responsibility for technical failures or other delivery problems associated with the electronic submission of your proposal.

ATTACHMENT A

Goals and Priority Outcomes

Overarching Goal: School Readiness *

Goal 1: Ensure the Health and Healthy Development of Children

Priority Outcome 1A: Increase the availability of high quality, accessible health care for children

Priority Outcome 1B: Increase early detection of, and intervention for, developmental concerns

Goal 2: Ensure Families Are Supported and Nurturing

Priority Outcome 2A: Increase support for parents to strengthen their parenting capacity

Priority Outcome 2B: Increase support for parents to strengthen their family's literacy skills

Goal 3: Ensure That Early Care and Education (ECE) Is High Quality

Priority Outcome 3A: Increase the availability of high quality early care and education

Priority Outcome 3B: Increase the capacity of early care and education providers to link their client families to appropriate health, mental health, substance abuse, and developmental services

Goal 4: Increase Integration of Systems and Effect Policy Change to Fill Gaps and Better Serve Children and Families

Health Systems:

Priority Outcome 4A: Increase implementation of successful strategies to reduce iron deficiency anemia through collaboration with community partners

Priority Outcome 4B: Increase the community's capacity to address children's oral health needs through collaboration with community partners

Family Support Systems:

Priority Outcome 4C: Reduce child abuse and neglect through collaboration with community partners to identify, improve, and sustain high quality intervention and support for families with substance abuse, mental health, and domestic violence issues

Priority Outcome 4D: Increase family economic self-sufficiency and reduce the impacts of poverty on children 0-5 through collaboration with community partners

Early Care and Education Systems

Priority Outcome 4E: Collaborate with the early care and education and K-3 systems to:

- Increase parents' engagement as partners in education and increase families' connection to related resources
- Increase alignment and articulation between early care and education and K-3

- Identify and increase institutionalization of successful school readiness strategies and programs

Priority Outcome 4F: Increase alignment of systems of academic advancement for early care and education providers in Sonoma County through collaboration with community partners

Advocacy

Priority Outcome 4G: Advocate for policies and programs that increase children's ability to develop to their fullest potential

Goal 5: Engage Entire Community to Support Achievement of First 5 Sonoma County Goals

Priority Outcome 5A: Increase the awareness of parents and the community about:

- The needs of children 0-5 and their parents and caregivers
- Activities to support the optimal development of children 0-5
- First 5 Sonoma County and the nature and value of services/programs provided by its grantees and community partners

Priority Outcome 5B: Increase behaviors that support optimal child development through social marketing

Priority Outcome 5C: Engage the community to implement projects that support First 5 Sonoma County goals by providing mini- and matching grants

Priority Outcome 5D: Inform and engage the private sector to understand and value the high return on investments in early childhood

Attachment B

**Matching Grant Application
COVER SHEET**

Amount Requested from First 5 Sonoma County: _____

Project Name: _____

Brief Project Summary: [2-3 sentences] _____

Time Period of Project: from ____/____/____ to ____/____/____

Applicant Agency or Individual: _____

Mailing Address: _____

City: _____

Zip Code: _____

Contact Person/Title: _____

Phone: (____)_____ Fax (____)_____ E-mail: _____

Tax ID Number/Tax exempt status: _____
(FEIN, SSN, 501c3, etc.)

Certification of Application

The Applicant Certifies:

To the best of my knowledge and belief, data in this application are true and correct. This application has been authorized by the governing board of the applicant 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 and the County of Sonoma Department of Health Services and the First 5 Sonoma County Commission. I understand that this is a public document and open to public inspections.

Name/Title of Person Certifying Application

Date: _____

Matching Grant Application

NARRATIVE

Please insert your answers to the following questions directly in the document below. Limit your responses to the maximum number of pages indicated for each section.

I. Problem Statement (1 page)

- (a) Briefly describe the target population or the community benefiting from the proposed project.
- (b) What is the purpose of the project and why is it needed? How will it directly benefit children and families?
- (c) Why do you need funding from the Commission to implement this project?

II. Agency Description and Capability (1 page)

- (a) Provide a brief description of your organization, its history and its capacity to complete the proposed project?
- (b) Describe your organization's purpose/mission. How is it aligned with First 5's Strategic Plan and other community efforts such as the Upstream Initiative?
- (c) Please describe the qualifications of staff who will work on this project.

III. Project Description (3 pages + Scope of Work / Plan for Reporting Results)

- (a) Which First 5 funding priority (ies) does your project address? Clearly describe the proposed project **and its intended outcome(s)**.
- (b) Identify and quantify the results the project will seek to achieve.
- (c) Is the proposed project new or an expansion of an existing project?
- (d) Describe the activities you will conduct to achieve your intended outcome(s). Please complete the attached **Logic Model** summarizing the intended activities, timelines, and measurable outcomes for your project.

IV. Evaluation Plan (1 page)

- (a) Describe the evaluation requirements of the primary funding source.
- (b) How will you measure achievement of the results identified in Question III (b) above? If reapplying, what evidence do you have of these achievements?
- (c) What data will you use to demonstrate the measurable outcomes of your project? How will you collect it?

Matching Grant Application

BUDGET and BUDGET NARRATIVE

a) Please complete the attached budget form showing the amount and purpose of requested funds. Clearly detail the amount and source of all match funds.

	Request from Commission	Other Funding (Include Source(s))	Total Budget
I. Personnel			
Position Title/FTE			
1.			
2.			
3.			
4.			
Benefits @ ____%			
Subtotal Personnel			
II. Operating Expenses [substitute different items below as appropriate to the project]			
Rent/Lease			
Telephone			
Supplies			
Photocopies/Printing			
Travel/Mileage			
Training			
Consultants			
Other (please specify)			
Subtotal Operating			
Total			

BUDGET NARRATIVE (2 page limit)

b) Please provide a brief narrative describing your proposed budget, the content and source of match and any supplemental information that you feel may further clarify or justify your budget.

Matching Grant Application

SCOPE OF WORK / PLAN FOR REPORTING RESULTS

Covering period* from _____ to _____

Organization: _____ **Project Title:** _____

Project Purpose: _____

KEY STRATEGIES /ACTIVITIES	TIMELINE	PERSON(S) RESPONSIBLE	MEASURABLE DELIVERABLES [I.E., PROCESS OUTPUTS]	MEASURABLE PROGRAM OUTCOMES
We will employ the following key strategies to achieve our desired outcomes:	Strategies will occur on this schedule (months):	We will employ the following person(s) to be responsible for completion.	We expect the strategies to produce the following <u>measurable</u> deliverables or products:	We expect that once completed the strategies will achieve the following measurable changes/results in our target populations/service systems:

*Please allow a minimum of 90 days between the date application is submitted and the start of project activities.