



CELEBRATING

**25**  
YEARS

# 25<sup>TH</sup> ANNIVERSARY SUTTER COUNTY CHILD CARE PROVIDER MINI GRANT OPPORTUNITY

GUIDELINES & AGREEMENT

---

## GENERAL OVERVIEW

### SUTTER COUNTY CHILDREN & FAMILIES COMMISSION

On November 12, 1998, California voters passed Proposition 10, the “California Children and Families First Act of 1998.” The Act provided for a 50-cent per pack tax on cigarettes. The monies collected are to be used to fund anti-smoking & early childhood education programs, including parent education, health & child care programs that promote early childhood development from prenatal through age five.

Funds from Proposition 10 are distributed to local counties based on the number of babies born in that county. Sutter County Children & Families Commission is responsible for developing a strategic plan to guide local funding decisions that are consistent with the intent of the California Children and Families Act.

Sutter County Children & Families Commission was established in 1999. It is led by a Commission appointed by the Sutter County Board of Supervisors.

Note: Throughout the remainder of this document, Sutter County Children & Families Commission (SCCFC) will be referred to as the “Commission.”

### STRATEGIC PLAN GOAL AREAS & OBJECTIVES

The Commission conducted a comprehensive strategic planning process to guide community investments from July 1, 2020 to June 30, 2025. Strategic planning sessions were facilitated with the Commission & community members. The information gathered from this community input process served as a guide for the strategic planning process & resulted in the adoption of the 2020-2025 Sutter County Children & Families Commission Strategic Plan.

#### **Goals**

The goals of the 2020-2025 Strategic Plan are organized into four Goal Areas: Improved Family Functioning, Improved Child Development, Healthy Children & Families, & Improved Systems of Care. These goals are consistent with the focus & intent of the Children and Families Act, builds on what has been learned &

accomplished locally, & provides a framework for the Commission & the community for how Proposition 10 funds will be invested over the coming years. The Goal Areas, including corresponding objectives, are what the Commission would like to see happen for children ages 0 to 5 in Sutter County.

---

## PURPOSE OF THE MINI GRANT PROGRAM

In celebration of 25 years of Sutter County Children & Families Commission, the purpose of the childcare provider mini grant program is to provide funding to improve quality childcare for children ages 0-5. The commission has allocated \$25,000.00 for this celebratory project.

The child care provider mini grant application must be related to the Commission's 2020-2025 Strategic Plan & supports the goal areas of Improved Family Functioning, Improved Child Development, Healthy Children & Families, and/or Improved Systems of Care. To access a copy of the 2020-2025 Strategic Plan, [please click here](#) and scroll to the bottom of the page.

## ELIGIBILITY CRITERIA

Sutter County licensed child care providers (currently serving children ages 0 to 5) may apply for the following:

**Small Licensed Child Care Provider may apply for up to \$1,000**

**Large Licensed Child Care Provider may apply for up to \$2,000**

**Childcare Centers may apply for up to \$3,000 per site**

The following are a **small sample** of *possible* mini-grant projects:

- Playground equipment that meets the U.S. Consumer Product Safety Commission standards. Provider is responsible for equipment & ground

cover to meet Occupational Safety and Health Administration (OSHA) standards;

- Indoor or outdoor play apparatus to develop fundamental motor skills to get children under five years of age more physically active;
- Development of or enhancement to enrichment centers, such as: technology, literacy, art, music, science;
- Projects to support safe & active indoor & outdoor environments;
- Materials that support creative & innovative ways to increase fresh vegetable awareness in children & families & promote healthy eating such as Small Garden Starter Kits, Wheelbarrow Gardens, & Raised Bed Kits designed for children ages 0-5;
- Curriculum that supports quality child care.

---

## APPLICATION PROCESS

All applicants are encouraged to attend the Application Information Workshop. The workshop will be held virtually on **Thursday, February 8, 2024 at 5:30 PM**. Registration **is** required to attend the workshop. [Please click here to register & receive the meeting link](#). The Application Information Workshop will provide an opportunity to review the application process & to discuss project ideas with Commission staff. Attendance is not mandatory for an application to be considered for funding.

To be considered for funding, you must complete the online 25<sup>th</sup> Anniversary Sutter County Child Care Provider Mini Grant Application. [Please click here to access the application](#).

