



Discretionary Funding Application Instructions and Proposal Format

Before applying for funds, please read the Commission's 2010-2015 Strategic Plan and Discretionary Funds Policy. Both can be found on the Commission's website, located at www.buttecounty.net/bccfc.

Request Amounts and Project Timeframe

As per the Commission's policy, "proposed projects are to be mini-grants (up to \$2,500) or mid-sized grants (one-time and up to \$75,000). Proposed projects are to be aligned with the timeframe of the current Strategic Plan and the fiscal year." To be aligned with the fiscal year means that while a project may begin during the fiscal year, it will end on June 30th.

Proposal Submission

As per the Commission's policy, the Strategic Plan and Evaluation Committee (SPEC) will review all submitted proposals for mid-sized grants, and make funding recommendations to the full Commission. (Please note that mini-grant proposals may be submitted at any time. All requests for discretionary funds utilize the same proposal format.)

Proposals are due to Commission staff at least two weeks prior to a SPEC meeting. Staff will review proposals to determine if the minimum formatting requirements have been met. If staff finds that the requirements are not met, the proposal will be returned to the proposer who may resubmit the proposal at a later date. *Only proposals that are submitted in the correct format at least two weeks prior to a SPEC meeting will be reviewed by SPEC.*

Proposal Review:

SPEC will review all proposals that meet the formatting guidelines. If SPEC members conclude that the proposal does not provide sufficient information on which to base a funding decision, the proposal will be returned to the proposer with recommendations from SPEC. The proposer has one opportunity to revise the proposal and resubmit it for review by SPEC.

Proposal Format

Submissions **must** be formatted as follows:

- Use one-inch margins, 12 pt. font, and double spacing.
 - Submit a *maximum* of 8 pages of narrative. (The scope of work and budget attachments do not count as part of the 8 pages.)
 - Address each of the items listed below.
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Organization Name:

Primary Contact Name:

Address:

Phone Number:

Email Address:

Website:

Amount of Request:

Past Grants: *(List the dates and amounts of any grants received from First 5 Butte County Children and Families Commission in the past five years.)*

- 1. Project Description:** Please describe the proposed project and how the project will advance the goals of the Commission's Strategic Plan. Specifically, identify which Initiative, desired results, and corresponding outcome and indicator (see pp. 14-16 of the Strategic Plan) this project will address. Include the timeframe for service delivery and project completion.
- 2. Project Target Population:** Indicate the project's target population including how many children ages 0-5 and their families will receive services (e.g., demographics of target population, ethnicity, geographic location, etc.).
- 3. Project Results:** Describe how project results (both outputs and outcomes) will be tracked and measured for success, e.g., what evaluation tools do you plan to use, what data do you plan to collect. (Outputs can include meetings held, calls made, number of people served, etc. Outcomes measure the change that occurs as a result of the outputs.)
- 4. Proposer's Track Record of Significant Success:** Indicate the proposer's track record of significant success serving children ages 0-5 and their families.
- 5. Scope of Work, Budget:** See attached format for scope of work and budget.
- 6. Demonstrate That Funds Requested Are Not Supplanting Existing Funds**
- 7. Indicate that you have reviewed the Commission's Contract Template and that you understand and can meet the necessary contract requirements.**