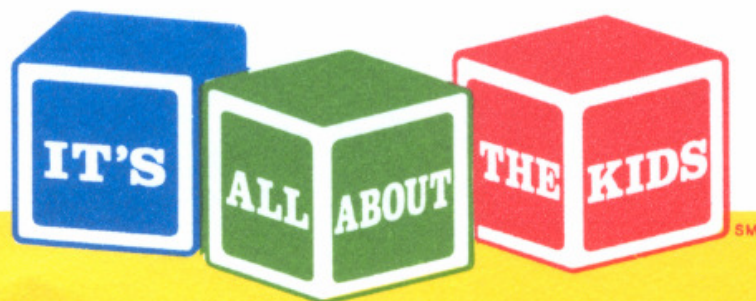




## MINI-GRANT APPLICATION

The mission of the Sutter County Children & Families Commission is to provide a comprehensive system of information, programs, and services which support all Sutter County children and families and which ensure that each child is prepared to enter school healthy and ready to learn.

The Sutter County Children & Families Commission  
Mission statement



# Sutter County Children & Families Commission

## Mini-Grant Application

### OVERVIEW

The Sutter County Children & Families Commission (SCCFC) is requesting proposals for **School Readiness Mini grants** to assist child care providers and preschools to obtain developmentally appropriate materials to enhance school readiness activities for the children in their care or from community organizations for School Readiness community events/activities/classes. As with all funds distributed by the Commission, the purchases must benefit children ages 0-5 and their families in Sutter County.

### WHO IS ELIGIBLE?

This Mini-grant is made available to exempt family care providers, Small or Large Family Day Care providers, Day Care Centers, Preschools or Community Organizations. To be eligible a program/individual must serve children, 0-5 in Sutter County. The Sutter County Children & Families Commission does not discriminate in awarding funds as to race, religion, gender, income, or individuals with disabilities.

### GRANT AMOUNT

The Mini-grants are for the purchase of school readiness materials or for School readiness activities. The grant award will be for cash value of the supplies from vendors. Payment for items will be sent directly to the vendors, by the Commission, specified in your application. Applicants should include applicable taxes and any shipping costs.

Community Organizations - Maximum of \$3,000.00

Day Care Centers/Preschools - Maximum of \$2,500.00

In Home Child Care Programs - \$150.00 per full time filled "slot" in your program. You may only apply for children currently in your care, not for open positions. "Full time" is considered 30 hours per week. Two part time children equal one (1) full time "slot".

### HOW TO APPLY

To apply for a School Readiness mini-grant complete the attached application and either hand-deliver it or mail it to the office of the Sutter County Children & Families Commission located at the address below. Applications received via fax or email will not be accepted.

### APPLICATION PROCESS

- Applications must be received in the Commission office by **April 25, 2007 5:00PM**
- Submit an original application to:

**Office location:** Sutter County Children & Families Commission  
1527 Starr Drive Suite O, Yuba City, CA 95993

**Mailing address:** Sutter County Children & Families Commission  
1527 Starr Drive Suite O, Yuba City, CA 95993

- Faxed or emailed applications will not be accepted. Postmarks are also not acceptable. **The application must be in the office by submission deadline.**

**AWARD OF CONTRACT**

- All complete applications received in the Commission office by April 25, 2007 5:00pm will be scored and considered for funding.
- The results of the scoring and applications recommended for funding will be reviewed and considered for approval by the Commission at the May 16, 2007 regularly scheduled Commission meeting.
- All applicants will be notified within five (5) days following funding decision.
- Note: **Applications may be recommended for full or partial funding.**

**APPEAL PROCESS**

The Commission is the final authority regarding the approval or disapproval of mini grant funding application. The Commission will not hear appeals.

**IMPORTANT DATES**

Release RFP..... March 26, 2007

Technical Assistance Workshop Community Organizations .....March 29, 2007 2pm

Technical Assistance Workshop Child Care Programs.....March 29, 2007 6pm

Application Submission Deadline..... April 25, 2007

Notice of Intent to Award Posted..... May 16, 2007

Final Grantee Report due to Commission..... December 31, 2007

**SCCFC CONTACT INFORMATION**

**Contact:** Deb Coulter, Executive Director

**Telephone:** 530-822-7505 **Email:** [Dcoulter@co.sutter.ca.us](mailto:Dcoulter@co.sutter.ca.us)

**Office Location:** 1527 Starr Drive Suite O, Yuba City, CA 95993

**Mailing Address:** 1527 Starr Drive Suite O, Yuba City, CA 95993

**SUTTER COUNTY CHILDREN & FAMILIES COMMISSION  
EARLY LITERACY  
MINI-GRANT APPLICATION**

**INSTRUCTIONS:**

1. Fill-in the all of the forms (Attachments A, B and C). Be sure to complete all of the Attachments with this proposal.
    - Attachment A: Sutter County Grant Participation Agreement
    - Attachment B: Application Form
    - Attachment C: Materials Request form
  2. Submit your completed application, with a copy of your provider license before 5:00 PM on April 25, 2007.
  3. Contact Deb Coulter, prior to writing your proposal if there are any questions.
  4. Incomplete applications will not be considered for funding.
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**EXAMPLES OF ITEMS THAT WILL NOT BE CONSIDERED FOR FUNDING:**

