
DISCRETIONARY FUNDS PROPOSAL POLICY

Policy:

The Commission intends to use a predetermined percentage of annual revenue as discretionary funds. The purpose of these funds is to allow the Commission flexibility to consider and respond to needs and opportunities that arise during the budget year that are consistent with the goals as described in the Strategic Plan. The Commission may use the funds as Targeted Spending (i.e., Commission-initiated) or it may award the funds via the Discretionary Funding Proposal process. Organizations requesting funds must submit a proposal to the Commission which addresses each item listed in the Discretionary Funding Proposal Criteria.

Criteria:

1. 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 time span of the Strategic Plan and the fiscal year.
2. The Commission will apply the following criteria in order to evaluate the suitability of the proposed program/project:
 - A. The proposal must include a project description indicating how it will advance specified Strategic Plan outcomes and objectives, which benefit children ages 0-5 and their families.
 - B. The proposal must indicate the project's target population including how many children ages 0-5 and their families will receive services.
 - C. The proposal must indicate how project results, which are to be linked to the indicators in the Strategic Plan, will be tracked and measured for success.
 - D. The proposal must indicate the proposer's track record of significant success serving children ages 0-5 and their families.
 - E. The proposal must include a scope of work, budget, and timeframe for service delivery.
 - F. The funds requested must clearly not supplant existing funding.
 - G. The proposer must guarantee that it can meet the necessary contract requirements as defined in the Commission's contract template.

Procedure

1. The entity requesting the funds must submit to Commission staff a proposal in the prescribed format (see attached). For requests \$2,500 and under, the Commission Director can exercise the authority to approve the funding. All requests approved by the Director will be reported to the full Commission at the following Commission meeting in the Staff activities Report. Requests over \$2,500 must be brought to the Strategic Plan and Evaluation Committee (SPEC).
2. All proposals over \$2,500 will be presented to SPEC for review. SPEC will review the proposal and develop a recommendation for the full Commission as to whether or not to approve funding for the project.
3. The full Commission will discuss proposals and has the option to approve, modify or deny any or all requests that have been recommended by the Strategic Plan and Evaluation Committee. The Commission cannot guarantee a specific timeframe for the decision-making process on proposals submitted via the Discretionary Funding Proposal process.

Adopted on January 17, 2003 in Oroville, California

Modified and Adopted on March 17, 2006 in Oroville, California

Modified and Adopted on May 21, 2010 in Oroville, California

Maureen Kirk, Chair
First 5 Butte County Children and Families Commission

Date