



COMMUNITY ENGAGEMENT FUND POLICY

This Policy is to set forth the guidelines and criteria for a Community Engagement Fund (“CE Fund with applications for funds approved by the Policy and Oversight Committee Chair/designee, 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 and/or the general public, to inform them and increase their awareness and understanding of early childhood issues.

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. Note: the CE Fund Policy differs from the Co-Sponsorship of Training and Conferences (“CSTC”) Fund Policy in that the CE Fund is designed for activities benefitting parents/caregivers of children aged 0-5 and/or to educate and engage the general public, and the CSTC Fund is designed for activities benefitting providers of services to children aged 0-5.

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.

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.

1. The limit per activity/event is \$300.
2. Requests must be made using the approved application form.
3. First 5 grantees that are funded for an activity may not use CE funds for that same activity.
4. Allowable uses for monies granted from this Fund include, but are not limited to space/ facility rental, supplies, registration fees, refreshments, event promotion/outreach. Funds may not be used for travel or costs associated with travel.
5. The activity 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.
6. The activity must be located in Solano County.
7. The activity must be designated tobacco-free.
8. The activity must acknowledge the support of First 5 Solano Children and Families Commission in its advertising.
9. The activity may not be used for religious purposes, to benefit an individual, or to promote a candidate for public office.
10. 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.

11. The requesting individual or agency must agree to 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.
12. 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.