- Furniture including carpet
- Fixtures
- Climbing structures
- Video Equipment/digital cameras
- Grant writer services
- Construction or remodeling of structures

Please call the Commission office if you have any question about items eligible for funding.

**ATTACHMENT A:**  
**SUTTER COUNTY CHILDREN & FAMILIES COMMISSION**  
**PARTICIPATION AGREEMENT**

Name of Organization/Child Care Provider: \_\_\_\_\_

Check One -  Community Organization     Exempt Family Day Care  
 Small/Large Family Day Care     Day Care Center/Preschool

Contact Person: \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_

Telephone: \_\_\_\_\_

Address (Note: Use the address that you want your items shipped to.):

\_\_\_\_\_  
**Be sure to provide street name and number, city and zip code.**

**AS THE APPLICANT, I CERTIFY THAT:**

- The governing board of the applying agency (if applicable) has authorized this application.
- I or the organization represented in this application is physically located within Sutter County.
- I agree that before the approved funding is released, my program must be in good standing with the Department of Community Care Licensing and have no Current complaints, violations or administrative actions pending. (Applicable for those facilities or programs that are required to have licenses.) I agree to submit a copy of my provider license.
- I agree to use any materials purchased using funds from this Mini grant to benefit the school readiness of children aged 0-5 who are in my care. Any materials written or publicized that are produced by this project must contain the statement "SUPPORTED BY FUNDS RECEIVED FROM SUTTER COUNTY CHILDREN & FAMILIES COMMISSION".
- I agree this is a public process and all documents submitted are subject to public review.
- I agree to submit a final report on this grant for Commission review by December 31, 2007 and to participate fully in Commission evaluation projects and scheduled site visits applicable to this Mini grant award.
- I will not hold Sutter County Children & Families Commission or the County of Sutter liable for any loss, accident or legal dispute arising from the grant processor actions implementing a grant award.
- I will be solely responsible for my actions, and not hold Sutter County Children & Families Commission or the County of Sutter responsible for the actions of others, for legal matters ensuing from all aspects of the grant process.
- To the best of my knowledge data provided in this application is true and accurate. I agree that if I misrepresent the items contained in this application or do not use the materials identified and purchased for children aged 0-5 in Sutter County I will reimburse the Commission any funds expended on my behalf through this Mini grant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title: \_\_\_\_\_ (Please Print)

**ATTACHMENT B: APPLICATION FORM**

1. Please describe the items you are requesting and how you intend to use them to enhance school readiness for Sutter County children 0-5. Community Organizations - Include the number of children you will serve. If necessary you may attach one additional page.

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2. Grant Amount - Please check the appropriate box -

- Community Organization, Maximum of \$3,000.00 - community event/activity/class
- Day Care Center/Preschool Maximum of \$2,500.00

In Home Child Care Programs - \$150.00 per full time filled "slot" in your program

- Exempt-unlicensed - Family Child Care - you may apply for a Maximum of 4 "slots" complete the child verification form below - Total # you are applying for \_\_\_\_\_
- Small Family Day Care - licensed for up to 6 children - complete the child verification form below - Total # you are applying for \_\_\_\_\_
- Large Family Day Care - licensed for up to 12 children - complete the child verification form below - Total # you are applying for \_\_\_\_\_

List the name of each child currently in your care. You may not apply for open "slots", only children currently enrolled. Two part time children can represent one (1) full time "slot". Full time is a minimum of 30 hours per week. The Commission reserves the right to conduct site visits, prior to award of grant funding and at anytime during the grant period. The Commission also reserves the right to confirm listed children's enrollment/attendance.

**Child Verification Form**

	Child's Name - first and last	Age	Hours per week	Parent or Contact Name	Phone Number for parent or contact
1					
2					
3					
4					
5					



**SUTTER COUNTY CHILDREN & FAMILIES COMMISSION**

**MINI-GRANT APPLICATION**

**REVIEW CRITERIA**

The applications will be graded according the following criteria

Description of items and how they will be used	1-9 points
First grant from the Commission	<u>1 point</u>
TOTAL	10 points

The total amount of funding available for this grant series is \$50,000. All complete applications received in the Commission office by **April 25, 2007 by 5pm** will be scored and considered for funding.