



First 5 Sacramento Community Grants Application for July 2010 to June 2011

COMMUNITY GRANT APPLICATION COVER PAGE

Group Name (create one if you don't have one):		Amount Requested: \$												
Project Name:														
CBI Activity Options (please check which activities you are applying to do in your community) <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Arts and Crafts</td> <td><input type="checkbox"/> Music and Movement</td> <td><input type="checkbox"/> Story Time</td> </tr> <tr> <td><input type="checkbox"/> Physical Activity</td> <td><input type="checkbox"/> Planting and Gardening</td> <td><input type="checkbox"/> Cooking</td> </tr> <tr> <td><input type="checkbox"/> Cultural Sharing</td> <td><input type="checkbox"/> Parent Discussion Groups</td> <td><input type="checkbox"/> Community Gatherings</td> </tr> <tr> <td><input type="checkbox"/> Family Support Networks</td> <td></td> <td></td> </tr> </table>			<input type="checkbox"/> Arts and Crafts	<input type="checkbox"/> Music and Movement	<input type="checkbox"/> Story Time	<input type="checkbox"/> Physical Activity	<input type="checkbox"/> Planting and Gardening	<input type="checkbox"/> Cooking	<input type="checkbox"/> Cultural Sharing	<input type="checkbox"/> Parent Discussion Groups	<input type="checkbox"/> Community Gatherings	<input type="checkbox"/> Family Support Networks		
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Start Date (see application information for earliest start date):	End Date (up to one year from start date):													
Estimated Number of Children ages 0-5 years who will be involved/participating in the Project: <u>Start with:</u> _____ <u>Grow To:</u> _____														
Estimated Number of Adults who will be involved/participating in the Project: <u>Start with:</u> _____ <u>Grow To:</u> _____														
Neighborhood or community of interest/zip codes that will benefit from the project:														
How is your group connected to the community? (e.g. Are you a group of parents or neighbors? Community members with a common interest? If so, tell us about your common bond.)														
How did you hear about the Community Grants? Check and explain all that apply. <table style="width: 100%; border: none;"> <tr><td><input type="checkbox"/> Magazine ad – which magazine? _____</td></tr> <tr><td><input type="checkbox"/> Magazine article – which magazine? _____</td></tr> <tr><td><input type="checkbox"/> Newspaper – which newspaper? _____</td></tr> <tr><td><input type="checkbox"/> Other advertisement – where and when? _____</td></tr> <tr><td><input type="checkbox"/> Website – which website? _____</td></tr> <tr><td><input type="checkbox"/> Social networking site - which site? _____</td></tr> <tr><td><input type="checkbox"/> From a local agency – which agency? _____</td></tr> <tr><td><input type="checkbox"/> From an individual – please give us their name _____</td></tr> <tr><td><input type="checkbox"/> On the radio – which station? _____</td></tr> <tr><td><input type="checkbox"/> At a CBI grantee activity/project – which one? _____</td></tr> <tr><td><input type="checkbox"/> At a community event – which one? (date/location) _____</td></tr> <tr><td><input type="checkbox"/> Other – please explain _____</td></tr> </table>			<input type="checkbox"/> Magazine ad – which magazine? _____	<input type="checkbox"/> Magazine article – which magazine? _____	<input type="checkbox"/> Newspaper – which newspaper? _____	<input type="checkbox"/> Other advertisement – where and when? _____	<input type="checkbox"/> Website – which website? _____	<input type="checkbox"/> Social networking site - which site? _____	<input type="checkbox"/> From a local agency – which agency? _____	<input type="checkbox"/> From an individual – please give us their name _____	<input type="checkbox"/> On the radio – which station? _____	<input type="checkbox"/> At a CBI grantee activity/project – which one? _____	<input type="checkbox"/> At a community event – which one? (date/location) _____	<input type="checkbox"/> Other – please explain _____
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PLEASE TELL US WHO WE SHOULD CONTACT ABOUT THE APPLICATION:

Please provide the names, contact information and signatures of three non-related community persons planning the project and submitting the application. Identify the main contact person by placing their information first. Note that any of these individuals may be called for additional information about the grant application. Remember that all group members signing the application must reside in Sacramento County.

