

## Mini-Grant Program Guidelines

FY 2022/2023

### INSTRUCTIONS FOR PROPOSER:

**Please review and follow all instructions carefully.**

**Please submit (3) original copies plus an electronic PDF of your completed mini-grant application to:**

First 5 Modoc - Attn: Mini-Grants  
802 North East St. Room 103  
Alturas, CA 96101  
**EMAIL:** first5modoc@gmail.com  
Phone (530) 233-7122

### **Section 1: INTRODUCTION**

The California Children and Families Act (Proposition 10) tobacco tax money is to develop, support and improve early childhood development from the prenatal state through age five. The Modoc County Children and Families Commission (First 5 Modoc) oversees the use of these funds in our county. First 5 Modoc has created a Strategic Plan in accordance with State law. This plan will serve as the basis for determining which programs, projects and services will be funded in the County.

**The First 5 Modoc Strategic Plan is in this packet.**

The Mini-Grant Program is a method of allocating grants up to \$10,000 for purposes that further the program Priority Areas of the First 5 Modoc Strategic Plan. Proposals may be submitted at any time, and grants are funded on a first come, first serve basis, as long as Mini-Grant funds are available.

**To apply for a Mini-Grant, you must complete the Mini-Grant application. It is helpful for a representative of the mini grant to be present at the First 5 Modoc meeting during which your proposal is being reviewed and scored. Applications may be submitted at any time throughout the year. For quickest consideration, submit by the 1<sup>st</sup> day of January, March, May, July, September, or November. Awards will be made beginning July 1, 2022 until the budgeted amount has been committed.**

Grantees will receive the grant award amount per instructions in the contract which will be drawn up once First 5 Modoc approves a proposal. The contract requires that all activities funded by the contract be completed within one year.

Your proposal must demonstrate that the funding will support a program, services or project that appropriately targets one or more Priority Areas in the Strategic Plan.

## **SECTION II: HOW THE MINI-GRANT PROCESS WORKS**

### **A. PROPOSAL REQUIREMENTS**

1. All organizations must be non-profit organizations with a 501c (3) status or have a fiscal agent sponsorship from a 501c (3) organization or be a public agency (county, city, school, district, etc.) and may submit separate proposals for separate programs. Your proposal must be submitted on the attached forms. It may be handwritten, typed, or we can send these forms to you electronically. Please make it readable and pay special attention to the insurance requirements. We are glad to answer any questions you might have. Call us at (530) 233-7122.
2. Your proposal will be judged individually, First 5 Modoc has full discretion about whether or not to fund a proposal. First 5 Modoc will consider how well your idea furthers the Priority Areas in the Strategic Plan. First 5 Modoc will also look at other factors, such as how well planned the idea is. You may also find it helpful to review the attached evaluation guide that First 5 Modoc staff and Commission will use when it makes funding awards.
3. You will be notified within 7 working days after a decision is made, and we'll also send you a draft contract to review, if First 5 Modoc funded your proposal.
4. State law requires us to evaluate the impact of all Proposition 10 dollars. First 5 Modoc wants you to plan how you will evaluate the use of the grant. Please include that plan in your proposal. You will see a Grantee Project Outcomes Chart with instructions (page 8 & 9) in the packet. Be sure to include that in the proposal.
5. You must also submit a budget (page 5) with your proposal, to explain how you plan to spend the grant.
6. Grantees are obligated to spend grant funds in accordance with the proposal budget, unless an agreement to modify the budget is included in the contract. First 5 Modoc has the right to require a refund if First 5 Modoc funds are not expended as agreed in the contract.

7. The proposal must include the certification (page 3) signed by an authorized representative. If a corporation submits a proposal, the proposal must be signed by a corporate officer or a representative authorized by the organization.
8. You must submit (3) original copies of the completed mini-grant application packet, as well as an electronic PDF copy, to the First 5 Modoc office.

### **B. Rules Governing the Application Process**

#### 1. Property of First 5 Modoc

All proposals submitted become the property of First 5 Modoc and will not be returned.

#### 2. Confidentiality

All proposals shall remain confidential until First 5 Modoc decides whether or not to fund it. As part of the review and selection process, the proposal will be reviewed by First 5 Modoc staff and by the Commissioners. Members of the public are allowed to review proposals under public records law, but not until after the award decision is made.

#### 3. Rights of First 5 Modoc

First 5 Modoc reserves the right to reject any proposal. All decisions on proposals will be made at a public hearing of First 5 Modoc.

#### 4. Awards and Commencement of Work

A. Award(s) are contingent on successful negotiation of the contract. The successful grantee shall be required to sign a First 5 Modoc mini-grant contract, as modified to fit the specific proposal.

