



Make a difference  
for kids in your  
community...

# FAMILY-FRIENDLY COMMUNITY GRANTS FY 2010-2011

The Commission may, at its sole discretion, reject any or all applications submitted in response to this document. The Commission also reserves the right to cancel this offer at its sole discretion at any time before execution of a Contract Agreement. The Commission shall not be liable for any costs incurred in connection with the preparation of any application submitted in response to this document. Any applications, including attached materials, submitted in response to this document shall become property of the Commission.

## General Information

From the moment they're born to the day they start kindergarten, children grow and learn at an extraordinary pace. These are the years when a child's brain development is so critical, and the most important time to establish healthy relationships with parents and caregivers.

California voters passed Proposition 10 (the Children and Families First Act) in 1998, adding a 50 cents-per-pack tax on tobacco products to support programs for expectant parents and children ages birth to five. The First 5 Contra Costa Children and Families Commission uses tobacco tax funds to help children from the prenatal stage to age five grow up healthy, learning, and supported in safe, nurturing families and communities.

First 5 Contra Costa is pleased to announce **the availability of up to \$200,000 for Family-Friendly Community Grants**. The Commission may, at its sole discretion, reject any or all applications submitted in response to this document. The Commission also reserves the right to cancel this offer at its sole discretion at any time before execution of a Contract Agreement. These grants are for one-time projects that benefit children five and under and their families. Community groups, non-profit organizations, local city governments, public libraries, and adult education schools are eligible to receive grants up to \$5,000. Eligible playground projects and a collaboration of public libraries will be funded up to \$10,000. Grants are intended to take action and make noticeable changes for young children in their communities. **Commission grantees currently receiving funding in excess of \$70,000 are not eligible to apply for these grants.**

## Eligible Projects

The following projects will be considered:

### **Projects that Improve the Community (up to \$5,000)**

Projects that clean or clear an area of trash and debris, graffiti, or other unsightly conditions that detract from the community's appearance, safety and prohibit the healthy development of young children. Sample projects include:

- **Community Safety**
- **Neighborhood or community clean-ups**
- **Graffiti and trash removal**
- **Environmental projects such as creek clean-ups**

2

### **Projects that Promote Healthy and Active Children (up to \$5,000)**

Projects that are designed to promote optimal child health. Sample projects include:

- **Promotion and support of breastfeeding, oral health, or prevention of environmental hazards such as lead poisoning, environmental tobacco smoke, or asthma**
- **Increased access to affordable healthy food, such as implementing or improving farmers markets or community gardens**
- **Improved opportunities for physical activity and play, such as free sports and dance classes or community playground projects (see playground category)**

3

### **Community Playground Projects (up to \$10,000)**

Projects that produce fixed playground equipment appropriate for children five and under. Playground equipment must be accessible to the general public. Equipment located on public school property may restrict access during school hours, however the equipment must be community at-large accessible after hours. Generally, eligible projects must be on public property and you are required to have a letter of support from the public agency on their letterhead supporting the proposed project. Selected projects are required to have all additional funds secured prior to receiving funding. Sample projects include:

- **Shade**
- **Ground Cover**
- **Fixed Playground Equipment appropriate for children 0-5 years of age**

4

### **Projects that Provide Education and Training for Parents and Caregivers (up to \$5,000)**

Projects or activities that provide parents and caregivers and/or children five and younger the education with training focused on parent education, financial security and health and safety issues. Sample projects include:

- **Infant/Toddler CPR classes**
- **Water safety/swim lessons**
- **Car seat safety checks**
- **Home or community safety**
- **Health fair**
- **Violence prevention**
- **Financial stability education or events**

5

### **Literacy Projects and Activities (up to \$5,000)**

Activities and events that promote literacy and pre-reading skills for children age five and younger. Projects must provide families with instruction or tips on how to help develop a child's love of books and promote a parents capacity and confidence in reading to their child. A collaboration of at least three public library branches may apply for up to \$10,000 for literacy projects and activities. Individual child care sites and/or providers are not eligible to receive Literacy Project funds. Community groups must partner with a local library or nonprofit organization to receive funds for these projects. Sample projects include:

- **Book giveaways**
- **Expanding public library collections to include multicultural/bilingual books**
- **Family Literacy Projects/Family Literacy Events**

## Eligible Groups

Projects from all communities in Contra Costa County are welcome. All proposed activities must provide specific and direct benefits to children age 0-5 who are residents of Contra Costa County. These grants cannot be used to sustain existing programs. The following groups are eligible to apply:

- **Community groups** - made up of at least 5 non-related people. The group members must sign the attached partnership agreement. Community groups may apply for Literacy Project funding, but are required to collaborate with a public library or non-profit organization. Project funds cannot be used to pay Community group members for consulting services.
- **Non-profit organizations** - Proposed projects **may not** be limited only to families served by the non-profit organization and must clearly show an effective outreach plan to ensure community at-large accessibility to the proposed project.
- **City government and public agencies** may apply for funding, but all proposed projects are required to be in partnership with a local community group made up of at least 5 non-related people.
- **Adult Schools** - Proposed projects **may not** be limited only to families served by the Adult Schools.
- **A Public library** – a single branch or a group of library branches.

