



POLICY FOR SPECIAL FUNDING REQUESTS

FUNDING CRITERIA AND ELGIBILITY

The purpose of FIRST 5 Mendocino Special Funding Request is to provide temporary assistance to a stable program or project that serves young children 0-5 in Mendocino County. Special Funding Requests are not to be used simply to postpone a likely program closure.

In cases where a compelling argument can be made why a Special Funding Request is needed, FIRST 5 Mendocino will apply the following criteria to evaluate the request:

- A. The project must measurably advance the objectives of the current Strategic Plan:
 - Healthy Children
 - Health Insurance
 - Children's Social-Emotional skills
 - Breastfeeding for the first six months
 - Nutrition and fitness for children 0-5 and their families
 - Knowledgeable, Nurturing Parents
 - Literacy and School Readiness
 - Quality Child Care
 - Community Based Services and Activities for Families with Children 0-5
- B. There must be a compelling reason why the funds are needed. Some examples of circumstances which would justify a Special Funding Request are:
 - The sudden increase in budgeted expenses due to circumstances beyond agency control (e.g., larger than anticipated rent increase).
 - The sudden increase in demand for services due to external factors.
 - Other *unanticipated needs* defined by FIRST 5 Mendocino as unforeseen circumstances that were not budgeted for but are necessary to serve children 0-5. FIRST 5 Mendocino has discretion to determine what qualifies as an unanticipated need.
- C. Priority is given to requests that meet basic family needs.
- D. The request must be for less than \$10,000.

- E. Applicant must demonstrate fiscal accountability; Applicant must have a track record of significant success in the same field as this request or the capacity indicating likely success.
- F. All funds received under this policy must be spent within one year of the receipt of funds.
- G. Funds must not supplant existing funds.
- H. FIRST 5 is legally bound to serve children ages 0-5 and their families. If the project serves others, then the applicant must propose a budget this is proportional and shows other funding for children over 6.
- I. Funds may **not** be used to augment the budget of a project currently funded through FIRST 5 Mendocino.
- J. Funds may **not** be used to start up a new organization or agency.
- K. FIRST 5 is not obligated to expend all funds available. If funds remain, they will roll over to the next allocation.

PROCESS FOR CONSIDERING SPECIAL FUNDING REQUESTS

1. The Commission reviews requests quarterly. Requests are due October 28th, 2011 and March 25th, 2012.
2. The entity requesting the funds must submit a letter of intent of no more than two pages that:
 - directly addresses the above criteria
 - the total budget and the amount requested
 - the scope of work to be performed
 - the anticipated duration of funding need
3. The Executive Committee and FIRST 5 staff will review the request and may request additional information.
4. The full Commission will consider the request.
5. Requests will be reviewed in a competitive process.
6. The decision of the Commission is final and cannot be appealed.
7. If a request is approved, FIRST 5 Mendocino evaluation and accountability are required in the agreement, e.g., insurance, evaluation, etc.
8. An applicant may re-apply in subsequent funding rounds.