

BUSINESS CHALLENGE GRANT FUND POLICY

This Policy sets forth the guidelines and criteria for the Business Challenge Grant Fund (“Fund”). The goal of the Fund is to assist community based organizations in engaging with local businesses to contribute funds toward services benefiting Solano children ages 0-5 years and their families. By incentivizing the business community to contribute cash donations matched by dollars from this Fund, First 5 Solano expands services for young children in the community.

Grants from \$1,000 to \$10,000 each may be awarded from this Fund on a pre-approved basis. Monies authorized under this Fund must further the priorities and goals of First 5 Solano Children and Families Commission as set forth in the Commission’s most current Strategic Plan.

A. Guidelines for the Business Challenge Grant Fund

The purpose of the Fund is to support the expansion of services benefiting children ages 0-5 and their families by incentivizing the business community to contribute cash donations matched by dollars from this Fund.

Guidelines for requesting funds:

1. Grants range from \$1,000 to \$10,000.
2. Applicants shall complete the Business Challenge Grant 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. Applications must be typed or written legibly.
3. Applicant **MUST** receive *prior* approval before seeking matching funds from a potential local business partner.
4. Business must not have donated to the applicant in the previous 2 full Fiscal Years.
5. In consultation with the Policy and Fund Development Manager, applications shall be reviewed and approved by the Systems and Policy Committee Chair, or their designee.
6. An applicant may only have one application in process (under review or approved to seek funding) at a time.
7. Match funding from First 5 Solano shall be issued to the applicant organization after the business partner funding has been received by the applicant. If the funding is not obtained from the business, it is the applicant’s responsibility to notify First 5 Solano and close the application.
8. There is a limit of two funded applications and \$10,000 per agency per Fiscal Year.

Additional Guidelines and Criteria:

1. The applicant organization must serve children ages 0-5 and their families and authorized funding must be used for direct services to children ages 0-5 and their families in Solano County. Exceptions to the direct services requirement (e.g. play structures, early literacy materials, advocacy services) may be considered on a case-by-case basis.
2. Both the applicant organization and the business providing the matchable funds must have tobacco/nicotine-free workplaces.
3. The applicant and business partner must acknowledge the support of First 5 Solano Children and Families Commission in advertising of the funded services.
4. If the grant is approved, Grantee must read and sign the “Agreement for First 5 Solano Business Challenge Grant Fund” prior to authorization of funds.
5. As stated in the “Agreement for Business Challenge Grant Fund,” Grantee must complete and return the “Business Challenge Grant Fund Services Report” about the use of the funding within 30 days of the completion of the fiscal year. Any individual or organization that fails to provide this report may be considered ineligible for future funding.
6. Grantee must make every responsible effort to utilize funds in the fiscal year in which they are issued.