



IT'S ALL ABOUT THE KIDS

First 5 Solano Children and Families Commission

Grant Opportunity Capacity Building for Nonprofits

For activities occurring October 2021 – June 30, 2022
Applications Due: September 13, 2021 by 5 p.m.

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Questions regarding this grant application and process may be submitted by email to lfernandez@solanocounty.com no later than August 20, 2021 at 5 p.m. The questions received and answers will be published on the First 5 Solano website: www.First5Solano.org Please check the First 5 Solano website continuously for updates.

Background:

First 5 Solano Children and Families Commission (First 5 Solano) is offering an opportunity for nonprofits serving children ages 0-5 and their families to implement a capacity building project for their organization. The goal of this funding is to strengthen the organization's ability to positively impact the early childhood system in Solano County.

Over the last several years, First 5 Solano has provided opportunities for nonprofit agencies to participate in capacity building activities and to apply for mini grants for technical assistance such as grant writing and training opportunities. For FY2021/22, First 5 Solano is offering grants of up to \$7,500 in funding or services for eligible nonprofit agencies to build capacity of their organization.

Eligibility:

Nonprofits serving children ages 0-5 and their families in Solano County are eligible to apply. Note: Organizations that serve a broader population which includes children 0-5 and their families, but also includes other populations, are eligible to apply; any resources granted will be generally commensurate to the overall population the organization serves.

These funds are intended to be used to engage a consultant to work with the small leadership team from your nonprofit to advance organizational goals by developing a plan/strategy for a specific area to build capacity in your organization. These grants are not to support direct services. Projects can include, but are not limited to:

- Develop an Equity Plan
- Develop and implement a Board Recruitment and Development Plan
- Develop a Fundraising Strategy and Action Plan
- Engage the services of a grantwriter to write a grant or provide foundational research
- Conduct a Needs Assessment to identify and prioritize the needs of a target population
- Develop an Action Plan for implementing trauma informed practices
- Develop a Communications Strategy and Action Plan
- Conduct an Organizational Assessment and develop an Action Plan for capacity improvements
- Develop an Organizational Change Management Plan
- Develop a Strategic Plan
- Develop a Technology Upgrade Plan
- Develop a Plan for supporting recruitment, training and preparation, and retention of volunteers

Selecting a qualified consultant for your nonprofit capacity building project:

Applicants are expected to work with a qualified consultant who would provide the requested capacity building support. Applicants may select a qualified consultant of their choosing or select from a list of pre-approved consultants provided by First 5 Solano. A consultant selected by the applicant is subject to approval by First 5 Solano prior to starting work.

If the applicant has already identified a qualified consultant at the time of the application, they can propose the consultant as part of the grant application to be considered in the approval process at that time.

If the applicant has not already selected a qualified consultant, and if the applicant is approved to receive funding, the applicant will have the opportunity to interview one or more consultants on the First 5 Solano Qualified Consultant list; or, to propose a qualified consultant of their choice subject to the approval of First 5 Solano.

The following consultants are on the First 5 Solano Qualified Consultants List:

- Applied Survey Research (ASR)
- Michalle Shown-Rodriguez

Application Approval and Contracting Process

Phase 1: Application Scoring: Applications will be scored by a Review Panel based on the following criteria:

| Item | | Possible Points |
|------------------------------|---|-----------------|
| A. | Applicant clearly describes the need, gap or problem, why it is important, and the capacity building project that will meet the need. | 20 |
| C. | Applicant clearly describes the activities that will be undertaken, and how these activities will address the need, gap or problem. | 20 |
| D. | Applicant proposes appropriate estimated milestones and timeline for the project. | 15 |
| E. | Applicant proposes reasonable short term & long-term measurable outcomes and clearly describes how outcomes will be measured. | 15 |
| F. | Applicant clearly describes how staff, board members, and community partners (as applicable) will be engaged in the project activities. | 15 |
| G. | Applicant has provided an estimated overall budget and has clearly described the resources the organization will dedicate to the project. | 15 |
| Total Possible Points | | 100 |

The Review Panel will make a recommendation for the top scoring applications to move on to Phase 2 of the selection and contracting process.

Phase 2: Final Scope of Work and Budget

Applicants who are recommended by the Review Panel will be required to submit a final scope of work and budget to be mutually agreed upon by First 5 Solano and selected consultant. Should the Applicant need additional support in selecting a consultant and/or developing a final scope of work and budget, this support will be provided by First 5 Solano during this phase.

Successful applicants who select a consultant from the First 5 Solano Qualified Consultant List will work with the consultant to provide a Scope of Work, Budget, and Timeline for approval by First Solano. First 5 Solano will contract directly with the First 5 Solano Qualified Consultant and provide applicant an approved number of hours.

Successful applicants who have selected a consultant on their own will submit a Scope of Work, Budget, and Timeline to First 5 Solano. The successful applicant will then contract directly with the consultant for services after receiving approval from First 5 Solano, and First 5 Solano will provide a grant of up to \$7,500 to the nonprofit in support of the consultant's work.