B. The successful grantee will not be reimbursed for work begun prior to the time the contract has been approved by First 5 Modoc and the contract has been signed by the proposed contractor and First 5 Modoc, unless reimbursement for such work is agreed to in the contract.

## **Section III. REQUIREMENTS FOR COMPETITORS**

### A. Audits

Grantees may be required to allow review of financial records related to the grant by First 5 Modoc's auditor.

### B. Certification of Insurance

Grantees are required to obtain insurance coverage, unless a waiver is granted as part of the First 5 Modoc decision process. The insurance requirements are spelled out in page 6 of the mini-grant application packet. An insurance agent can give you a cost estimate for obtaining this type of insurance. You shouldn't purchase the insurance until your project is funded, but you'll need to submit a verification of insurance before a contract is signed. You may work out an arrangement with an "Umbrella Agency" to act as your fiscal agent for the project, and then be covered by their insurance. This could be a nonprofit or government agency.

### C. Compliance with Nondiscrimination Laws

The law requires that persons or organizations that receive public funds may not discriminate against persons for certain reasons. You must complete the attached Statement of Compliance Form (Page 7). The Statement of Compliance must accompany the proposal to comply with Government Code Section 12990 and California Administrative Code, Title 11, Division 4, Chapter 5.

**D. Nonprofit Status/Articles of Incorporation**

Nonprofit organizations must provide documentation of tax-exempt status from either the Internal Revenue Service or the Franchise Tax Board.

A copy of the organization's Articles of Incorporation must be included with the proposal. If an organization is in the process of being incorporated by the California Secretary of State's Office, a proposal may be submitted contingent upon providing proof of the incorporation process.

**E. Tax ID Numbers**

Individuals and organizations may incur state and federal tax liabilities as a result of receiving this grant, and will be required to provide Tax ID and/or Social Security Numbers in the contract. First 5 Modoc will report, as required, to state and federal revenue authorities. Governmental agencies are exempt from this requirement.

**F. Failure to Perform Adequately upon Evaluation**

Grantees who, after submitting their Final Grantee Performance Evaluation Report, are found by First 5 Modoc to have performed inadequately, or who were in substantial noncompliance with expenditure reporting obligations, may be barred from reapplying for First 5 Modoc funds for a period of up to three years at the discretion of First 5 Modoc.

**G. Title to Property**

At the conclusion of the contract, title to all expendable and non-expendable personal property, real property, and durable equipment shall be returned and vest with First 5 Modoc. Grantee may seek permission at the end of the contract for continued use and title to property for the benefit of children prenatal through age five. Grantee must be in good standing with the Commission. A report for continued use of the property shall be delivered to First 5 Modoc no later than July 31<sup>st</sup> of each fiscal year. If they cease to use the equipment within three years of purchase, it must be returned to the Commission. Funding is not allowed for the purchase of fixed asset items such as: buildings, fences, anything attached to a building, vehicles, etc., minor repair and renovation are ok. Requests for fixed/capital asset equipment will be considered on an individual basis and evaluated for need in the community and in implementing their proposal. Grantee will be responsible for maintenance of equipment to ensure proper use and operation of equipment.

# First 5 Modoc Staff Mini Grant Application Evaluation Guide

Name of Proposer: \_\_\_\_\_

## A. Proposal Requirement Check

After proposal submission, First 5 Modoc staff will evaluate each proposal for responsiveness to application guidelines and requirements. Each application will be subjected to a review to determine proposals submitted contain all of the paperwork items needed for Commission consideration. Proposals found to be unresponsive for any reason will be rejected from further consideration within 7 working days of submission to the First 5 Modoc office. Applications are due to the First 5 Modoc office by the 1<sup>st</sup> of each month of a regularly scheduled Commission meeting in order to be considered during that meeting. Incomplete applications may cause a delay in Commission consideration until the next regular Commission meeting.

## B. Application Evaluation

Staff will subject each application to an evaluation process to insure all documentation is included with their proposal. A determination will be made based upon the following criteria:

1. Was proposal completed on the First 5 Modoc Mini Grant Application? **Yes/No**
2. Was the proposal submitted in a timely manner? **Yes/No**
3. Is the organization non-profit with a 501 c (3) status or have they been sponsored by a 501 c (3) organization? **Yes/No**  
If agency is other than a non-profit please skip down to question 6.
4. If a non-profit organization did they include their documentation of tax exempt status from either the IRS or the Franchise Tax Board? **Yes/No**
5. If a non-profit organization did they include their Articles of Incorporation? **Yes/No**
6. If they are an agency other than a non-profit is the organization a public agency? **Yes/No**
7. Did proposal include a completed Budget Form? **Yes/No**
8. Did proposal include a completed Grantee Project Outcomes Chart? **Yes/No**
9. Did proposal include a completed Certificate of Insurance or was the Insurance Form included?  
**Yes/No**
10. Did proposal include a completed Compliance with Nondiscrimination Law Form? **Yes/No**
11. Did proposal include certification with signature? **Yes/No**
12. Does the proposal target one or more of the current focus areas in the Strategic Plan? **Yes/No**