## Limitations

First 5 Contra Costa will not fund the following:

- Salaries for new or existing staff to provide direct services
- Activities with religious purposes
- Grants or direct assistance to individuals
- Endowments or other fundraising events
- Political campaigns, voter registration drives and lobbying (countywide scale)
- Operating deficits or existing operations
- For profit entities
- Private/public business ventures
- Organizations that discriminate on the basis of age, race, gender, national origin, ethnicity, residential status, veteran status, sexual orientation or disability

## Applicant Information Workshop

**All applicants** must attend an Applicant Information Workshop in order to apply. If you don't attend, your application will not be reviewed. Workshops will provide an opportunity to review the application process and to discuss project ideas with Commission staff. The technical assistance session is optional and recommended for those that may need further assistance. To RSVP for any of the workshops listed below or if you need Spanish translation or childcare, please contact Sheila Nguyen at (925) 771-7343 or Monica Nevarez at (925) 771-7315. Space is limited and will be reserved on a first come first serve basis.

<p><b>CENTRAL/SOUTH COUNTY</b> Concord Thurs. 2-25-10 First 5 Contra Costa 1485 Enea Court, Suite 1200 6:30 pm</p>	<p><b>EAST COUNTY</b> Antioch Thurs. 3-11-10 Church of Christ 1020 E. Tregallas Rd 6:30 pm</p>	<p><b>WEST COUNTY</b> San Pablo Wed. 3-24-10 West County First 5 Center 2707 Dover Avenue 6:30 pm</p>	<p><b>MAKE-UP SESSION</b> Concord Tues. 3-30-10 First 5 Contra Costa 1485 Enea Court, Suite 1200 1:00 pm</p>	<p><b>MAKE-UP SESSION</b> Concord Thurs. 4-01-10 First 5 Contra Costa 1485 Enea Court, Suite 1200 10:00 am</p>	<p><b>TECHNICAL ASSISTANCE SESSION</b> Concord Wed. 4-07-10 First 5 Contra Costa 1485 Enea Court, Suite 1200 9:00 am – 6:00 pm By appointment <b>ONLY</b>; phone or in person meetings avail.</p>
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**Technical Assistance (TA)** sessions for prospective applicants provide an opportunity to share project ideas and receive feedback from First 5 staff. For this funding cycle TA sessions will be available on Wednesday, April 7, 2010 from 9:00AM to 6:00PM. These 20 minute sessions are **by appointment only** and can be done in person or via the telephone. To be eligible you must **complete** an application (this will be a draft) including the budget and bring it with you to your scheduled session. If the session is via the telephone the complete draft must be faxed or emailed to our offices prior to the session. If you are interested, contact Sheila Nguyen at (925) 771-7343 to schedule an appointment. Please note participation in a Technical Assistance session does not guarantee that your project will be funded.

## How to Apply

Complete the application including the budget with a narrative on the following pages and submit it by Friday, April 30, 2010 no later than 12:00 noon.

For applications to be considered **we must receive 1 original application with original signatures and 8 complete copies.**

Mail all applications to First 5 Contra Costa, 1485 Enea Court, Suite 1200, Concord, CA 94520: Attention Lisa R. Johnson. Faxed or emailed applications will not be accepted.

### How are projects Evaluated

A review committee comprised of Commissioners, Commission Staff and Community Members will evaluate applications. The committee will be responsible for reviewing all applications and making funding recommendations to the Commission. Award recommendations will be based on the overall quality of the project and appropriateness for this funding strategy. For previous grantees, award recommendations will also be based upon past projects successful implementation. If you have any questions about the program or application please contact Lisa R. Johnson, Grants Program Manager at (925) 771-7314.

