

ORGANIZATIONAL SUPPORT FUND POLICY

This Policy sets forth the purpose and criteria for the First 5 Solano Children and Families Commission (Commission) Organizational Support Fund. Monies authorized under this fund must be consistent with and further the priorities and goals of the First 5 Solano Children and Families Commission as set forth in its Strategic Plan.

Criteria

Organizational Support Funds can be deployed in the following manner:

- 1) To sustain or expand organizational capacity of organizations that serve children ages 0-5 and their families;
- 2) In support of the sustainability efforts of First 5 Futures;
- 3) In support of grant-seeking efforts to leverage additional dollars into Solano County.

Funding – Amount and Term

Organizational Support Fund levels are allocated by the First 5 Solano Children and Families Commission on an annual basis during the budget approval process. Any unspent balance remaining at the end of a fiscal year will return to the Commission's Long Term Financial Plan.

Evaluation and Reporting

Organizational Support Fund (OSF) grants may be subject to First 5 Solano reporting and evaluation policies, including reports on the challenges and benefits of their projects, as well as submission of demographic and aggregate data on services and performance measures data. OSF grants will be assessed for accountability and outcomes achieved along with other First 5 investments as part of the overall First 5 Solano evaluation.

Grantwriting Funds Criteria:

Purpose: The purpose of grantwriting funds is to strategically leverage First 5 Solano funds to bring additional funding to Solano County for services or providers supports for services to expectant parents, children birth to five years old and their families.

Guidelines for allocation of funds for grant applications:

1. The funds available are up to \$5,000 per grant application. The grant to be written must be for at least 10 times the amount of First 5 Solano grantwriting funds awarded.
2. Applicant organizations must have been in business a minimum of 2 years.
3. Limit of two approved applications per organization per fiscal year.
4. Usually, only one application per grant solicitation will be allowed. Multiple applications for the same grant opportunity may be considered on a case-by-case basis, based on the opportunity in question [ex: can more than one local organization be funded? Is the total funding offered high enough to warrant an investment in 2 or more applicants?].
5. First 5 Solano/Solano County funding solicitations are not eligible for grantwriting funds.
6. The grant application to be written must identify specifically how the proposed grant aligns with the First 5 Solano Strategic Plan Priority(s), Goal(s) and Result(s).
7. Services benefiting children 0-5 in Solano County must be the primary focus of the grant application.

8. First 5 Solano grantwriting funds cannot supplant the salary of exiting staff or independent contractors for whom grant writing is already part of their job or contract, as applicable. In other words, First 5 does not intend that its grant writing funds be used to pay the salary or contract of persons already paid to write grants, unless the grant writing is done outside the normal working hours of that person and not as part of their normal employment or contractual responsibilities. This determination is at the sole discretion of First 5 Solano. Examples of appropriate documentation are a contract reflecting that grantwriting is not part of an independent contractor's current contractual obligations or a job description reflecting same. First 5 Solano may require an additional statement to this effect at its discretion.
9. The Executive Director will screen each grant writing application to ensure the Commission's criteria is met and forward complete applications to the Systems and Policy Committee Chair. The Systems and Policy Committee Chair, in consultation with the Executive Director, is authorized to approve applications for grant writing matching funds, with a report due to the Systems and Policy Committee at its next scheduled meeting.
10. If the grantwriting funds application is approved, Grantee must read and sign the "Agreement for First 5 Solano Grantwriting Fund Grant" prior to authorization for funds.
11. Organizations applying for grantwriting resources will do so on the basis that First 5 Solano is a public agency and as such, Grantwriting funds are a public award. Both the application for Grantwriting funds and the subsequent grant application to the funding agency will not be kept confidential.
12. Up to 50% of the grantwriting funds award is payable upon approval of the application to First 5 Solano. Evidence that a complete application was accepted by the potential funder must be submitted to First 5 Solano before the remaining funds are issued. Follow-up reports on the outcome of the grant application process are required.