



# **Community Development Mini-Grant GUIDELINES**

## **Fiscal Year 2024-2025 Step 2**

### **INCLUDES APPLICATION FORMS:**

- Cover Page
- Application Checklist
- Disclosure Statement
- Project Narrative Outline
- Budget Request Form

First 5 Imperial  
A County Commission of Proposition 10  
California Children and Families Act of 1998  
1240 State Street  
El Centro, CA 92243

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The First 5 Imperial Strategic Plan as well as the Community Development Mini-Grant Application Guidelines including application forms can be downloaded at [www.icprop10.org](http://www.icprop10.org). These documents may also be requested by email to [jcr@icprop10.org](mailto:jcr@icprop10.org). For further information, visit

**[www.icprop10.org](http://www.icprop10.org)**

**A. Introduction to Community Development Mini-Grant FY 2024-2025**

First 5 Imperial (Commission) has allocated \$150,000 for the purpose of funding mini-grants over the course of a one-year award process that will apply to the 2024-2025 fiscal year. The Commission will award applicants under a two-step process. **Step 1** will require applicants to complete and submit a Statement of Interest to Apply form by the stated deadline. **Step 2** will require applicants that have been identified through review of Step 1 to submit the Community Development Mini-Grant Application by the stated deadline. All applicants submitting a Statement of Interest to Apply form will be notified in writing if they were selected to submit a mini-grant application under Step 2. Please note that an invitation to submit a mini-grant application under Step 2 does not guarantee funding. For all contracts, continued funding will depend on compliance with all requirements contained in the contract and funding levels accrued from Prop 10 revenues.

\$30,000.00 is the maximum amount of funding an agency may request for a Mini-Grant Project during the cycle beginning July 1, 2024 up through June 30, 2025. The objective of these mini-grants will be to enhance the capacity of organizations to better serve expectant parents, children 0-5 years of age and their families

Public and non-profit agencies may apply through Step 1 of the Community Development Mini-Grant Application including but not limited to community-based organizations, neighborhood associations, preschools, collaboratives, faith-based organizations, and civic agencies. Applications will be processed within the aforementioned two-step process outlined under the timetable enclosed within these guidelines.

First 5 Imperial reserves the right to modify the Timetable or to cancel the Mini-Grant application process at any time. Notification of changes will be posted on the Commission's website. Deadline submittal dates for this Mini-Grant have been established as follows:

| <i>Description</i> | <i>Release Date</i>     | <i>Submission Deadline</i> |
|--------------------|-------------------------|----------------------------|
| <b>Step 1</b>      | <b>February 7, 2024</b> | <b>March 13, 2024</b>      |
| <b>Step 2</b>      | <b>April 5, 2024</b>    | <b>May 8, 2024</b>         |

Please review the Community Development Mini-Grant Application Timetable FY 2024-2025 for detailed information.

**B. Submission Instructions**

Agencies who are invited by the Commission, under Step 2 of this process, to submit a Community Development Mini-Grant for the 2024-2025 fiscal year should adhere to the following submission guidelines:

- a. Deadline to submit the Community Development Mini-Grant FY 2024-2025 application, including all required documentation, is as follows:

Date:               **May 8, 2024, 4:00 p.m.**

Submit To:       Imperial County Purchasing  
                      Attn: First 5 Imperial Mini-Grant  
                      1125 Main Street  
                      El Centro, CA 92243