Child care centers with multiple sites can submit one application for each site location. The likelihood of multiple mini grant applications submitted by one organization being approved will be based on the total number of applications received. Applicants with multiple submissions should be aware that, in the event that only one application is awarded, their prioritized project may not necessarily be chosen for funding by the independent review panel.

Applications must be received by **Friday, March 1, 2024 no later than 5:00 p.m.**

Please note: Incomplete or late applications will be not considered.

*Sutter County Children & Families Commission staff offers technical assistance & is available to answer questions, go over the application, & provide feedback on your application. Please call (530) 822-7505.*

---

## FUNDING PROCESS

Applications will be reviewed by Commission staff & scored by an independent review panel. All applications may not be recommended for funding. Applications may be recommended for full or partial funding or no funding. Funding decisions made by the independent review panel are final & cannot be appealed. All applications & materials submitted shall become property of the Commission.

Award notification letters will be sent no later than March 6, 2024.

Following the independent review panel funding recommendations, applicants will be disbursed 75% of the awarded funding, with the remaining 25% reimbursed upon project completion. At the conclusion of the project, applicants are required to submit a summary report encompassing a brief overview of the funded activities, detailing project achievements & challenges. Additionally, the report should include 3 photos showcasing the project, & applicants must ensure they have obtained appropriate permission from ALL individuals featured in the photos. These photos may be utilized by the Commission for marketing purposes. The project completion summary report must also include itemized receipts, indicating the date of expenditure, a description of the item & its associated cost for items purchased with the mini grant funds.

## IMPORTANT DATES

Release of Mini Grant Application, Guidelines & Agreement	January 24, 2024
Virtual Application Information Workshop	February 8, 2024 at 5:30 p.m. <i>Registration is required to attend the workshop. <a href="#">Please click here to register &amp; receive the meeting link.</a></i>
Application Submission Deadline	March 1, 2024 at 5:00 p.m.
Notice of Intent to Award	March 6, 2024
Final Summary Report due to Commission	May 31, 2024

---

## COMPLIANCE & CONDITIONS OF APROVAL

Applicants or organizations who apply for or accept 25<sup>th</sup> Anniversary Sutter County Child Care Provider Mini Grant funds agree to the responsibilities & conditions below:

### GRANTEE AGREED RESPONISIBILITIES & CONDITIONS

Agree to use the mini grant funding solely for the project described in the application narrative submitted.

Applicant or organization represented in the application is physically located within Sutter County, the project must take place in Sutter County & target families of children ages 0-5 who reside in Sutter County.

Agree to the funding terms of this mini grant & the project must be complete by May 31, 2024.

Agree funds received from the Commission will not be used to replace or supplant (or replace) funding from other sources.

Submit final report package to the Commission no later than May 31, 2024, 5:00 p.m. & return any awarded & unspent mini grant funds to the Commission by June 30, 2024.

Understand that if the application submitted is not complete or submitted after the deadline of Friday, March 1, 2024, 5:00 p.m. it will not be scored or considered for funding.

Provide public recognition & Commission logo in all materials produced for the purpose of public education & outreach regarding the project. Materials include, but not be limited to brochures; flyers; television, radio & print ads & public service announcements; presentations; & outdoor ads to assist in the public recognition of the Commission.

Agree to participate fully in Commission evaluation efforts & site visits related to mini grant project, if applicable.

Not allow the use of tobacco products at project site.

Agree this mini grant project is a public process & all documents submitted are subject to public review.

Agree the independent review panel is the final authority regarding the approval or disapproval of mini grant funding. The Commission will not hear appeals.

Agree to not hold Sutter County Children & Families Commission or the County of Sutter liable for any loss, accident or legal dispute arising from the grant process or actions implementing this grant award.

Applicant or organization represented in the application is solely responsible for their actions, not hold Sutter County Children & Families Commission or the County of Sutter responsible for the actions of others or for legal matters ensuing from all aspects of the grant process.

Agree Sutter County Children & Families Commission or the County of Sutter is not responsible or liable for grant funded equipment purchased, its use or any accidents that may occur during its use.

Agree to the best of your knowledge information provided in this application is true & accurate & if inaccurate information was provided in

the application or fail to utilize the materials specified & purchased for children aged 0-5 in Sutter County, the applicant or organization will commit to reimburse the Commission any funds expended through this mini grant.

**[PLEASE CLICK HERE TO ACCESS THE APPLICATION.](#)**