



First 5 Sonoma County Commission

Matching Grant Program Application

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 3:00 PM on January 15, July 15 of each 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
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For questions regarding the Matching Grant
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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/documents/strategicplan.pdf.

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 3:00 PM on January 15 and July 15 of each 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 **proposals** that:

- ⇒ Address how the project aligns with the approved First 5 Strategic Plan goals and objectives for FY 2011-2020;
- ⇒ Address how the project aligns with Proposition 10 legislation (e.g. services are for children 0-5 and their families, there is no supplantation, etc);
- ⇒ Implement evidence-based practices, promising practices, and/or emerging practices¹ as designated by Sonoma County's Upstream Initiative with demonstrated positive results for children prenatal to 5 and their families;
- ⇒ Demonstrate organizational capacity (resources and skills, previous successful implementation of a project with similar magnitude and scope);

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).

- ⇒ Demonstrate impacts go deep and have magnitude (timing, visibility, quality and quantity produced);
- ⇒ Demonstrate and promote collaboration among service providers;
- ⇒ Leverage other funding and/or resources (including and beyond matching funds) and
- ⇒ Communicate clear objectives and methods for assessing progress and continuous program improvement;
- ⇒ Develop strong sustainability plans for continuing services beyond First 5 Sonoma County funding.
- ⇒ Build capacity and model sustainable success (e.g., benefits continue over time, activities are replicable and can serve as models);
- ⇒ Provide services to children and families from targeted school attendance areas;
- ⇒ Are aligned with Sonoma County's Cradle to Career and Health Action's 2020 Vision and Action plan; and
- ⇒ Provide culturally competent services and programs (language, strategies and interventions) to meet the needs of Sonoma County's diverse population.

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

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 and promising programs designed to meet one or more of the **Priority Outcomes** of the Commission's FY 2011-2020 Strategic Plan:

Goals and Priority Outcomes

Goal 1: Ensure the Health and Healthy Development of Children

- ⇒ *Increase the availability of high quality, accessible health care for children*
- ⇒ *Increase early detection and intervention for developmental concerns*

Goal 2: Ensure Families Are Supported and Nurturing

- ⇒ *Increase support for parents to strengthen their parenting capacity*
- ⇒ *Increase support for parents to strengthen their family’s literacy skills*

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

- ⇒ *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*

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

Health Systems

- ⇒ *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*

Family Support Systems

- ⇒ *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*

Early Care and Education Systems

- ⇒ *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*
- ⇒ *Increase alignment of systems of academic advancement for early care and education providers in Sonoma County through collaboration with community partners*

Advocacy

- ⇒ *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

- ⇒ *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
- ⇒ *Increase behaviors that support optimal child development through social marketing*
- ⇒ *Engage the community to implement projects that support First 5 Sonoma County goals by providing mini- and matching grants*
- ⇒ *Inform and engage the private sector to understand and value the high return on investments in early childhood*

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:

- Cover Sheet
- Signed certification of application
- Application
 - Project narrative
 - Evaluation plan
 - Organizational history and capacity
 - Scope of work
 - Budget and budget narrative
- Letter of commitment or other valid documentation of matching funds
- Evaluated evidence of project outcomes if applying for renewed funding

Please submit one (1) signed original copy of the application, two (2) additional copies for review and one (1) electronic copy with all associated documents on a Compact Disc

or Flash Drive in a Portable Document Format (.pdf) or Microsoft Word Document (.doc) format.

Matching grant applications are accepted **no later than 3:00 PM on January 15 and July 15 of each year** (July 1 through June 30) based on the availability of funds.

Matching Grant Application

COVER SHEET

PROJECT NAME

APPLICANT INFO

Organization name

Mailing address

City

Zip

Contact / title

Phone

Email address

@

Fax

Tax ID/exempt status

PROPOSAL SUMMARY

Amount requested from First 5 Sonoma County: \$

Matching amount required by funder: \$

Funding organization name:

Brief Project Summary (limit 1000 characters):

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:

Signature: _____

Date: _____

Matching Grant Application

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

- I. **Project Narrative:** As concisely as possible, answer the following questions. Please note space limitations.

A. Target Population:

- 1) Briefly describe the population you seek to serve with this project and why you believe they should be targeted [limit 1500 characters]:

- 2) What specific geographical areas of the County are you targeting with this project:

Area

3) What data do you have to support the needs of this population? [list data points only]:

Example: 75% of target population lives below federal poverty limit

- 1.
- 2.
- 3.
- 4.
- 5.

