



Mini-Grant Proposal Policy and Instructions

Policy

The Commission intends to allocate up to \$15,000 per year 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 Mini-Grant Proposal process, which requires that organizations requesting funds submit an Application and Scope of Work form to the Commission.

Instructions

Before applying for funds please read the Commission's current Strategic Plan and Discretionary Funds Policy. Both can be found on the First 5 Butte County website, located at www.first5butte.org.

Amount and Project Timeframe:

As per the Commission's policy, proposed projects are to be mini-grants (up to \$2,499). 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. An agency may apply for two mini-grants per project each fiscal year. Award of the second mini-grant will be contingent on the successful completion of the first mini-grant and upon availability of funds.

Proposal Submission:

To apply, please complete the First 5 Butte County Mini-Grant Application, Scope of Work form, and Budget form (all available on our website www.first5butte.org); sign the Application (an electronic signature okay); and retain a copy for your records. Forms may be emailed to tfranz@buttecounty.net, or delivered the following address:

Mini-Grant Proposal
First 5 Butte County
82 Table Mountain Blvd., Suite 40
Oroville, CA 95965

Mini-grant proposals may be submitted at any time during the fiscal year.

Proposal Review:

The Administrative Analyst will review all proposals within thirty (30) days in the order they are received in the First 5 Office. There are two possible tracks:

1. If the Administrative Analyst concludes that a proposal does not provide sufficient information on which to score it, it will be returned to the proposer with recommendations from the Administrative Analyst. The proposer has one opportunity to revise the proposal and resubmit it for review by the Administrative Analyst.
2. Proposals with sufficient information will be scored by the Administrative Analyst. A proposal must receive a minimum score of 75 points in order to be recommended to be approved by the Administrative Analyst for a Discretionary Funds Mini-Grant. A proposal that does not receive a minimum score of 75 points may not be revised and resubmitted for consideration.

After scoring, and as per the Commission's policy, the Director may approve mini-grants in amounts up to \$2,499 in consultation with the Chair.

Funding Process:

First 5 Butte County staff will notify applicants by email whether or not they will receive funding.

Final Report:

Upon completion of their project, all recipients will be required to complete the First 5 Butte County Mini-Grant Final Report form within thirty (30) working days. The report will be reviewed by the Administrative Analyst and the Administration Committee.

All questions about the above instructions or the following format are to be submitted in writing to Troy Franzen, Administrative Analyst, either via email to tfranzen@buttecounty.net with "Discretionary Funds Mini-Grant" written in the subject line, or via mail to Troy Franzen, First 5 Butte County, 82 Table Mountain Blvd., #40, Oroville, CA 95965, Attn: Discretionary Funds Mini-Grant. No phone calls please.