By signing below I am verifying that I am an active member of this community group, I have helped develop the idea for this project, and I plan to assist with the project.

Group Member / Main Contact Person:		
Signature	Print Name	
Address	City	Zip Code
Phone Number:	Cell Number:	Fax Number:
Email:		

Group Member / 2 nd Contact Person:		
Signature	Print Name	
Address	City	Zip Code
Phone Number:	Cell Number:	Fax Number:
Email:		

Group Member / 3 rd Contact Person:		
Signature	Print Name	
Address	City	Zip Code
Phone Number:	Cell Number:	Fax Number:
Email:		

We have provided the checklist and information below to help your group plan your project and the activities you will be doing. Refer to this page as you complete the application. Call or email us if you have any questions as your group plans your project and completes the application.

CHECKLIST FOR YOUR PROJECT: (you should be able to check all the boxes)

- You contacted a CBI staff member with your idea a minimum of one week **prior** to the grant deadline.
Name of group member who spoke with CBI Staff: _____
Date of Contact: _____
Name of CBI Staff person contacted: _____
 - You have at least three non-related, community members that live in Sacramento County working together on this project.
 - Your group is an **informal** group and you are not representing a business, non-profit organization or school. Funds will not benefit a business, non-profit organization or school.
 - You picked one or more activities from the “**CBI Activity Options**” on pages 3 and 4 of the application instructions.
 - All of the activities will take place in Sacramento County.
 - You clearly say how your project and activities will take place by providing a full description.
 - Your project directly benefits children ages zero to five years and their families.
 - Your project is designed to encourage relationship building between families.
 - The budget items tie back to the activities described in the narrative of the application.
 - All three group members completed and signed the signature page.
-

COMMUNITY GRANTS WILL NOT FUND:

- Equipment, for example: computers, radios, projectors, digital cameras, bounce houses, and playground equipment.
- Organizations, such as businesses, non-profits or schools.
- Field trips and admission fees to such places as museums, movies, zoos and similar places.
- Activities that take place outside of Sacramento County.
- One day activities.
- Funding for lecturers, presenters and speakers is limited. Talk to CBI staff for clarification.

COMMUNITY GRANT APPLICATION DESCRIPTION

*If there is not enough space you may attach **one** additional page of clearly labeled responses.*

1. Tell us about your neighborhood or community and why your group is applying for a community grant.

1a. What is it about your neighborhood or community that makes it important to have this grant to build and strengthen a sense of community?

2. Tell us about the goal of your project for families with children ages zero to five and how your group will use the grant funds to reach for that goal.

2a. Please tell us how and why this particular project and the related activities were selected.

2b. How will this project bring families with children ages zero to five years old together in your community?

3. Please tell us the following to help us understand what your project will look like:

3a. Describe in detail what activities will take place during your project.

3b. How will children ages zero to five years be involved in the activities?

3c. When will the activities occur and how often?

3d. Where will the activities take place?

3e. About how many children ages zero to five years, their parents or caregivers, and others (grandparents, siblings, etc.) will participate and attend activities during the course of the project? Tell us how many you will start with and how many you will grow to during the project .

	Start with	Grow to
Children ages zero to five		
Parents		
Grandparents and others		

4. How will the activities benefit or help children ages zero to five years?

4a. How will the activities benefit parents or caregivers?

5. Tell us how your group will outreach to more families with children ages zero to five years to let them know about this project and get them involved.

6. Once families are involved, what kind of activities or tools will your group use to encourage them to interact with each other and get to know each other?

6a. How will families stay in touch and connected during the term of the project?

7. How will families stay in touch and connected after the project ends?

7a. Why might staying connected be important for your neighborhood or community?

8. What will indicate that your project has been successful?

8a. What will be different in your neighborhood or community because of this project?

9. In thinking about the goal of your project, what is important to your group and your neighborhood or community for young children?

9a. Tell us how the grant activities will help your group and your neighborhood or community address or speak out about these important things.

10. Where will the supplies for your project be stored? How will you make sure that all group members can get the materials when needed?

