



# Community Development Mini-Grant GUIDELINES

## Fiscal Year 2024-2025

**Statement of Interest to Apply  
Step 1**

**Release date: February 7, 2024**

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 the Statement of Interest to Apply documents are available in printed format at the Commission office and/or 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 – Statement of Interest to Apply</b>	<b>February 7, 2024</b>	<b>March 13, 2024</b>
<b>Step 2 – Mini-Grant Proposal</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. The Application Process**

Step 1 of the Mini-Grant application process requires that interested applicants must first submit a Statement of Interest to Apply. This document is due at the Imperial County Purchasing Department no later than 4:00 p.m. as set forth on the Timetable which is included within these guidelines. Applicants who timely submit a Statement of Interest to Apply will receive a letter acknowledging receipt of their submittal within 10 working days of the deadline. The Commission will review all Statements of Interest to Apply and make a determination on proposed Projects that will be invited to apply under Step 2 of the process. A letter of acceptance or rejection by the Commission based on the Statement of Interest to Apply will be sent to the interested party submitting the form no later than the release date noted under Step 2 of the application process.

Agencies interested in competing for a Mini-Grant award must only submit the completed Statement of Interest to Apply form to meet the requirements for the identification to submit a full mini-grant application as noted under Step 1 of the selection process.

The information that must be included in the Statement of Interest to Apply consists of the following:

- a. Organization/Agency Name
- b. Project/Activity Title
- c. Amount being Requested (not to exceed \$30,000)
- d. Organization/Agency Address
- e. Telephone and Fax Number
- f. Email address if applicable
- g. The name of the contact person assigned to the mini-grant, and their title with the organization/agency
- h. Identify if the proposal is being submitted by a non-profit organization, public agency or other
- i. Check off the target population (children 0-5, parents of children 0-5, or caregivers of children 0-5)
- j. A brief description of the activities that are being proposed by the project, basis of the need for the activities, and how the project proposes to benefit the target population through the activities.

### **C. Deadline and Submission Instructions**

Applicants submitting a Statement of Interest to Apply should further adhere to the following submission guidelines:

Deadline to submit the Statement of Interest to Apply is **4:00 p.m. on March 13, 2024.**

- a. Submit one (1) original signed in blue ink by an individual designated by the organization as an authorized representative that has signature authority. No cover page nor additional documents are needed. Elaborate artwork, expensive paper and binding are neither necessary nor desired.
- b. Statements of Interest to Apply must be submitted in the format for the statement enclosed under this document as developed by the Commission and the information must not exceed the limit of the one-page form; all forms must not exceed one page, with a minimum size 10 font. Any information beyond the one-page limit will be discarded and omitted during the review process (this includes cover pages and supporting documentation). Statements of Interest to Apply must be submitted in type-written format (no handwritten submittals will be accepted).
- c. All Statements of Interest to Apply must be mailed or hand-delivered to the Imperial County Purchasing office. Faxed or emailed Statements of Interest to Apply will not be accepted. It is the responsibility of the applicant to ensure that Statements are received at the Imperial County Purchasing office by the due date and time.
- d. Statements of Interest to Apply received after the due date, even though they are postmarked on the due date, will not be accepted. Community Development Mini-Grant FY 2024-2025 Statements of Interest to Apply must be submitted to the following address:

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

- e. Interested Applicants must comply with the content requirements, format, and submittal criteria established under the Community Development Mini-Grant Application Guidelines FY 2024-2025. Failure to follow the appropriate criteria may disqualify the applicant from applying for mini-grant funding consideration.

The rules governing the application, submission, structure and/or review under this process for all Statement of Interest to Apply forms and Mini-grant Applications received by the Commission are subject to change. Any changes reflected to this application will be posted on the Commission's website and any applicant that has submitted a Statement of Interest to Apply form will be notified in writing.

#### **D. 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

**E. Funding Priorities**

Potential Community Development Mini-Grant applicants must submit a Statement of Interest to Apply for activities that fall within at least one need identified in the Strategic Plan adopted by the Commission. A copy of this plan may be requested through 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

**F. 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 this 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.

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 and have never received funding through an ICCFFC grant or other application.
- Outline how the success of the project will be reported to the Commission.
- Incorporate other sources of funding into the proposal.

## G. 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



## **H. 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 that applicants must participate in a comprehensive, evaluation process.

Reporting requirements and participation in the evaluation process will include, but is 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.

## **I. 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.

**J. 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 and if it is deemed to be in the best interest of the Commission to do so. Notification of changes will be posted on the Commission's website.

**K. 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 T I M E T A B L E 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> March 13, 2024 4:00 p.m.	Deadline to submit Statement of Interest to Apply for a Mini-Grant. Step 1 of the Mini-Grant application process. Must submit by 4:00 p.m. to: Imperial County Purchasing Attn: First 5 Imperial Mini-Grant 1125 Main Street 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 5-11, 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> May 8, 2024 4:00 p.m.	Deadline to submit Community Development Mini-Grant Proposals. Step 2 of the Mini-Grant application process. Must submit by 4:00 pm to: Imperial County Purchasing Attn: First 5 Imperial Mini-Grant 1125 Main Street 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.



# STATEMENT OF INTEREST TO APPLY

Applicants interested in submitting a mini-grant proposal for the 2024-2025 mini-grant funding cycle must complete and submit this form to the Imperial County Purchasing office by **March 13, 2024** on or before 4:00 p.m. The Commission will review eligible "Statement of Interest to Apply" forms at a public meeting of the Commission and will make a selection of applicants to invite for submittal of mini-grant proposals. Please fill out all information accordingly in type-written format and do not leave any sections blank. Applicants should be familiar with the First 5 Imperial Strategic Plan.

Organization/Agency Name: \_\_\_\_\_

Mini-Grant Project/Activity Title: \_\_\_\_\_

Amount being Requested: \_\_\_\_\_ (not to exceed \$30,000)

Address/City/Zip Code: \_\_\_\_\_

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

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

*Please check one:*

- Non-Profit Community Based Organization
- Public Agency
- Other: \_\_\_\_\_

*Target Population (check all that apply):*

- Children 0-5
- Parents
- Caregivers

Provide a brief description of the proposed project (include the rationale for its need in the community), describe what area you plan on serving and explain how the proposed project will benefit children 0-5 years of age.

Signature of Authorized Individual: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name/Title: \_\_\_\_\_