4) For each of the categories below, please list the number of individuals you expect to serve with this project:

Total children 0-3 years old:	0	Children 4-5 years old:	0
(with special needs):	0	(with special needs):	0
Pregnant Mothers:	0	Adults with children 0-5:	0
Provider Organizations:	0	Providers (individuals):	0

Additional notes regarding number of individuals you expect to serve [limit 1500 characters]:

B. Project Description

- 1) Provide a brief description of the project and its major components [limit 2000 characters]:

- 2) Who is providing the funding for which you are seeking a match? Briefly describe the funding source and any guidelines or limitations that may be required of the matching funds [limit 1500 character]:

- 3) Why should First 5 Sonoma County address this issue at this time? Consider where the project stands in the larger context of early childhood work in the County and State. Is there a potential for Collective Impact with this project [limit 1500 character]:

- 4) Describe which First 5 Sonoma County Funding Priorities the project seeks to address and how it will directly address them (see Funding Priorities section above) [limit 250 characters per description]:

Priority Area –
Description:

Priority Area –
Description:

Priority Area –
Description:

- 5) Does this project utilize or support models or curriculum designated as emerging, promising or evidence-based practices (e.g. Triple P, Nurse-Family Partnership, etc.) by the [Sonoma County Upstream Initiative](#) or another early childhood program clearinghouse. List all the models/curriculum that will be utilized by the project and whether they are currently being provided by your organization?

Model Name	Sonoma Upstream Tier	Clearinghouse Name	Designation
Current program: <input type="checkbox"/> YES <input type="checkbox"/> NO	Choose an item.		Choose an item.
Current program: <input type="checkbox"/> YES <input type="checkbox"/> NO	Choose an item.		Choose an item.
Current program: <input type="checkbox"/> YES <input type="checkbox"/> NO	Choose an item.		Choose an item.
Current program: <input type="checkbox"/> YES <input type="checkbox"/> NO	Choose an item.		Choose an item.

- 6) If the project receives funding, how will the work be sustained after this funding period is completed? How will you use this funding to leverage other resources?

[limit 1500 characters]:

- 7) Are other organizations or entities collaborating on this project? If yes, who are the organizations and how are they contributing to the overall project:

Organization Name	Project Responsibilities

- 8) What additional funding, if any, is required to implement this project? Who will be providing the additional funding (include internal funding sources)?

Funding Source	Amount	Type of Funding	Status
	\$		
	\$		
	\$		
	\$		

II. Evaluation Plan

- 1) What do you expect to be the immediate and long-term impact of this project? [limit 1500 characters]

2) What are the expected measurable outcomes of this project? Please list the indicator, baseline measurement, and target for each outcome.

Expected Outcome	Indicator	Baseline Measurement	Goal	Data Source
<i>Example: Increased detection of developmental delays in children 0-3</i>	<i>% of target population screened with ASQ</i>	65%	95%	<i>Internal ASQ screening counts</i>

III. Organization History and Capacity

- 1) Briefly describe why you believe your organization is best suited to implement this project. Be sure to mention organizational and staff capacity, history of achievements, staff qualifications and previous successful collaborations with local organizations [limit 2000 characters]:

- IV. **Scope of Work/Plan for Reporting Results:** Use the Scope of Work/Plan for Reporting Results template provided below to describe project activities needed to implement the project, including timelines, responsible parties, and deliverables (process outputs and program outcomes) that include measurement tools to be used.

Matching Grant Application

SCOPE OF WORK / PLAN FOR REPORTING RESULTS

Project Title: _____
 Covering period from _____ to _____

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:

Scope of Work/Plan for Reporting Results INSTRUCTIONS/SAMPLE

The logic model should communicate to the reviewers in a clear and straightforward way the basic 'logic' of your proposed project. Starting with the far left column, describe what things you will actually do (**Strategies/Activities**), when you will do them (**Timeline**), who will be responsible for their completion (**Person(s) Responsible**), what measurable products or deliverables these actions will produce (**Process Outputs**), and what measurable changes or results you expect to achieve (**Program Outcomes**). Be sure to include measurement tools and data collection timelines where appropriate. Please note that, as in the example below, not every activity will directly result in a Program Outcome.

