



## 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. Funds may **not** be used to augment the budget of a project currently funded through FIRST 5 Mendocino.
- I. Funds may **not** be used to start up a new organization or agency.
- J. 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 1, 2010, February 1, 2011, and May 1, 2011.
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.