- b. Complete the Community Development Mini-Grant Application; this includes the following forms: Application Cover Page; Application Checklist; Disclosure Statement; Project Narrative, size 12 font single spaced; Budget Request Form; and all other required documentation. All application documents must be submitted in typewritten format.
- c. Submit – only one (1) original document signed in blue ink. No additional copies of the application are required. A stapled document is preferred over bound format. Elaborate artwork, expensive paper and binding are neither necessary nor desired. Again, the application must include the following forms: Application Cover Page; Application Checklist; Disclosure Statement; Project Narrative; Budget Request Form; and all other required documentation. For agencies submitting an Independent Financial Audit performed by a Certified Public Accountant, please note that only one (1) copy should be attached to the original application. No additional copies of the audit are required.
- d. All prospective applications must be mailed or hand-delivered to the Imperial County Purchasing office. It is the responsibility of the applicant to ensure that application is received at the Purchasing Office by the due date and time. Applications received after the due date, even though they are postmarked on the due date, will not be accepted. Failure to meet the deadline may disqualify applicant from mini-grant funding consideration.
- e. Please **do not** fax or email mini-grant applications, they will not be accepted. Email submittals will not be accepted in lieu of the original application.
- f. Interested Applicants must comply with the content requirements, format, and submittal criteria established under the Community Development Mini-Grant Guidelines FY 2024-2025. Failure to follow the appropriate criteria may disqualify the applicant from applying for mini-grant funding consideration.

- g. The rules governing the application, submission, structure and/or review process for all mini-grant applications received by the Commission are subject to change at any time during this process. Any changes reflected during this cycle will be posted on the Commission's website.

**C. Background on First 5 Imperial (Commission)**

The youngest children residing in Imperial County and their families have been presented with valuable new opportunities since the development of the local Children and Families First Commission subsequent to the approval of Proposition 10. This Act, authored under the direction of Rob Reiner, was ratified by California voters in 1998. The standard supporting this law entailed that a new tax would be levied on tobacco products sold in the state. Monies generated through this tax are designated to provide services that center on the optimal development of children 0-5 years of age, in addition to tobacco awareness and cessation programs. The Act further requires the creation of a Proposition 10 Commission for each County. The Imperial County Children and Families First Commission, also known as First 5 Imperial, was established under the authority of Imperial County Ordinance # 1231 in 1998. A nine-member Commission panel, assembled under the direction of this ordinance, would realize Proposition 10 priorities at the county level.

**VISION**

All Imperial County children will thrive in supportive, nurturing and loving environments, enter school healthy and ready to learn, and become productive, well-adjusted members of society.

**MISSION**

Current research in brain development clearly indicates that the emotional, physical and intellectual environment that a child is exposed to in the early years of life has a profound impact on how the brain is organized. The experiences a child has with respect to parents and caregivers significantly influences how a child will function in school and later in life. The California Children and Families Act of 1998 is designed to provide, on a community-by-community basis, all children prenatal through five years of age with a comprehensive, integrated system of early childhood development services. Through the integration of health care, quality childcare, parent education and effective intervention programs for families at-risk, children, their parents and caregivers will be provided with the tools necessary to foster secure, healthy and loving attachments. These attachments will lay the emotional, physical and intellectual foundation for every child to enter school ready to learn and develop the potential to become productive, well-adjusted members of society.

**RESULT AREAS**

The Commission will work to promote projects that focus in any one of the activities in the following Result Areas:

1. Family Strengthening
2. Early Care and Education of the Child
3. Improved Child Health Outcomes

**D. Funding Priorities**

Potential Community Development Mini-Grant applicants selected by the Commission under Step 2 of the review process may submit proposals for activities that fall within at least one need identified in the Strategic Plan adopted by the Commission and that are consistent with the Statement of Interest to Apply form submitted to the Commission for the 2024-2025 funding cycle. A copy of the Strategic Plan may be requested from the Commission office or may be downloaded from the Commission’s website at [www.icprop10.org](http://www.icprop10.org). Furthermore, activities realized must reflect the Vision, Mission and support one of the three Result Areas established by the Commission. Funding priorities will focus on these three “Result Areas” which are:

|               |                                       |
|---------------|---------------------------------------|
| Result Area 1 | Strengthening Families                |
| Result Area 2 | Early Care and Education of the Child |
| Result Area 3 | Improved Child Health Outcomes        |

Examples of activities that may be funded include, though are not limited to the following:

- Staff development and training
- Information dissemination campaigns that focus on children 0 through 5 years
- One-time events/workshops that target families
- Licensing fees
- Family literacy projects
- Educational outreach
- Kindergarten transition enhancement

- Prenatal care workshops
- Materials and supplies to enhance child development
- Marketing and media campaigns
- Caregiver environment enhancement plans
- Family support group development
- Tobacco education and cessation efforts

## E. Mini-Grant Funding Eligibility Criteria

Funding eligibility will be established through the criteria listed in this section. Please note that the Commission reserves the right to reevaluate these criteria on a periodic basis, and due to funding considerations and changes in policies, the criteria outlined below is subject to change. Any changes in the eligibility criteria for future mini-grants will be posted on the Commission's website.

- Activities outlined in the application/proposal must benefit expectant parents, children 0-5 years of age, parents that have children 0-5 years of age, and/or their immediate caregivers.
- Community Development Mini-Grants are defined as one-time opportunities and based on a one-year time frame.
- All proposed activities must be realized within Imperial County. Funds obtained for Mini-Grants cannot be used to serve families that reside outside of Imperial County.
- Applicants may be non-profit or public agencies.
- Applicants must submit proposals that clearly focus on one of the three Result Areas identified in the First 5 Imperial Strategic Plan and clearly present a plan that includes a service model that include the proposed services and scope of the work to be completed during FY 2024-2025.

Priority will be given to applicants that:

- Describe a project that clearly falls within the scope of the First 5 Imperial Strategic Plan.
- Clearly address a need of expectant parents and/or children 0-5 years of age.
- Are based within Imperial County.
- Incorporate the *Principles on Equity* which are outlined in the Strategic Plan.
- Offer direct services to expectant parents and children 0-5 years of age.
- Submit a Statement of Interest to Apply form.
- Outline how the success of the project will be reported to the Commission.
- Incorporate other sources of funding into the proposal.

## F. Funding Restrictions

The Commission **will not** provide funding to projects that propose to use Community Development Mini-Grant funds for the following purposes:

- Direct funding for individuals
- Business Ventures
- Fundraising events
- Administrative Costs
- Existing financial obligations (for example, the supplantation of funds already in use for an event)
- Rents/leases
- Insurance premiums
- For the purpose of obtaining a profit

## **G. Reporting**

Community Development Mini-Grant agencies awarded funding will be required to report on the specific elements related to the scope-of-work conducted in accordance with the terms outlined in the Agreement for Services (contract) entered into between the applicant and the Commission. Through this information the Commission will gather data on how to continue to provide opportunities in the community, as well as set funding strategies that will assist in serving children 0-5 years of age and their families. This information will require all applicants to participate in a comprehensive, evaluation process.

Reporting requirements and participation in the evaluation process will include, but are not limited to: 1) the submittal of quarterly reports; 2) narrative summary of project activities; 3) activity summary reports; 4) performance evaluation chart; 5) budget reporting; 6) year-end results evaluation survey; 7) performance interviews; 8) fiscal budgetary reviews; 9) utilization of a Commission-approved database system and/or data collection tools; and 10) other Commission developed reporting tools.

## **H. Contract Requirements Upon Approval of funding**

1. The successful applicant is required to sign a standard contract, as modified to fit the specific proposal, after award announcements have been posted and before the Commission disburses any payments for that particular award, regardless of the start date. The Commission reserves the right to waive any contract requirements or requirements of the Community Development Mini-Grant in the event such requirement does not apply to a particular project and no other proposer will be adversely affected.
2. Ownership Of Documents, Other Materials, and Personal Property: Upon award and after the contract is signed by the applicant and Commission, Commission shall be the owner of the following items incidental to this award upon production, whether or not completed: all data collected, all documents of any type whatsoever, and any material necessary for the practical use of the data and/or documents from the time of collection and/or production whether or not performance under this award is completed or



terminated prior to completion. Contractor shall not release any materials under this section except with the prior written approval of Commission.