STRATEGIES /ACTIVITIES	TIMELINE	PERSON(S) RESPONSIBLE	MEASUREABLE DELIVERABLES (I.E., PROCESS OUTPUTS)	MEASUREABLE PROGRAM OUTCOMES
In order to achieve our desired outcomes we will employ the following strategies:	We will employ these strategies on the following schedule (by month[s] and year(s)):	We will employ the following person(s) to be responsible for completion.	We expect that these strategies will produce the following measurable deliverables/products:	We expect that once completed the strategies will achieve the following measurable changes /results in our target populations/service systems:
Recruit team of trail docents.	Nov 1 thru Nov 30 2010	Program Manager, Kim Hutter	5 person team of docents hired.	Not applicable.
Develop training plan and content for docents.	Oct 15 thru Dec 15 2010	Program Manager, Kim Hutter	3-week training plan and curriculum finalized	Not applicable.
Train docents.	Jan 1 thru Jan 31 2011	Program Coordinator, John Racob	5 docents attend 100% of training sessions	80% of docents score greater than 90% on final oral exam.
Publicize nature hikes	Feb 1 thru Feb 21 2011	Program Coordinator, John Racob	2 radio spots aired 3 ads placed in local paper 250 flyers distributed	Not applicable
Provide informative nature hikes to the general public.	Mar 1 thru July 31 2011	Trail Docents, TBD	6 hikes conducted for a minimum of 25 participants.	80% of participants report being 'highly satisfied' with experience on survey sent to participants within 1 week of hike 75% of participants report learning at least 2 new things on survey sent to participants within 1 week of hike

- V. **Budget/Budget Narrative:** Use the Budget/Budget Narrative template below to provide a detailed and itemized budget proposal and narrative to complete this project.

Budgets must:

- 1) *Include no more than 15% for administrative overhead/indirect costs. Identify the specific cost factors you have included as overhead/indirect.*
- 2) *Specify all personnel by job title, % FTE, and full-time salary.*
- 3) *Include a budget narrative with a brief justification for each line item.*
- 4) *Although matching funds are not required, include other resources that will be leveraged for this project (i.e., specify any other sources of funding or in-kind contributions that will support the program in addition to First 5 funding).*

The budget will be evaluated according to whether it is realistic, includes all proposed expenditures, reveals a cost-effective allocation of resources, adequately explains how the amount of each line item was calculated, and identifies the specific costs included as overhead/indirect.

Budget Template for Matching Grant Application

Instructions: Prepare a separate budget page for each First 5 Sonoma fiscal year (July 1 – June 30) and one page with cumulative total.

BUDGET: FY 2016-17 (July 1 2016 – June 30, 2017)

Personnel							
	Item	%FTE	Salary/Rate	Requested	Other Funding	Total Funding	Description and Justification
1.						\$	
2.						\$	
3.						\$	
4.						\$	
5.						\$	
6.						\$	
TOTAL PERSONNEL				\$	\$	\$	

Operating Expenses					
	Item	Requested	Other Funding	Total	Description and Justification
1.				\$	
2.				\$	
3.				\$	
4.				\$	
5.				\$	
6.				\$	
TOTAL OPERATING		\$	\$	\$	

TOTAL REQUESTED FY16-17 \$

TOTAL BUDGET FY16-17 \$

BUDGET: FY 2017-18 (July 1, 2017 – June 30, 2018)

Personnel							
	Item	%FTE	Salary/Rate	Requested	Other Funding	Total Funding	Description and Justification
1.						\$	
2.						\$	
3.						\$	
4.						\$	
5.						\$	
6.						\$	
TOTAL PERSONNEL				\$	\$	\$	

Operating Expenses					
	Item	Requested	Other Funding	Total	Description and Justification
1.				\$	
2.				\$	
3.				\$	
4.				\$	
5.				\$	
6.				\$	
TOTAL OPERATING		\$	\$	\$	

TOTAL REQUESTED FY17-18 \$

TOTAL BUDGET FY17-18 \$

BUDGET: TOTAL PROJECT

Personnel							
	Item	%FTE	Salary/Rate	Requested	Other Funding	Total Funding	Description and Justification
1.						\$	
2.						\$	
3.						\$	
4.						\$	
5.						\$	
6.						\$	
TOTAL PERSONNEL				\$	\$	\$	

Operating Expenses					
	Item	Requested	Other Funding	Total	Description and Justification
1.				\$	
2.				\$	
3.				\$	
4.				\$	
5.				\$	
6.				\$	
TOTAL OPERATING		\$	\$	\$	

TOTAL REQUESTED \$

TOTAL BUDGET \$