ANNUAL GRANTS PROGRAM - POLICY

This Policy is to set forth the guidelines and criteria for the First 5 Solano Annual Grants Program, with applications for funds approved by the full Commission 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.

A. Annual Grants Program

The purpose of the annual grants program is to provide a regular opportunity for the First 5 Solano Commission to consider grant requests that:

- Fill community gaps
- Pilot new or innovative ideas locally
- Address community needs between multi-year funding cycles.

Guidelines for allocation of annual grant funds:

1. The limit per annual grant is $20,000.
2. Activities/programs must benefit children ages 0-5, their parents/caregivers, or provider of services to children ages 0-5.
3. Applications must identify specifically how the proposed grant aligns with the First 5 Solano Strategic Framework by Priority, Goal(s) and Result(s).
4. Requests must be made using the approved application form.
5. No more than one application per agency per year will be considered. Should an agency submit more than one application, the first application received will be considered and any other applications will be returned to the agency without consideration.
6. First 5 grantees that are funded for an activity via other First 5 Solano funds may not use annual grant funds for that same activity.
7. Individuals or agencies approved for annual grant funding will be provided funding in the amount of the approved grant application upon full execution of a legal agreement and documentation needed for processing payment, such as a W-9 and Solano County Vendor Application.
8. 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.
9. Any activities associated with the annual grant must be designated tobacco-free.
10. The grant recipient must acknowledge the support of the Commission in its advertising.
11. The annual grant may not be used for religious purposes, to benefit an individual, or to promote a candidate for public office.
12. If the grant is approved, Grantee must read and sign the "Agreement for First 5 Solano Annual Grant prior to authorization of funds.
13. The requesting individual or agency must complete and return the "Annual Grant Activity Report" within 45 days of completion of the grant. Any individual or organization that fails to provide this report may be considered ineligible for future funding.