Commission intends for materials produced in whole or in part under this award shall not be subject to copyright in the United States or in any other country except as determined at the sole discretion of Commission. Commission shall have the unrestricted authority to publish, disclose, distribute, and use in whole or in part, any reports, data, documents or other materials prepared under this award once the contract is ratified by applicant and Commission.

Upon termination of all services contracted under this award or completion of performance, and upon Commission's written request, Contractor shall return all documents and materials Commission provided to Contractor.

**I. Rights of the Commission**

The Commission reserves the right to negotiate changes to proposals as a condition of approval, to award amounts less than stated in the proposal, and to negotiate reductions or increases of the award amount. The Commission further reserves the right to change or cancel the mini-grant process at any time based on funding trends. Notification of changes will be posted on the Commission's website.

**J. Contact Information**

Any questions related to the Community Development Mini-Grant Application may be directed to First 5 Imperial. Contact information for the process therefore is:

First 5 Imperial  
Attn: Julio C. Rodriguez, Executive Director  
1240 State Street  
El Centro, CA 92243

**Phone:** (760) 482-2997  
**Fax:** (760) 352-6758  
**Email:** [jcr@icprop10.org](mailto:jcr@icprop10.org)  
**Website:** [www.icprop10.org](http://www.icprop10.org)

## Community Development Mini-Grant TIMETABLE FY 2024-2025

| Date   | Activity  |
|--|---|
| February 7, 2024   | Release the Community Development Mini-Grant Application Guidelines FY 2024-2025. Statement of Interest to Apply (Step 1) included in guidelines.   |
| <b><u>STEP 1 DEADLINE</u></b><br>March 13, 2024<br>4:00 p.m. | Deadline to submit Statement of Interest to Apply for a Mini-Grant. Step 1 of the Mini-Grant application process.<br>Must submit by 4:00 p.m. to:<br>Imperial County Purchasing<br>Attn: First 5 Imperial Mini-Grant<br>1125 Main Street<br>El Centro, CA 92243 |
| April 4, 2024  | Commissioners will review Statements of Interest to Apply at public meeting and will select proposed Projects that will be invited to apply under Step 2 of the Mini-Grant application process.   |
| April 5-14, 2024   | Notices will be sent to applicants and invitations to submit Community Development Mini-Grants, Step 2, will be sent to selected agencies.  |
| <b><u>STEP 2 DEADLINE</u></b><br>May 8, 2024<br>4:00 p.m.    | Deadline to submit Community Development Mini-Grant Proposals. Step 2 of the Mini-Grant application process.<br>Must submit by 4:00 pm to:<br>Imperial County Purchasing<br>Attn: First 5 Imperial Mini-Grant<br>1125 Main Street<br>El Centro, CA 92243        |
| June 6, 2024   | Commissioners will evaluate and select Mini-Grant Projects at a public meeting. Final award of Community Development Mini-Grants to be announced. Contracts will commence July 1, 2024.   |

# COVER PAGE

Agency Name: \_\_\_\_\_

Project Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Fiscal Agency: \_\_\_\_\_ Federal Tax ID Number: \_\_\_\_\_

Project Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Agency's Authorized Representative: \_\_\_\_\_

**Please provide a brief summary of the proposed project:**

  
  
  
  
  
  
  
  
  
  

|  |  |
|--|--|
| <p style="text-align: center;"><b><i>Please Check One</i></b></p> <p><input type="checkbox"/> Non-Profit Community Based Organization</p> <p><input type="checkbox"/> Public Agency</p> <p><input type="checkbox"/> Other: _____</p> | <p style="text-align: center;"><b><i>Please Check One</i></b></p> <p><input type="checkbox"/> Improved Child Health</p> <p><input type="checkbox"/> Improved Child Development</p> <p><input type="checkbox"/> Improved Family Functioning</p> |
|--|--|

