



CVBBF Mini Grant Application Information FY'16 (7/1/15 – 6/30/16)

First Deadline: Monday October 5, 2015 by 9:00 am

Additional Deadlines: 1/14/16; 3/10/16; and 5/12/16

Application available here: <http://goo.gl/forms/Buw40XeZBR>

IMPORTANT NOTE: Using mini grant funds, CVBBF strives to provide free events / activities / workshops to children and families throughout our region. To meet this objective, the grant review committee will prioritize applications that serve families in parts of our region that have not yet received mini grant funding for events / activities / workshops and to organizations who have not yet received mini grant funds this year. If you have received mini grant funding this year or know there are funded events in your part of our region, please consider partnering with other organizations and holding events in less well-represented areas.

- The online application must be completed in full for the CVBBF grant review committee to consider your request for funding. These funds are part of the Building Bright Futures Direct Services grant given by the Child Development Division in the Agency of Human Services.
- Your grant must relate to at least one of the CVBBF Regional Plan outcomes (attached) and at least one of the Strengthening Families Protective Factors (attached).
- If you are applying for funding for more than one event / activity / workshop, each must have its own application.
- All events / activities / workshops funded by CVBBF mini grants must be free and open to the public. In addition, CVBBF mini grant funded events may not include goods or services for sale at the event.
- CVBBF mini grants are not intended as general support for ongoing programs. Organizations are encouraged to consider applying for support for a specific and concrete event / activity / workshop or a limited series (like a 6 week parenting class).
- Each application must include a list of community members from different organizations or agencies who will collaborate on this event / activity / workshop (see “grant collaborators”). This requirement cannot be met by listing multiple individuals within the same agency on your application. Please list partners from at least three different organizations / agencies.
- Including a parent as one of your grant collaborators is encouraged – a parent does not need to represent an organization/agency and can count as one of your 3 required collaborators.
- We strongly encourage one partner on the application to be a 501(c)3 nonprofit organization so we can disburse the mini grant funding to this organization, but this is not required.
- Certain types of events / activities / workshops may not be appropriate for mini grant funding. These include (but are not limited to) holiday-themed events, requests for furniture or other capital expenses, or events with a fundraising component.
- There are four grant deadlines this year. They are October 5, 2015; January 14, 2016; March 10, 2016, and May 12, 2016. All grant applications are due no later than 9:00 am on the deadline date – applications received after 9:00 am will be held for the next grant round.
- All mini grant-funded events / activities / workshops must take place after 10/15/15 and before 6/15/16. You may submit an application any time it is ready and it will be included in the next grant review (10/5, 1/14, 3/10 or 5/12). If you have questions about your application or if you need support, please contact Becky at least a week before the deadline.

- If your application is declined, you will receive feedback from the review team about why it was not approved. If you apply during one of the earlier grant rounds, you will have a chance to revise your application and resubmit at a later deadline.
- All reporting documentation is due two weeks following the conclusion of the event / activity / workshop and no later than 6/30/16. Funded organizations will receive a link to a Google form used to track reporting data.
- Applications will not be accepted from organizations or agencies with any outstanding documentation due from previous years' mini grants.
- All applications must list other sources of funding or in-kind contributions for the event / activity / workshop. In-kind contributions could include space, advertising, staff support, books, etc.
- Grants may include a maximum of 10% for Indirect Costs. Indirect Costs include administrative fees, overhead costs, operations costs, planning costs, or fees for coordination and planning.
- If art supplies or creative materials are included as a line item in the grant application, you must be specific about what supplies are needed. Anything purchased with mini grant funds must be used at the event or provided to families as take home materials.
- Grant dollars may not be used to pay for space / room rentals, advertising, infrastructure costs, or trainer materials (manuals, DVDs).
- The mini grant review committee will use the following criteria to rate applications:
 - Grant application is clear, accurate and fully completed
 - Grant collaborators are from at least three different organizations / agencies
 - Event / activity / workshop fully meets at least one regional outcome
 - Event / activity / workshop fully meets at least one Strengthening Families protective factor
 - Event / activity / workshop has a plan for recruiting children and families from at-risk populations and from rural areas
 - Budget is reasonable for the specific event / activity / workshop
 - Budget includes other funding or in kind contributions (CVBBF is not the sole funder for the event)
 - Event / activity / workshop meets a key aspect of CVBBF's plan to serve the whole region (examples: applicant is a new mini grant applicant; Event / activity / workshop serves an underserved or rural area; Event / activity / workshop engages new collaborators; Event / activity / workshop provides a needed service or program, etc.)
 - Considering all of the eligibility items and criteria listed above, how well does this event meet the overall goals and objectives of CVBBF

Grant Applications are due on according to the schedule listed above and should be submitting using the following Google Form link: <http://goo.gl/forms/Buw40XeZBR>

The following pages of this information document include all questions that will be asked in the online application. Please prepare your answers to the questions before completing the online application. You will not be able to save your progress using the Google Form.

