

First 5 Riverside
Riverside County Children and Families Commission
A Division of Riverside County Department of Public Social Services

Emergency Funding Opportunity

Grant Guidelines

October 2009 – June 2011



Vision

All children in Riverside County are healthy and thrive in supportive, nurturing, and loving environments and enter school ready to learn and embrace lifelong learning.

Mission

First 5 Riverside invests in partnerships that deliver results in these areas: physical health, social-emotional health, cognitive development, a stable home environment, and schools that are ready.



Background

First 5 Riverside, also known as the Riverside County Children & Families Commission, was created by the passage of Proposition 10, the California Children and Families Act. In November 1998, voters passed a statewide ballot initiative to add a 50 cent tax on packs of cigarettes and tobacco products. The revenues collected must be directed toward, promoting, supporting, and improving the early development of children prenatal through five years of age and to support the creation of integrated, comprehensive, and collaborative systems of service to enhance optimal early childhood development.”

To facilitate the direction of Proposition 10 funds at the local level, County Commissions were established in each of California’s 58 counties. Each Commission is comprised of members appointed by local County Boards of Supervisors and each Commission has independent authority over the administration of Proposition funds in its county.

The Riverside County Children and Families Commission adopted its Strategic Plan in July 2006 and it remains in effect through June 2011. This plan outlines broad goals and more specific outcomes to support each goal. All funded projects of the Commission are designed to support the Commission in achieving these goals. A copy of the plan can be downloaded from our website at www.rccfc.org.

Overview

First 5 Riverside, is offering Emergency Grants up to a maximum of \$200,000 to fund a short-term urgent funding need created by an unforeseen event that has or will significantly interrupt essential services that support children from prenatal through age 5 in Riverside County.

Funding is available to community based or public agencies that support children prenatal through age 5 and their families, in Riverside County.

Requests for funds must be emergency in nature to differentiate them from other available Request for Proposal (RFP) requests. Applicants must demonstrate a compelling reason why the funds are needed sooner than other available RFP procedures can accommodate. Funds are not intended to bail out agencies because of mismanagement or poor planning.

The intent of the Emergency Grant process is to support one-time emergency needs and are not intended to support ongoing operations

Examples of potential emergency grants include, but are not limited to:

- Proposals that specifically address situations where State, federal or other grant funding reductions/cuts impact the ability of currently funded or other agencies to meet existing and/or increased demand in service needs of eligible families, but would not violate the supplantation prohibition. Such service may include enhancing the agency’s capacity to assist families in connecting with and utilizing services.
- Proposals to provide temporary (up to six months) direct service funding relief to agencies who are experiencing State payment deferrals due to delayed budget implementation.

As mandated by Proposition 10, the tobacco tax initiative, funds must be used to expand, increase participation or enhance services and not to supplant existing levels of funding for services.

Applicants must demonstrate familiarity with First 5 Riverside's strategic plan and explain how their proposal supports the goals and desired outcomes of the plan. The goals are to:

- Foster a healthy community and provide access to affordable, comprehensive and preventive mental and physical health services.
- Expand the availability of quality, accessible and affordable child care services.
- Educate Riverside County residents regarding the life long implication of optimal development through age 5.

Additionally, proposals should be consistent with the Commission's guiding principles. These principles are:

- Respect the social, cultural, and ethnic diversity of families and communities.
- Support access to services for all families in an environment of support and respect.
- Support and encourage outreach to geographically and socially isolated families.
- Support families to meet the developmental needs of their children.
- Provide appropriate services and support to children with disabilities and other special needs and their families.
- Support and encourage collaboration and leveraging opportunities among grantees.
- Support promising practices and evidenced-based models.
- Recognize and promote services and support for children ages 0 through 5 as the foundation for a lifetime of growth and success.

Application Requirements

All applicants for funding must meet the following criteria:

1. All applicants **must** complete the entire application, including:
 - a. Cover Sheet
 - b. Proposal Outline
 - i. Question #1 – Circumstance Description (including substantiation of lost or delayed revenue)
 - ii. Questions #2-8
 - c. Question #9 – Budget and Budget Narrative
2. Adhere to response space limits contained in the application.
3. **Do not include additional documents** not specifically requested in the application (additional items, such as applicable licenses, may be requested upon the Commission's preliminary approval of the request).
4. Submit one application with an original signature and two additional copies of the entire application.

Applicant Eligibility

Nonprofit, public, licensed child care centers and licensed family child care providers, agencies or a partnership of applicants serving the eligible population in Riverside County may submit a proposal. **Currently funded First 5 Riverside operational grantees are eligible to apply.**

Agencies will not be funded for more than one project during the award period.

Applicable Dates, Deadlines and Notifications

Applications will be accepted on an ongoing basis until allocated funds have been exhausted. Timelines for application review, evaluation and notification is dependent of when applications are received, agency response to requests for additional information and Commission meeting schedules.

- **SUBMIT 1 ORIGINAL AND 2 COPIES (3 COPIES TOTAL) OF COMPLETED APPLICATION**
- Mail or hand deliver complete application to

**First 5 Riverside
Attention: Grants and Contracts
2002 Iowa Avenue, Suite 100
Riverside, CA 92507**

- Faxes or emails will **not** be accepted.

Available Funding

The Commission has approved a total of \$1,238,231 for the period October 2009-June 2011 to fund emergency grant requests.

Application Evaluation and Award Process

Commission staff will review applications and make funding recommendations. Applications may be recommended for full, partial, or no funding. Additional information and/or application revisions may be requested from applicants.

Emergency grants will be evaluated based on the following criteria:

- Demonstrated capability of applicant to implement project.
- Demonstration that the program or service will have ceased to exist prior to any funding action of the Commission.
- Relevance of project to the Commission's Strategic Plan goals and related outcomes.

- Quantity of children is impacted compared to the amount of funds requested.
- Quality, significance and cost effectiveness of services.

The Commission will not consider appeals for the emergency grant program.

Contract Requirements

All awardees will be expected to adhere to the terms of the contract between the grantee and the Commission. A copy of the contract template will be provided with the application packet and will include but not be limited to the following:

- Expectation to maintain a tobacco-free workplace.
- Agree to not accept any funding from the tobacco industry, including event sponsorship and in-kind contributions.
- Agree to purchase only equipment that meets all applicable safety laws and standards.
- Adhere to the Commission Attribution Policy.
- Proposition 10 funds must not be used to fund any existing levels of service that were or are currently in existence at the time of the purported expenditure.
- Agree to provide applicable liability insurance coverage.
- Submit required program reports, expense reports and other documentation as required.

Evaluation & Outcomes

First 5 Riverside (F5R) is committed to results-based accountability and to systematically evaluating the effective use of Proposition 10 funds. To ensure funded services maximize resources, opportunities and the availability of services that promote optimal child development, the Commission has adopted a results-based approach to guide and evaluate its investments. The results-based evaluation addresses:

- Conditions the Commission wants to improve for children and families
- Strategies that will be most effective
- Indicators to measure progress and assess the success of our efforts

Successful applicants will be required to adopt all F5R evaluation and data reporting requirements specifically designed for this unique grant opportunity.

Additional Information

For more information:

- Go to our website, www.rccfc.org
Proposal materials will be available on the website.
- Or, call Arrin Banks, Grants and Contracts Administrator, (951) 248-0014

Application

Limit responses to questions 1-8 to a maximum total of 5 pages. Handwritten applications will not be accepted.