**Project/Activity Service Area** *(Check All that apply)*

|                                      |                                     |                                    |                                      |                                      |
|--------------------------------------|-------------------------------------|------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> County-wide | <input type="checkbox"/> Calipatria | <input type="checkbox"/> Holtville | <input type="checkbox"/> Ocotillo    | <input type="checkbox"/> Westmorland |
| <input type="checkbox"/> Brawley     | <input type="checkbox"/> El Centro  | <input type="checkbox"/> Imperial  | <input type="checkbox"/> Salton City | <input type="checkbox"/> Winterhaven |
| <input type="checkbox"/> Calexico    | <input type="checkbox"/> Heber      | <input type="checkbox"/> Niland    | <input type="checkbox"/> Seeley      |                                      |

|  |  |  |
|--|--|--|
| <b>Amount Requested</b> <small>(See Budget Form)</small> | <b>Agency Current Operating Budget</b> | <b>Operating Budget for Prior Year</b><br><small>(if agency has been in operation for less than one year, write <i>not applicable</i>)</small> |
|--|--|--|

**Target Population** *(Check all that apply)*

|  |  |   |
|--|--|---|
| <input type="checkbox"/> Children ages 0-5 | <input type="checkbox"/> Medical Staff                   | <input type="checkbox"/> Families with children 0-5 |
| <input type="checkbox"/> Childcare         | <input type="checkbox"/> Children 0-5 with special needs | <input type="checkbox"/> Other                      |
| <input type="checkbox"/> Expectant Parents | _____  |   |

|  |   |  |
|--|---|--|
| <b>Number of children 0-5 to be served:</b><br>_____ | <b>Number of parents to be served:</b><br>_____ | <b>Number of providers/caregivers to be served:</b><br>_____ |
|--|---|--|

## APPLICATION CHECKLIST

This document should serve as a guide for the submittal of the required documents.\*  
Check off those items that are being enclosed with the application.

|  |
|--|
| <input type="checkbox"/> Cover Page  |
| <input type="checkbox"/> Application Checklist (complete this checklist)   |
| <input type="checkbox"/> Disclosure Statement, <i>signed in blue ink</i>   |
| <input type="checkbox"/> Project Narrative (7-page maximum, typewritten format, size 12 font, 1 inch spaced on all sides)  |
| <input type="checkbox"/> Budget Request Form   |
| <p>FINANCIAL STATEMENTS (as listed below):</p> <p style="margin-left: 40px;"><input type="checkbox"/> Financial Statements (Independent Financial Audit) reviewed by a Certified Public Accountant (CPA) most recent copy.</p> <p style="text-align: center; margin: 20px 0;"><b>.. OR ..</b></p> <p style="text-align: center;">If your agency does not have a Financial Audit performed by a Certified Public Accountant, you must submit</p> <p style="text-align: center;"><b><u>Prior Year Financial Statements</u></b></p> <p><b>Non-Profit Agencies:</b></p> <p style="margin-left: 40px;"><input type="checkbox"/> Statement of Activities (a self-generated list of your past year's revenue and expenses)</p> <p><b><u>And</u></b></p> <p style="margin-left: 40px;"><input type="checkbox"/> IRS Form 990</p> |
| <p>LEGAL DOCUMENT (as listed below)</p> <p><input type="checkbox"/> <b>Non-Profit Organization:</b> Copy of 501(c)(3) IRS Determination Letter, or other documentation that supports your non-profit status.</p>   |
| <input type="checkbox"/> <b>One (1) audit copy only.</b>   |

\* Any additional documents not identified on this checklist may not be considered and/or may be discarded.

