

COMMUNITY ENGAGEMENT FUND GRANTS POLICY

This Policy is to set forth the guidelines and criteria for a Community Engagement Fund (“Fund”) allocated to assist individuals and/or community partners to conduct activities, hold community events and/or distribute materials directly to parents/primary caregivers of children ages 0-5 years, to inform them and increase their awareness of early childhood issues.

Grants of up to \$300 each may be awarded from this fund allocated on an as-approved basis to support small-scale community activities or events designed to disseminate information that benefit expectant parents, parents/primary caregivers of children ages 0-5 years and their families. This Fund is differentiated from the First 5 Solano “Co-Sponsorship of Training and Conferences” Fund in that the Community Engagement Fund is intended for small, neighborhood-based activities or events that directly serve parents/primary caregivers as opposed to providers of children and family services. Monies authorized under this Fund must further the priorities and goals of First 5 Solano Children and Families Commission as set forth in its Strategic Plan.

A. Guidelines for the Community Engagement Fund

The purpose of the Fund is to support community activities and events designed to inform and increase awareness among parents/primary caregivers about issues such as monthly children’s observances, childhood development topics and other relevant issues.

Guidelines for requesting funds:

1. The limit per event is \$300.
2. Applicants shall complete the Community Engagement Fund Application. Applicants may request the application by calling (707) 784-1332, or applicants may download an application from the First 5 Solano website at www.first5solano.org . Applications may also be picked up at the First 5 Solano office at 601 Texas Street, Suite 210, Fairfield, CA 94533. Applications must be typed or written legibly and may be in English or Spanish.
3. In consultation with the Community Programs Manager, applications shall be reviewed and approved or declined by the Program and Community Engagement Committee Chair, or their designee.

Additional Guidelines and Criteria:

1. The event must be conducted by a community agency or individual providing services directly to pregnant women, children prenatal to five years of age and their families.

2. The event must be located in Solano County.
3. The event must be designated tobacco-free.
4. The event must acknowledge the support of First 5 Solano Children and Families Commission in its advertising.
5. The event may not be used for religious purposes, to benefit an individual, or to promote a candidate for public office
6. If the grant is approved, Grantee must read and sign the “Agreement for First 5 Solano Community Engagement Fund Grant” prior to authorization for funds.
7. As stated in the “Agreement for Community Engagement Fund Grant”, Grantee must complete and return the “Community Engagement Fund Grant Activity/Event Report” about the event within 30 days of the event. Any individual or organization that fails to provide this report may be considered ineligible for future funding.
8. Grant funds must be utilized in the fiscal year in which they are issued. Any funds not utilized in the fiscal year in which they were issued must be returned to First 5 Solano.
9. The application must be submitted at least two weeks before the scheduled activity to be considered for funding. Applicants are encouraged to apply at least four weeks in advance of the activity.