



# Community Grants

## Application Packet - July 2010 - June 2011

Funding up to \$5,000

YOU CAN MAKE A DIFFERENCE!!

*Groups of community members that want to improve the lives of children ages zero to five by building connections between Sacramento County families with small children are encouraged to apply for the First 5 Sacramento Community Grants!*

\*\*REVISED July 2010

## **Community Grants are Available!**

At the First 5 Sacramento Commission, we know that connections between families can create a network or support system for families with young children. This network is instrumental to the health and development of children and their families. With this in mind, there are Community Grants of up to \$5000 per project available through our Community Building Initiative (CBI). These grants are for community members like you – parents, grandparents or others - who want to get together as a group to create projects that: 1) make a better place for children ages zero to five to grow and live; 2) build relationships and networks with others; and 3) encourage families to speak up for themselves, their children, or their community.

These grants are available for community members to create projects that benefit their community. These grants are not eligible for businesses, non-profit organizations, and/or schools, or community members who are representing a business, non-profit organization, and/or a school. CBI grants present opportunities for parents and other community members to make a difference on behalf of children ages zero to five.

## **Why Build Community Connections?**

Connections are important to our everyday lives. Have you considered how connections are made? Have you thought about your relationships with your neighbors or other community members around you? Why do relationships with these people matter? More importantly, what difference can it make for young children ages zero to five?

What we are supporting is **building social capital** or networks in your community. Creating these networks happens in many ways and really starts with people making an effort to get to know one another. Stronger networks make stronger communities and better places for children ages zero to five and their families to live.

Children ages zero to five grow up in a place where they are safer and healthier due to this sense of 'community' that is helping to raise them and is contributing to their well-being. Research has demonstrated the impact social capital can have on children and their families. Studies have shown that in areas with increased social capital: children are healthier, are less likely to be abused and neglected, and perform better in school. The more we know each other in our communities, the more likely we are to look out for one another and help one another. Relationships with others creates a strong foundation for a whole range of positive activities – from being able to socialize with each other and watch one another's children, to taking action together on an issue impacting your community. Families generally do better when they are not isolated and live in an environment where they know each other, can share information and resources, and support one another.

Community can be based on geography, such as those living around you (neighborhood), or can be based on something that you have in common (community of interest), such as parents of twins, a shared cultural background, or other interest.

## **What does a Community Building Initiative Project look like?**

Projects should provide an on-going opportunity for children ages zero to five to explore, play and interact with other children while under the supervision and guidance of their parents and/or other caregivers, such as grandparents. Projects should also provide a way for parents and other caregivers to connect with one another and build connections between families. CBI projects are a vehicle for families to build **social capital**.

## What should groups do to start planning their Community Building Initiative Project?

### Step 1: Review the CBI Activity Options listed below

The **CBI Activity Options** lists different types of activities your group will choose from to create your project. Choose the type of activities that: 1) best fits your community needs and interests, 2) will help your community in developing a project that benefits *children ages zero to five*, 3) will *build relationships between families* and create connections, and 4) encourages families to speak up for themselves, their children or their community.