10a. Are there any people or resources in your community that might be able to support your project? How might you include them? (Examples: libraries, churches, family resource centers or a community center that will donate meeting space, other community members volunteering their time to create flyers, local business providing food for an event, etc.)

10b. What is the plan for any leftover supplies that are not used by the end of the project? (such as leftover craft supplies or books, etc.) We generally ask that supplies be donated to a group or organization that benefits children ages zero to five.

11. Think about the talents and skills (e.g. cooking, bilingual, computer skills, getting others involved, etc.) of the members of your group. What are those members' talents and skills, and how will they use them in the activity/project? Remember that you must have at least three people involved in planning the project, preparing the application and assisting with the project. In addition, you can also list people in this section who will be helping with the project who have not signed the grant application.

Name	Talent/Skill	How talent/skill will be used in the activity/project
<i>Example: Jasmine</i>	<i>Likes organizing; has mini van; good computer skills; mom of one four-year old son</i>	<i>Will pick up and organize supplies; can do flyers to promote the activities</i>
<i>Example: Sam</i>	<i>Great BBQ chef; likes to cook; father of two preschoolers</i>	<i>Will prepare healthy snacks for weekly gatherings; will coordinate and cook for monthly family nights</i>
<i>Example: Patricia</i>	<i>Parent of three; teaching skills; good at crafts; likes to share</i>	<i>Will organize crafts and art activities; share teaching ideas; help parents and kids during activities as needed</i>

COMMUNITY GRANT BUDGET

Tell us how much money your group is requesting for your project and what the funds will be used for. The supplies and amounts requested should link directly to the activities described in this application.

Use of funds

- Talk with us before you submit your application if you have any budget questions.
- Activities should generally take place in a public place, such as a library or community center in Sacramento County so that others can also participate. Supplies purchased with the grant funds should be made economically and from local vendors whenever possible.
- It is expected that group and community members contribute their time and skills to the project at no cost. However, if necessary and justified, you may request up to 15% of your budget for recognition for group members or community members for their outstanding contributions to the project, such as small gift certificates. Talk to staff about this item if it is included in the budget.
- The funds cannot be used for: the start up costs of a business, staffing, providing services, funding existing programs, or capital projects and expenditures (such as building structures and purchasing vehicles).
- Equipment such as computers, radios, projectors, digital cameras, bounce houses, and playground equipment will not be funded. Also, field trips to museums, amusement parks and other similar commercial sites are not funded.
- Funding for lecturers, presenters and speakers is limited. Talk to staff about this.

Instructions

In the following table, please develop a budget for how your group will use the funds. In each row, tell us what will be purchased, **the amount**, and **the purpose** (how the item links to the activities). Add more rows if you need more space. Items requested in this budget must clearly relate to the project and be well explained. The Review Team compares the budget items to the application description to see if there is a link between the budget items and the activities.

SAMPLE BUDGET – partial list of potential items (*for sample only*)

SUPPLIES/PURCHASES	AMOUNT	PURPOSE <i>The Review Team needs to know the types of items to be purchased and their cost.</i>
<i>Example: refreshments for group activities- juice boxes, water, crackers, cheese and fruit</i>	\$300.00	<i>Nutritious snacks for 10 Family Support Network Meetings- estimated \$30.00 per meeting for \$300 total.</i>
<i>Example: arts and craft supplies – chalk, construction paper, large crayons, glue, eyes, felt, ribbon, pompoms, paint, beads, stencils, scissors, paintbrushes, markers</i>	\$440.00	<i>Arts and crafts items and supplies for 22 playgroup meetings – estimated \$20 per meeting for \$440 total. Supplies not used up during a meeting will be saved to use at other meetings.</i>
<i>Example: storage bins for craft supplies & office/outreach supplies</i>	\$60.00	<i>Keep items together for storage and carrying to activities, 2 closing bins with handles on wheels</i>
<i>Example: Promotional and office supplies – paper, pens, pencils, name tags, markers, etc.</i>	\$150.00	<i>Paper and supplies for flyers, sign in sheets, and outreach efforts.</i>
TOTAL REQUEST	\$950.00	

(Use this one extra page if needed)