General Information

- Name of event, date(s) of event
- Type of event [ex): parent workshop, special playgroup, multi-session workshop, provider training, family event, dabble day, etc.]
- Event location [the name of the location and address where your event will take place]
- Communities targeted [please list the communities you will target with your advertising and where you hope to draw participants from]
- Grant contact person, agency or organization, address, phone number, and email address
- Total cost of the event, and amount of funding requested from CVBBF
- Estimated event attendance, and prior year's attendance (if applicable)

Grant Collaborators

- A list of all partners, their agency/organization, and their role in implementing the grant. Include the individual from the applying agency who will be responsible for implementing the grant
- At least three different organizations / agencies must be represented
- Including a parent as one of your grant collaborators is encouraged – a parent does not need to represent an organization/agency and can count as one of your 3 required collaborators.

Outcomes and Protective Factors

- Check one or more CVBBF Regional Plan outcomes that will be addressed by your event / activity / workshop and describe how your event will meet each selected outcome:
 - Children and families are ready for school
 - Pregnant women and infants thrive
 - Families are healthy, supported, and resilient
- Check one or more of the Strengthening Families Protective Factors that will be addressed by your event / activity / workshop and describe how your event will support each selected protective factor:
 - Parental Resilience (managing stress and functioning well when faced with challenges, adversity and trauma)
 - Social Connections (positive relationships that provide emotional, informational, instrumental and spiritual support)
 - Knowledge of Parenting and Child Development (understanding child development and parenting strategies that support physical, cognitive, language, social and emotional development)
 - Concrete Support in Times of Need (access to concrete supports that address a family's needs and help minimize stress caused by challenges)
 - Social and Emotional Competence of Children (family and child interactions that help children develop the ability to communicate clearly, recognize and regulate their emotions and establish and maintain relationships)

Mini Grant Budget

You will be asked to list all expenses for your event / activity / workshop

- By “funding source” we are asking you to list what grant / organization / funding stream those funds will be coming from or list “in kind” where appropriate.
- For in kind contributions, list the approximate dollar amount value of the contribution, if known.
- Applicants are encouraged to be conservative in their requests as we have a limited pool of funds available for mini grants.
- Please list the budget items you wish to fund using CVBBF mini grant dollars at the **top** and items funded by other funding streams below.
- Based on the limited amount of money available and the number of high quality applications received, some mini grant awards may only be partially funded.

Please use the following format to submit your funding request:

Dollar amount, funding source, type of expense (description)

Sample Budget:

\$75, CVBBF, art supplies (materials for making egg shakers)

\$90, CVBBF, workshop instructor (music instructor at \$30/hr for 3 hrs)

\$100, CVBBF, family resources (instruction guides for 20 families to take home; includes list of activities)

\$25, CVBBF, indirect costs (n/a)

\$50, Thatcher Brook PTA, food (healthy snack for participants)

\$75, in kind, gym rental (provided by Thatcher Brook School)

\$50, parent donation, advertising (promotion for event in local papers)

\$250, Grant from VCF, music supplies (instruments for children to use during the workshop)

- You will be asked to list both the total cost of your event / activity / workshop (including in kind contributions), and the total amount of funding you are requesting from CVBBF.
- There is an optional section you can use to describe any of your funding items. If there are components of your budget that you wish to provide detail about, please do so here. In particular, if there are any items in your budget that may not be clear to the grant reviewers, we encourage you to use this section to explain them.

Grant Detail

- Describe how your event / activity / workshop will provide outreach to at-risk populations and families from rural areas (If you need assistance in this area, CVBBF can provide outreach support)
- Please provide a one paragraph description of your event / activity / workshop for inclusion in publicity materials, listing on the CVBBF page of the BBF State Council website, CVBBF Facebook page, Becky's Blog and other locations. Please note that this description should be brief but also capture the general overview of your event / activity / workshop so providers and families can quickly understand what you will be offering.
- Please describe your event / activity / workshop in detail. Building on what you wrote above, please provide additional information to help the CVBBF grant review committee make their grant decisions. This will vary based on the grant but could include information about the instructor and his/her credentials, the community need for the event, the long term impact of the program, etc. You may also use this section to detail how the funds requested will be used for the event / activity / workshop.
- The Let's Grow Kids campaign is a public awareness campaign to help bring awareness to the importance of high quality learning experiences in the early years. Please indicate below how you might incorporate promoting awareness of the campaign in your event / activity / workshop (CVBBF can supply you with promotional materials based on your needs)
- Funded partners will be asked to help answer the question "is anyone better off" based on participation in your event / activity / workshop. This can be incorporated into your participant feedback / survey form. If you have survey questions you think might help us answer the question listed above, please list them here. Funded partners will have an opportunity to create or revise these questions at a later date.

If you need clarification on any of the information included above, please don't hesitate to email Becky at braymond@buildingbrightfutures.org
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