

February 7, 2008

**STAFF REPORT**

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

**FROM: DEB COULTER, EXECUTIVE DIRECTOR**

**SUBJECT: RELEASE OF COMMUNITY AND CHILDCARE PROVIDER MINI GRANT RFP**

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**BACKGROUND:** The Sutter County Children & Families Commission approved \$75,000 in funding for Mini grants in the FY 07/08 budget. As a part of the Commission Strategic Plan 2007/2010 as listed on page 16, the Commission has a stated objective to increase the amount of targeted mini grant funds to improve children's services and systems of care.

**CURRENT PROPOSAL:** The Executive director proposes to release a mini grant RFP in three tiers:

1. **Community Mini Grants** – organizations (one application per group) can apply for a maximum of \$3,000 for events, activities etc.  
Maximum of \$30,000 for Community Mini Grants
2. **New Provider Start UP Packs** – new licensed providers (have never received Commission mini grant) may apply to receive a Start UP pack containing carefully chosen/reviewed materials, supplies, school readiness/early literacy activity suggestions and a \$150 gift certificate to choose items specifically needed at that site. Packs will be in two sizes one for Small Family Daycares and one for Large Family Daycares.  
Maximum of \$5100 (6 small packs @ \$650 each, 6 large packs @ \$850 each- depending on applications submitted, staff will have the option to distribute according to applicants)
3. **Creating Great Starts** – research based nutrition, physical activity curriculum integrated with educational standards. Creating Great Starts will provide childcare participants with instruction, lesson planning support and all materials. Also included are send home letters/activities. The program will run on a school year calendar. Provider classes will be held in August, October, January, March and May. Attendance at provider classes is mandatory to receive grant materials. One participant per organization. Limit 30 participants. Cost of course per provider \$1400.00.

<b>Creating Great Starts</b>	<b>Cost per provider</b>
Instruction	\$100.00
Lessons and materials	\$1,000.00
Lesson related books	\$200.00
Incentives	\$100.00
<b>Total</b>	<b>\$1400.00</b>

Maximum grant expenditure of \$42,000.00 (if full course of 30 participants).

**RECOMMENDATION:** The executive director recommends the Commission approve the release of a mini grant RFP and requests an additional \$2100.00 in funding be approved for the mini grant RFP as submitted.

**IMPACT ON COMMISSION RESOURCES:** \$75,000 as approved in FY 07/08 budget plus an additional \$2100.00.

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

DC:bd