#### CBI Activity Options

- **Arts and Crafts:** Activities that foster learning through arts. Children ages zero to five may be engaged in painting, coloring, playing with model clay and/or other interactive activities that encourage them to explore concepts such as colors, textures and shapes. These activities tie to the First 5 Sacramento Goal: All children enter kindergarten ready to learn.
- **Music and Movement:** Activities that foster learning through music and movement. Children ages zero to five may be engaged in listening to music and respond to it by singing, playing instruments, and dancing and/or moving with items such as scarves or flags. These activities tie to the First 5 Sacramento Goal: All children enter kindergarten ready to learn.
- **Story Time:** Activities that foster learning through early literacy. Children ages zero to five may be introduced to books and stories as volunteer parents read aloud a set of books during “story time” and may even act them out with puppets. “Story time” may focus on a particular theme, such as: Chinese New Year, colors and shapes, or animals. These activities tie to the First 5 Sacramento Goal: All children enter kindergarten ready to learn.
- **Physical Activity:** Activities that foster learning and healthy development through healthy physical activity. Children ages zero to five are encouraged to develop healthy habits by engaging in fun, age-appropriate physical activity in outdoor and/or indoor locations. For example, children and their parents may play together in activities such as stroller races, playing with hula hoops, and/or water play. Example outdoor physical activity locations may include First 5 Sacramento funded Tot Lots ([www.First5Sacramento.net](http://www.First5Sacramento.net)). These activities tie to the First 5 Sacramento Goal: All children are healthy.
- **Cooking:** Activities that foster learning and healthy development through fun and healthy cooking. Children ages zero to five are introduced to healthy eating habits with their parents and other caregivers, such as grandparents. Families may engage in age-appropriate and fun cooking activities focused on learning about healthy eating and making family friendly, nutritious snacks and/or meals together. These activities tie to the First 5 Sacramento Goal: All children are healthy.
- **Planting and Gardening:** Activities that foster learning through planting and gardening. Children ages zero to five may be engaged in learning about the cycles of nature by participating with their parents and other caregivers in planting and gardening. This may include a range of activities from planting seeds in pots to growing gardens in portable garden kits, such as wheelbarrow garden kits, or learning at a community garden. These activities tie to the First 5 Sacramento Goal: All children are healthy.

- **Cultural Sharing:** Activities that foster learning through cultural sharing. Children ages zero to five may be introduced to the history and customs of a culture through age-appropriate activities planned and led by parents such as storytelling, arts and crafts, performing a cultural dance, preparing and sharing a cultural food or other interactive activities. These activities tie to the First 5 Sacramento Goal: Communities connect to all families.
- **Parent Discussion Groups:** Activities that build community connections between parents and other caregivers of children ages zero to five. Parents share parenting information and community resources with one another in facilitated discussions that may be led by a parent volunteer. Discussion topics should be of a common interest to the parents as chosen by the parents. Example topics are: sharing parenting tips on raising twins or ways to connect more to your neighborhood. Parent Discussion Groups provide activities for parents to connect **and** activities such as arts and crafts and/or physical activity for parents and their children ages zero to five to engage in together. These activities tie to the First 5 Sacramento Goals: All families support children’s optimal development; and, Communities connect to all families.
- **Community Gatherings:** Activities that foster connections between families with children ages zero to five. Community gatherings encourage families with children ages zero to five to interact with one another, socialize and build community networks. These are on-going gatherings that are family focused and have activities for children ages zero to five to participate in with their parents and other caregivers, such as grandparents. Example gatherings include: monthly family game nights, and “Reading Festival in the Park”. Community gatherings can include other activities listed above such as: arts and crafts, music and movement, and/or cultural sharing. These activities tie to the First 5 Sacramento Goal: Communities connect to all families.
- **Family Support Networks:** Activities that build community networks between families of children ages zero to five with a shared interest. Family Support Networks encourage families to speak up for themselves and raise awareness about this specific interest. This can be done by educating one another about their interest through such activities as making and distributing a brochure or creating a social network. Example shared interests are: neighbors advocating to make the local park safer for their children to play at, and families with children with autism coming together to raise awareness on autism. Family Support Networks provide activities for families and their children zero to five to build connections, share resources and raise awareness through such activities community gatherings, cultural sharing and others like music and movement. These activities tie to the First 5 Sacramento Goals: All families support children’s optimal development; and, Communities connect to all families.

**Step 2: Collaboratively Decide which CBI Activity Option or Options your group will use for your project**

The activities listed in each **CBI Activity Options** description are **examples of possible activities** that could be used in your specific project. For example: painting is listed as an example activity under the CBI Activity Option: Arts and Crafts. However you group is not limited to painting as an Arts and Crafts activity. **You are not limited to the examples listed under each activity and may describe different activities for your project under the CBI Activity Option or Options your group has chosen.**

Your planning group may choose to do one or more of the **CBI Activity Options**. For example: “*Our project will be a twice a month playgroup using Story Time and Arts and Crafts activities and include three Community Gatherings during the project year*”.

