

## CO-SPONSORSHIP OF CONFERENCES AND TRAINING FUND POLICY

This Policy is to set forth the guidelines and criteria for the Co-Sponsorship of Training and Conferences Fund (“CSTC Fund”) allocated annually by First 5 Solano, with applications for funds approved by the Policy and Oversight Committee in accordance with the guidelines in this Policy. 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. Applications must identify specifically how the proposed grant aligns with the First 5 Solano Strategic Framework by Priority, Goal(s) and Result(s).

CSTC 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.

Note: the CSTC Fund Policy differs from the Community Engagement Fund Policy in that the CSTC Fund is designed for activities benefitting providers of services to children aged 0-5, and the Community Engagement Fund is designed for activities benefitting parents/caregivers of children aged 0-5 and/or to educate and engage the general public.

### **A. Funds for Co-Sponsorship of Conferences and Training**

The purpose of the funding for education and co-sponsorship of conferences and training events is to contribute to improving the capacity of individuals and organizations in Solano County to serve expectant parents, children birth to five years old and their families. Guidelines for allocation of funds for education/conference/training:

1. The limit per event is \$3,000.
2. Requests must be made using the approved application form.
3. First 5 grantees that are funded for an activity may not use CSTC 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. Individuals or agencies approved for funding will be reimbursed for costs incurred for the event that were approved by the Policy and Oversight Committee.
6. 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.
7. The event must be designated tobacco-free.
8. The event must acknowledge the support of the Commission in its advertising.
9. The event 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 Co-Sponsorship of Conferences/Training” prior to authorization for funds.
11. The requesting individual or agency must complete and return the “Co-Sponsorship of Conferences and Training Activity/Event Report” within 45 days of the event. Any individual or organization that fails to provide this report may be considered ineligible for future funding.