



**Discretionary Funds Mini-Grant
Proposal Format**

Submissions **must** be formatted as follows:

- Use one-inch margins, 12 pt. font, and double spacing.
- Submit a *maximum* of **3** pages of narrative. (The scope of work and budget attachments do not count as part of the **3** pages. ***Do not include additional attachments.***)
- Address each of the items listed below in the order listed below.

Organization Name:
Primary Contact Name:
Address:
Phone Number:
Email Address:
Website:

Amount of Request:

- 1. Project Description (20 points):** Please describe the proposed project and how the project will advance the goals of the Commission's Strategic Plan. Specifically, identify which
- Initiative
 - Desired result
 - Corresponding outcome (no more than one) and
 - Corresponding indicator (no more than one)

this project will address. Use only the Commission's desired results, outcomes and indicators which are found on pp. 14-16 of the Strategic Plan. Include the timeframe for service delivery and project completion.

- 2. Need for Project and Target Population (20 points):** Describe how the need for this project was determined. Explain how this project will address the identified need. Indicate the project's target population including how many children ages 0-5 and their families will receive services (e.g., demographics of target population, ethnicity, geographic location, etc.).

- 3. Protective Factors (15 points):** To achieve its desired outcomes, First 5 Butte County adopted the Strengthening Families framework. To qualify for funding, proposers must indicate which Protective Factor(s) the proposed project will address:
1. *Parental resilience*
 2. *Social connections*
 3. *Concrete support in times of need*
 4. *Knowledge of parenting and child development*

5. *Social and emotional competence of children*

Briefly describe the planned approach to implement the Protective Factor(s). If your project will not address a Protective Factor, explain why not.

For more information about Strengthening Families follow this link:

<http://www.cssp.org/reform/strengthening-families/resources/strengthening-families-101>.

4. **Project Results (20 points):** Describe how project results will be tracked and measured for success, e.g., what evaluation tools do you plan to use, what data do you plan to collect?
5. **Scope of Work and Budget (15 points):** See attached format for scope of work and budget.
6. **Demonstrate That Funds Requested Are Not Supplanting Existing Funds. (5 points)**
7. **Indicate that you have reviewed the Commission's Contract Template and that you understand and can meet the necessary contract requirements. (5 points)**