Comments: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

# FIRST 5 MODOC Commission Mini Proposal Evaluation

Name of Proposer: \_\_\_\_\_

Name of Commissioner: \_\_\_\_\_

Commissioners will use the point scale as listed below to score a proposal. The Commissioners will consider any aspect of a proposal as it relates to the criteria. An application must attain a minimum score of 70 points to be considered for funding under this RFA.

<b>A. Pursuing the Vision of FIRST 5 Modoc (46 points)</b>	<u>Comments</u>	<u>Points</u>
1. Consistency with Strategic Plan		
a. Promotes one or more of the priority areas?	_____	(7 max)/_____
b. Are the Priority Area(s) a priority?	_____	(7)/_____
c. Does the applicant have experience serving children 0-5 years of age and their families?	_____	(6)/_____

**Modoc Strategic Plan**                      **1. Improved Child Health**  
**Current Priority Areas:**                **2. Improved Child Development**  
     **3. Improved Family Functioning**  
     **4. Improved Systems of Care (REQUIRED to demonstrate AREA)**

2. System Integration and Comprehensiveness		
a. Does the application describe the needs of the community to be served as it relates to the priority area(s) being addressed?	_____	(4)/_____
b. To what extent does the proposer have relevant experience working with collaboratives and/or serving the communities populations described in this RFP?	_____	(4)/_____
3. Equity and Inclusion		
a. Does the application describe the applicant's experience with cultural diversity and related projects?	_____	(4)/_____
b. Does the application describe how the project will include access to services for culturally and linguistically diverse communities, and for children with disabilities and/or other special needs?	_____	(4)/_____
c. Does the applicant demonstrate inclusive governance insuring the diverse perspectives of all parents and families considered?	_____	(4)/_____
d. Does the applicant describe how the project will assure that all parents and families have an equal voice?	_____	(4)/_____

**Subtotal** \_\_\_\_\_

<b>B. Practicality and Effectiveness (38 points)</b>		
1. Evaluation		
a. To what extent has the proposer identified an evaluation strategy including achievement criteria, outcome indicators and data collection methods that correspond to and capture the objective of the scope of work?	_____	(5)/_____
b. Do they have a workable plan to document that they are serving their targeted population(s)?	_____	(5)/_____
2. Avoiding Duplication		
a. Are they filling an identified gap in existing resources within the County?	_____	(4)/_____
3. Developing Strategic Impact		
a. Does this project enhance rather than duplicate existing services?	_____	(4)/_____
b. Do they explain why they need the FIRST 5 Modoc funds to	_____	

support their strategy? \_\_\_\_\_ (4)/ \_\_\_\_\_

4. Maximizing Investment

a. Do you feel the funds requested are adequate for achieving desired objectives? \_\_\_\_\_ (4)/ \_\_\_\_\_

b. Have other funding sources been sought or committed to funding this project? \_\_\_\_\_ (4)/ \_\_\_\_\_

5. Avoiding Supplantation

a. Is the strategy new or an expansion of services? \_\_\_\_\_ (4)/ \_\_\_\_\_

b. Does the proposal provide financial data to demonstrate FIRST 5 Modoc funds will not be used to fund existing services? \_\_\_\_\_ (4)/ \_\_\_\_\_

*1. Funds can not be used for purchase of fixed or capital assets i.e. buildings, fences, anything attached to a building, vehicle, etc., minor repair and renovation is ok*

**Subtotal** \_\_\_\_\_

**C. Capacity of Applicant(s) (16 points)**

1. Applicant qualifications and knowledge

a. Does the application describe the applicant's knowledge, practical experience, and abilities necessary to successfully complete the proposed strategy? \_\_\_\_\_ (4)/ \_\_\_\_\_

2. Applicant Organizational Structure

a. Does the organizational structure fully demonstrate;

1. Appropriateness, \_\_\_\_\_ (4)/ \_\_\_\_\_

2. Readiness, and \_\_\_\_\_ (4)/ \_\_\_\_\_

3. Ability \_\_\_\_\_ (4)/ \_\_\_\_\_

to provide the proposed strategy, program or project?

**Subtotal** \_\_\_\_\_

**Total Score for Proposal** \_\_\_\_\_