**Step 3: Fill out the application by providing a detailed description of your group’s specific project and what type of CBI Activity Option or Options you will be using.**

Provide a **detailed description** of your project and activities in all sections of the application. The specific and unique details of your group’s **CBI Activity Option or Options** need to be fully described-particularly in questions #2 and #3. For example, question #3a could read: “*Every session will begin with a circle time where a volunteer parent will at read at least two books to the children. After the books there will be and Arts and Crafts activities. There will be a weekly theme to the Story-Time and Arts and Crafts activities. For example, the first week a parent will read aloud books on animals and the arts and crafts activity will be a finger-painting activity about animals. Both the Story-Time and Arts and Crafts activities together will take approximately 45 minutes to 1 hour. Afterwards there will be clean-up and healthy snacks will be served to the children. Parents will be able to connect and talk with each other throughout the session and especially while the children eat.*”

For example in question #3c: “*A weekly Playgroup will be scheduled on Friday mornings for one hour each week using Story Time and Arts and Crafts activities. This project will also schedule one Cultural Sharing event to happen on a Sunday afternoon in December 2010 for two and half hours; the time is to be determined. There will be two Community Gathering events. The first one will be on a Friday night from 6:00 p.m.-8:00 p.m. February 2011; the second one will be on a Saturday from 1:30 p.m-3:30 p.m. in May 2011.*”

**Who is Eligible to Apply for CBI Community Grants?**

- These funds are available to groups of three or more non-related community members for projects that focus on children ages zero to five and their families in Sacramento County. Examples of related community members are: husbands and wives, mothers and daughters/sons, and cousins.
- Together the group must plan the project and activities, fill out and sign the application.
- All group members signing the application must reside in Sacramento County and all activities must take place within the County.
- The group members themselves should do the majority of the work for the project. A few examples of eligible groups are, but not limited to: small groups of neighbors; community members with a shared interest, such as parents of twins, a shared cultural background, or other interest; community or neighborhood associations; and parent groups.

**How Does a Group Apply for a Community Grant?**

- 1) Read through the entire application Find at least two other non-related people that want to do the project with you, and start brainstorming ideas with your group.
- 2) As a group, choose your **CBI Activity Options** and then plan an on-going project that will benefit children ages zero to five and their families, and build relationships between participating families.
  - Plan a project that your group will do for up to 12 months; CBI will not fund a one-time event.
  - Think creatively about who could be involved, their strengths, and how the community will be better for children ages zero to five because of the project.

- Your group is a group of community members **not** representing a business, non-profit organization or a school. Remember, these funds are not for providing a program, service or class.

3) **Contact us** **First you must contact us and discuss your group's ideas.**

- If you do not contact us and discuss your group's ideas, your application will not be considered for funding.
- Contact us with your idea a minimum of one week **prior** to the application deadline. We are available to answer questions, go over the application with you, and help your group develop your project ideas.
- If you would like feedback on a **draft application**, send it to staff at least two weeks **prior** to the application deadline.
- Contact either Julie Beyers at 876-6529 or email at [beyersju@saccounty.net](mailto:beyersju@saccounty.net) or Myel Jenkins at 876-5879 or email at [jenkinsmy@saccounty.net](mailto:jenkinsmy@saccounty.net) .

**PLEASE NOTE:**

- **Initial help** from staff cannot be provided the week of the deadline.
- Staff are unable to provide feedback on group ideas or draft applications on the application due date.

4) Complete the grant application and provide detailed descriptions on project activities. The application can be typed or neatly hand-written. If you would like the application electronically in Microsoft Word, you can email us at [first5grants@saccounty.net](mailto:first5grants@saccounty.net) to request an electronic copy or you can download a copy from our website at [www.First5Sacramento.net](http://www.First5Sacramento.net).

