

Community Engagement Sponsorship Program



Letter of Request Guidelines

Community Engagement Sponsorship Program

The *Children's Bill of Rights'* Community Engagement Sponsorships Program provides financial support to organizations implementing community engagement events and activities that: Promote the Children's Bill of Rights, and connect families with children 0-5 years with available services that make the *rights* more of a reality for Merced County children.

Funding under this program falls within First 5's mission of "providing for the optimal physical, emotional and intellectual growth of the young children of Merced County", and aims to increase community level awareness and acknowledgement of the need to prioritize care benefiting our youngest kids (0-5).

Under this funding program, First 5 Merced County will support activities across a broad geography throughout Merced County, and partner together with a diverse group of organizations, groups, businesses, and other entities to engage community members and begin discussions around the Bill of Rights and children's needs, and connect families with needed services.

Funding Guidelines

Funding from \$250 to \$1,000.00 per event can be awarded until allocated funds are exhausted. From 12-15 events/activities will be sponsored throughout the county between the period of July 2019 through June 2020.

A wide range of types of community events/activities will be considered. Examples include (but are not limited to) community health / resource fairs, town hall meetings, community / neighborhood celebrations, parent / family activities, employee events, community planning / needs assessment activities, etc.

Funding may be awarded in amounts less than what is requested. First 5 funds can only be used to support children 0-5 and their families. Therefore, if a proposed event/activity will also serve individuals outside of First 5 Merced County's age-range, other funding sources must be available to supplement First 5's potential funding.

Eligibility for funding is limited to those events and/or activities that:

- Goals that align to a meaningful degree with the mission and vision of First 5 Merced County;
- Directly target the general community (or an identified sub-segment of the Community) as the primary event attendees;

- Align with the purpose and elements of, as well as work to publicize, one or more of the rights addressed within the Children’s Bill of Rights for Merced County; and,
- Engage the participation of a wide range of organizations, groups, communities, businesses, and other entities in activities that enhance the well-being of children 0-5 years throughout the county.

Note: Community Engagement events/activities that are already supported in part by First 5 funds through any other First 5 funding mechanism are not eligible for Community Engagement funding.

There is no deadline for applying. Community Engagement Sponsorship requests are accepted on a continuous basis and are considered in the order received throughout the year until allocated funds are exhausted. On at least a monthly basis, First 5 Merced County staff will review submitted Letters of Request.

Letters of Request that are received which include all required information, and are determined to fulfill the intent and scope of the Community Engagement Sponsorship Program will be approved at the staff level by the First 5 Merced County Executive Director.

Selected recipients will plan and implement their event in coordination with First 5 Merced County staff who will provide technical assistance and support to promote the event’s success.

Letters of Request

A letter of request must be submitted to First 5 Merced County in order to be considered for funding. Letters of Request must be received at least 21 days prior to the event. Provide the following information in the letter:

- Requesting organization and collaborating partners (if applicable)
- Name and goal(s) of the event
- Which Children’s Bill of Right(s) will be covered during the event
- How the organization will disseminate and publicize the Children’s Bill of Right(s) during the event/dialogue
- How community members will be engaged in dialogue about the Children’s Bill of Rights
- How families will be connected to services to support them
- Event history (if applicable)
- Event date/time/location
- Description of intended audience / participants
- Estimated attendance size
- Primary event activities
- Total event budget and description of how First 5 funds will be used.
- Other funding sources and amounts (cash and in-kind equivalent) required for events targeting children beyond the ages of 0-5.

- Amount of First 5 Merced County funds requested

Letters of Request shall be reviewed based on criteria including, but not limited to:

1. Clarity of the description of the event;
2. Degree of alignment of event goal(s) with the First 5 Merced County vision and mission;
3. Potential of the event to effectively publicize and promote the Children's Bill of Rights (or portions of it) and connect Merced County families with children 0-5 years old with available services;
4. Ability of the event to fulfill this funding program's intent to (collectively) reach geographic areas throughout the county, and engage a diverse group of entities to implement events/dialogues;
5. Targeted population for the event (i.e., general community vs. service providers/professionals);
6. Organizational capacity / history of successfully conducting the event;
7. Availability and amount of non-First 5 funding to support the event's total budget (including in-kind and cash resources).

Submit Letters of Request to:

For hardcopy, please submit letters of request to:

First 5 Merced County
Attention: Marie Pickney
260 E. 15th Street
Merced, CA 95341

Letters of request are also accepted as an email attachment. Please submit electronic letters of request to Marie Pickney at Marie.Pickney@countyofmerced.com.

Awards & Terms

A Community Engagement award letter will be presented to successful applicants detailing the amount and terms of the award. General liability insurance coverage is required for any event for which First 5 funding is provided.

Any marketing materials (flyers, posters signs etc.) for First 5 events/activities shall identify First 5 Merced County as a sponsoring entity in the form of an attribution statement and/or official logo (both provided upon funding approval).

Organizations are required to submit copies of all marketing materials to First 5 prior to distribution to the public. Notifications of medial events shall be shared with First 5 prior to airing time, if possible.

Submission of photos for project activities and/or events, are required 5 days after event.

Following the sponsored event, recipients of funding will be required to complete a brief survey of the sponsored event documenting the estimated attendance, its benefits for those attending, and related information.

Failure to complete required documentation prior to closeout could result in subsequent funding opportunities.

Unsuccessful applicants will be notified by mail (standard or electronic). Appeals for unsuccessful requests will only be entertained based on a violation of law, rule, regulation, or terms of the Funding Guidelines and Criteria approved by the Commission for this funding mechanism. Mere disagreement with the decision is not grounds for appeal.

Questions? If you have questions regarding Community Engagement Sponsorships, contact Marie Pickney, Program Manager, at First 5 Merced County via e-mail at Marie.Pickney@countyofmerced.com or phone (209) 385-7337.