## DISCLOSURE STATEMENT

On behalf of the (agency) \_\_\_\_\_

I, (name of authorized representative) \_\_\_\_\_

hereby state that the funds that are being requested will be used in accordance with the scope-of-work identified in this application, and that funding obtained through this grant will not be used to replace existing revenue sources.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

*{Must sign in blue ink}*

## PROJECT NARRATIVE OUTLINE

### Project Narrative (3 to maximum 7 pages)

Use the following outline for the development of the narrative that will be used in the application to describe the project that will be realized through the Community Development Mini-Grant Application. Please note that under each section (sections A, B and C) there are general guidelines that must be followed. The type of information necessary is requested under each section, with a suggestion of the length (page number) of narrative you may wish to devote to explaining the elements related to the project. Furthermore, it is suggested that the *Needs Statement/Project Description* be the most important element within this narrative, and therefore a majority of the narrative should be concentrated on this section (section B).

#### A. Agency Overview: (recommend 1 page)

- Describe the mission of your agency, history, experience serving children 0-5 years of age, their families (including expectant parents) and/or caregivers.
- Describe the setting where services will be provided.
- Describe the target population that your agency will be focusing on through this project.
- Describe any projects that have been realized through your agency that serve or have served the target population.
- Or explain if this is the first time that your agency will serve children 0-5 years of age, their families (including expectant parents) and/or caregivers.

#### B. Needs Statement/Project Description (recommend 1 to 3 pages)

(Please note that the project narrative will determine your scope of work unless the Commission and the agency agree to redefine the activities listed in the Needs Statement/Project Description).

- Describe the needs affecting the children 0-5 years of age your agency will be addressing.
- How were these needs identified?
- Provide a description of the project you are proposing.
- Describe who will oversee the management of the activities, the funds, etc.
- Outline the goals and objectives that your agency will set for the purpose of adequately answering these needs and describe how they fall within a priority area listed in First 5 Imperial's Strategic Plan.
- Describe the activities that will be realized to achieve these goals and objectives. Include timelines, planning efforts, and how success will be measured for the project.

#### C. Results/Benefits (recommend 1 to 2 pages)

- Describe how the activities realized through this project will benefit the Imperial County.
- Describe how these activities will benefit the following groups: a) children 0-5 years of age; b) parents; c) caregiver. Projects may want to explain how these benefits will work to enhance one (or more) of the result areas identified in the Strategic Plan.
- Explain what the short-term or long-term benefits may be.

## BUDGET REQUEST FORM INSTRUCTIONS

### **Project Line Item Budget** - Budget Request Form Enclosed

Please use the budget form enclosed to list all of the items that will be proposed through the Community Development Mini-Grant application. Note that it is important to provide a brief explanation with respect to determined costs. The Budget Request Form enclosed can be used, or you may replicate the form for the purpose of formatting for additional narrative.

#### Instructions for Budget Request Form

- Under each ***Line-Item Category*** column applicable to your project, identify the exact expense that is requested for. For example, if you will purchase 200 children's books, please note this description under the ***Operating Supplies*** category.
- Under the ***Budget Justification Narrative*** column provide a brief explanation of the purpose for this expense. For example, the children's books will be used as giveaways to parents involved in 20 storytime activities or family literacy events.
- Under the ***Total*** column indicate the amount that you are requesting for each category. For example, 200 books at \$3.50 per book will be equal to \$700; therefore, you would write \$700.00 under the ***Total*** column.
- Under the ***In-kind*** column list additional resources used to realize this project. Examples of in-kind support may include staff time, materials donated, cash-match used to realize activities, facilities/space donated for the activity, etc.
- Write only in the categories that apply to the Community Development Mini-Grant Application you are submitting.

## BUDGET REQUEST FORM

Agency Name: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Project Title: \_\_\_\_\_

| Line-Item Category<br>(Proposed Expense) | Budget Justification Narrative | Total<br>(Estimated Cost) | In-kind |
|--|--------------------------------|---------------------------|---------|
| Salary and Fringe                        |                                |                           |         |
| Operating Supplies                       |                                |                           |         |
| Equipment Purchases                      |                                |                           |         |
| Training                                 |                                |                           |         |
| Travel                                   |                                |                           |         |
| Capital Improvements                     |                                |                           |         |
| Other Expenses                           |                                |                           |         |
| <b>TOTAL</b>                             |                                |                           |         |