

February 7, 2011

**STAFF REPORT**

**MEMO TO:** SUTTER COUNTY CHILDREN & FAMILIES COMMISSION  
**FROM:** DEB COULTER, EXECUTIVE DIRECTOR  
**SUBJECT:** Month of the Child Mini Grant revision request

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**BACKGROUND:** SCCFC released a Community Mini Grant RFP in March 2010 for the 2010/2011 Fiscal Year. The Twin Cities Association for the Education of Young Children (TCAEYC) was a successful mini grant applicant for their Month of the Child program activities. The mini grant award was in the amount of \$2,500.00.

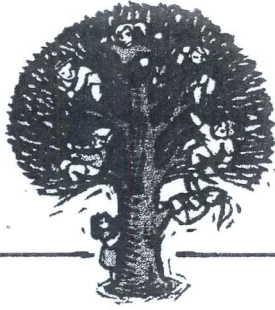
**CURRENT PROPOSAL:** Attached is the letter of request and backup documentation for the mini grant revision requested by the TCAEYC. The TCAEYC is requesting line item changes as described in the attached letter. The requested line item adjustments do not alter the total mini grant award as previously approved by the Commission.

**RECOMMENDATION:** The executive director recommends the Commission approve the budget and scope of work adjustment requests as submitted.

**IMPACT ON COMMISSION RESOURCES:** none

**POLICY ACTION REQUESTED:** Approval of executive director's recommendation.

DC:bd



# Twin Cities Association for the Education of Young Children

January 28, 2011

Deb Coulter, Executive Director  
Sutter County Children and Families Commission  
1527 Starr Drive, Suite O  
Yuba City, CA 95993

Dear Deb,

The Twin Cities Association for the Education of Young Children would like to request a revision to the "Month of the Child" mini-grant. Due to circumstances beyond our control and the financial constraints all our partner agencies and programs are facing at this time, several of our partners can not afford to support the MOC insert in the Appeal Democrat. In addition, some events have been canceled or modified for this year. We have had cost savings in other areas of the budget and therefore are requesting the revision below in order to have the MOC information published in the AD. The MOC insert provides vital information about the MOC activities and its partners. (The MOCC pays for half of the insert and the AD matches the other half).

A request for a budget modification is also being made to First 5 Yuba for the mini-grant they awarded for the Month of the Child activities. If you have any questions regarding our request, please contact Jorgine Rogers at 749-4041 or by email at [jorgine.rogers@yubacoe.k12.ca.us](mailto:jorgine.rogers@yubacoe.k12.ca.us).

We appreciate your consideration of this request.

Sincerely,

Colleen Dugan, President  
Twin Cities Association for the Education of Young Children

The Children Around the Earth are in Your Community  
TCAEYC, P.O. Box 329, Yuba City, CA 95992

**Project Name: Month of the Child**

Budget item	Justification	Original SCCFC Mini Grant Funds	Proposed Revision Mini-Grant Funds
Bubbles	Miscalculated cost for 1,300 bubble bottles	100	200
Parent Resources		170	353
Children's Items	Book less expense this year; other materials coming in under projections	1,700	850
Poster Printing/ Mailing		150	100
MOC Bags	Ordered less bags; using leftover bags from previous years	300	182
Hawk Flight Balloons	Event Canceled	80	0
Misc.(Mailings, copies)		0	0
Newspaper Insert	Partners do not have funds to contribute to insert	0	815
<b>Total</b>		<b>\$2,500</b>	<b>\$2,500</b>

Budget item	Original Project Costs	Revised Project Costs	Original SCCFC Mini-Grant Funds	Proposed Revision Mini-Grant Funds
Bubble Purchase*	100	432	100	200
Parent Resources	170	650	170	353
Children's Items/Books	1,700	1,700	1,700	850
MOC Posters/Mailing	150	200	150	100
MOC Bags	300	364	300	182
Hawk Flight Balloons	80	0	80	0
Misc. (Mailings, copies)	150	100	0	0
Newspaper Insert	2,500	2,342	0	815
<b>TOTALS</b>	<b>\$5,150</b>	<b>\$5,788</b>	<b>\$2,500</b>	<b>\$2,500</b>