5) Submit a completed application by the deadline. Applications must be received by 5:00 p.m. the day of the deadline via mail or hand delivery to:

**First 5 Sacramento Commission  
Community Grants  
2750 Gateway Oaks, Suite 330  
Sacramento, CA 95833**

Faxed and e-mailed applications **will not** be accepted. The Commission is not responsible for late delivery of applications sent via the post office or other delivery service. To be considered, an original application with three original signatures must be in our office by the deadline.

**When is the Application Due?**

Applications may be submitted at any time and will be held until the next deadline date. Staff can provide feedback on draft applications up to two weeks before the deadline. Applications are due **by 5:00 p.m.** on the following dates:

- ✓ **Friday, October 1, 2010** For projects starting after January 17, 2011
- ✓ **Friday, March 4, 2011** For projects starting after June 13, 2011

**How Much Funding is Available?**

Groups can request amounts up to **\$5,000**. Up to 15 applications may be funded at each deadline. Activities/projects can be funded for up to 12 months. Groups may only apply for one grant at a time.

## How is Funding Awarded?

A review committee will read and score the applications and make funding recommendations to the Commission. Commission staff may contact you to clarify any concerns raised by the review committee. Funding decisions are made by the Commission. The Commission reserves the right to reduce or increase funding requests. Funding decisions are final and cannot be appealed. **You will be notified of the funding decisions by staff approximately eight to ten weeks after the application deadline.** Groups that are not funded will have the option of reapplying for future deadlines.

If your group is awarded funding, an agreement (contract) will be needed. If necessary, Commission staff has partnerships with fiscal agents who can sign the contract on your group's behalf. Staff will assist you with the contracting process if your application is approved for funding. It is not necessary to have a fiscal agent in place before applying. If you have any questions about this, be sure to let staff know when you are sharing your project ideas with us.

## If Your Group's Application is Awarded Funding, What Happens Next?

You will be notified in writing of the funding decisions made by the Commission. Generally, the following events then occur:

- Attend an orientation for CBI grantees which is scheduled approximately three months after the application deadline.
- Meet with CBI staff to discuss the group's project and planned activities. Staff will help your group develop an overall, written plan for your project.
- Work with CBI staff to get a contract in place. Staff will guide your group through this process.
- **Projects cannot begin until a contract is signed by all parties.** This is why the proposed start date for your project cannot be sooner than listed. **Do not** spend any money before a signed contract is in place. Any expenses incurred for the project before a contract is signed **will not be reimbursed.**
- Throughout the project, your group will submit receipts for expenses and reports about the activities on a monthly basis. Staff will help your group understand the reports and forms that are needed. Staff or other First 5 Sacramento representatives may visit your activities from time to time to provide support and evaluate the grant's progress.
- Staff are here for you every step of the way to provide help, training and guidance. Please call or email us with any questions.

For more information, contact:

**Julie Beyers, Program Planner**

916-876-6529 or [BeyersJu@saccounty.net](mailto:BeyersJu@saccounty.net)

Or

**Myel Jenkins, Program Planner**

916-876-5879 or [JenkinsMy@saccounty.net](mailto:JenkinsMy@saccounty.net)

Or

**First 5 Sacramento Commission**

916-876-5865 • Fax: 916-876-5877

[First5grants@saccounty.net](mailto:First5grants@saccounty.net)

## **What is the First 5 Sacramento Commission?**

The First 5 Sacramento Commission (Commission) is an organization that provides funding for local programs and activities that improve the lives of children ages zero to five. The funds for the Commission come from Proposition 10, which was passed by California voters in 1998 and imposes a tax on all tobacco products to fund education, health, childcare and other programs to support the healthy development of children ages prenatal to five. Each county receives part of the tobacco tax money and has a Commission that works to meet the needs of its local community. Our Commission has decided to invest part of its monies directly into the community's efforts through the Community Building Initiative (CBI). Through CBI grants, groups of everyday community members are building social capital and strengthening our community. For more information on the benefits of social capital and other First 5 Sacramento funding, please visit our website at [www.First5Sacramento.net](http://www.First5Sacramento.net).