Application Schedule	Dates
Application Released	February 8, 2010
<p><b>All applicants</b> must attend an Applicant Information Workshop in order to apply. If you don't attend, your application will not be reviewed. <b>Please RSVP for Information Workshops.</b></p> <ul style="list-style-type: none"> <li>• Central/South</li> <li>• East</li> <li>• West</li> </ul>	<p>February 25, 2010 March 11, 2010 March 24, 2010</p>
<p><b>Please RSVP for Information Workshops</b></p> <ul style="list-style-type: none"> <li>• Make-Up Sessions</li> <li>• Make-Up Sessions</li> <li>• Technical Assistance (optional)</li> </ul>	<p>March 30, 2010 April 1, 2010 April 7, 2010</p>
Deadline for Application to be Submitted	April 30, 2010
Review Period	May 3, 2010 through May 26, 2010
Notifying Applicants about review committee recommendations	May 27, 2010
Award Letters and Contracts Mailed to Grantees	June 7, 2010
Contracts Returned from grantees with appropriate signatures	June 30, 2010
Contracts Fully Executed and Award Checks released/Projects Begin	July 1, 2010



FAMILY-FRIENDLY COMMUNITY GRANTS  
FY 2010-2011

Application Form

Please check one		Please check one	
<input type="checkbox"/>	<b>Non-Profit Community Based Organization</b> <i>501(c)3 organizations</i>	<input type="checkbox"/>	<b>Project that Improves the Community</b> <i>Up to \$5,000</i>
<input type="checkbox"/>	<b>Grassroots Community Group</b> <i>5 or more non related community members</i>	<input type="checkbox"/>	<b>Project that Promotes Healthy Active Children</b> <i>Up to \$5,000</i>
<input type="checkbox"/>	<b>Individual Library Branch</b> <i>1 branch</i>	<input type="checkbox"/>	<b>Community Playground Project</b> <i>Up to \$10,000</i>
<input type="checkbox"/>	<b>Adult Education Program</b> <i>with 0-5 focus</i>	<input type="checkbox"/>	<b>Education and Training for Parents and Caregivers Project/Activity</b> <i>Up to \$5,000</i>
<input type="checkbox"/>	<b>Literacy Collaboration</b> <i>community group + library or non-profit</i>	<input type="checkbox"/>	<b>Literacy Project and Activities</b> <i>Up to \$5,000</i>
<input type="checkbox"/>	<b>Collaboration of Library Branches</b> <i>3 or more branches</i>		

Group Name \_\_\_\_\_ Project Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State CA Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

*Fiscal Sponsors are not required to apply for funding*

Fiscal Sponsor \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State CA Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Federal Tax Identification Number \_\_\_\_\_

AMOUNT OF GRANT REQUEST \$ \_\_\_\_\_ Number of children ages 0-5 this project will serve

SUMMARY OF PROJECT - In 50 words or less please summarize your proposed project.

DESCRIBE YOUR GROUP - In 50 words or less please include the name of the group, your function, number of people in the group, how and why the group was formed.

AUTHORIZED GROUP REPRESENTATIVE \_\_\_\_\_ TITLE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_



FAMILY-FRIENDLY COMMUNITY GRANTS  
FY 2010-2011

## Application Questions

*Please complete the following questions*

1. Describe the problem or opportunity you want to address with your one-time project? (*How and why did you choose this project?*)

2. Describe the project your group plans to do? When and where will the project take place?



FAMILY-FRIENDLY COMMUNITY GRANTS  
FY 2010-2011

3. Describe in detail who will be involved in carrying out the project and what will they do?

4. Describe in detail how you will conduct outreach to the participants for this project?

5. Describe how you will know if your project is successful? How will your community be a better place?



FAMILY-FRIENDLY COMMUNITY GRANTS  
FY 2010-2011

If the proposed project is for literacy projects and activities, answer the following questions:

6. Describe your history of providing literacy services for children 0 to 5 years?

7. How will this project create, expand or enhance the literacy work you are doing?



FAMILY-FRIENDLY COMMUNITY GRANTS  
FY 2010-2011

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Expenses	TOTAL PROJECT BUDGET		FIRST 5 CONTRA COSTA FUNDS		OTHER FUNDS	JUSTIFICATION <i>Each line item must have a clear justification for the expense</i>
<b>Purchased Services</b>						
<b>Total Services</b>						
<b>Supplies &amp; Materials</b>						
<b>Total Supplies</b>						
<b>Food</b>						
<b>Total Food</b>						
<b>GRAND TOTAL</b>						



FAMILY-FRIENDLY COMMUNITY GRANTS  
FY 2010-2011

COMMUNITY GROUP PARTNERSHIP AGREEMENT

By signing below I am verifying that I am an active member of this community group, and all information contained in this application is factual to the best of my knowledge.

By \_\_\_\_\_  
Name Phone Signature Date

By \_\_\_\_\_  
Name Phone Signature Date

By \_\_\_\_\_  
Name Phone Signature Date

By \_\_\_\_\_  
Name Phone Signature Date

By \_\_\_\_\_  
Name Phone Signature Date