

May 11, 2004

## STAFF REPORT

**MEMO TO: SUTTER COUNTY CHILDREN & FAMILIES COMMISSION**

**FROM: DEB COULTER, EXECUTIVE DIRECTOR**

**SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF EARLY EDUCATION EARLY LITERACY MINI GRANT REQUEST FOR PROPOSAL FOR FISCAL YR 04-05**

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**BACKGROUND:** The SCCFC in accordance with the Prop 10 Initiative will distribute funds to community groups that address the SCCFC overall outcomes as relating to early childhood education and school readiness for child 0-5 and their families as stated in the 2003-2006 Strategic Plan. The Commission is the sole and final judge of all proposals and may elect to award any or no grants based on the proposals received.

**CURRENT PROPOSAL:** Upon authorization of the Commission, release the proposed Mini Grant Request for Proposal that addresses only Childhood Literacy on July 5, 2004. In addition, the SCCFC staff will conduct two community mini grant workshops in June 2004 in which individuals or groups interested in submitting proposals will have an opportunity to discuss Commission objectives for the 2004-2005 mini grants and gain greater understanding of this mini grant process.

**RECOMMENDATION:** It is the recommendation of the Executive Director that the Commission approve the Early Education Early Literacy Mini Grant Request for Proposal Program for fiscal year 2004-2005. It is further recommended that the 04-05 mini grant program be restricted to those proposals focusing on improving literacy in children who have not yet entered kindergarten. Finally, it is recommended that the 04-05 mini grant awards be limited to materials used to enhance childhood literacy and not include furniture, facility remodeling, carpeting or similar items. The maximum grant award for the 04-05 Mini grant program would be \$2,500.00. Efforts to link to existing educational or literacy resources in the community or region will be considered priority applications.

**IMPACT ON COMMISSION RESOURCES:** A total of \$50,000 is available to the Commission to be utilized in this process if proposals received merit funding.

**POLICY ACTION REQUESTED:** Approval of executive director's recommendation.

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