

## First 5 Commission of San Diego

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### **Subject: Responsive Fund Requests**

Policy Number: F5C-016

Effective Date: June 29, 2009

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### **Purpose**

To establish the policy of the First 5 Commission of San Diego (“Commission”) for Responsive Fund Requests.

### **Background**

The Commission’s 5-Year Allocation Plan, commits a large majority of the Commission’s resources to planned projects that support achievement of the “desired results” in the Commission’s Strategic Plan. Since most of the Commission’s resources are committed to planned efforts, the Responsive Fund was created to ensure the Commission has the ability to promptly fund projects that are not part of planned initiatives. The Commission has allocated \$3 million annually for responsive projects defined as “*new opportunities, urgent needs, pilot projects, and/or leveraging efforts that support the Commission’s Strategic Plan.*” *The Commission further requires that any responsive fund project be response to a compelling community need of children 0 – 5 ages where there is no foreseeable funding source for the project.*

To assure there will be available funds for emerging needs and opportunities throughout the year, the Commission allocates -half of its Responsive Funds to each 6-month period of the fiscal year.

### **Process and Procedures**

*Proposal Review Process.* Staff will conduct an initial review of submitted proposals to determine if the projects meet the eligibility requirements and to steer requestors, to other available funding opportunities for their projects if appropriate. Eligible proposals will be reviewed by a Source Selection Committee as per Commission policy F5C – 003 Commission Funding Process, who will bring promising proposals forward to the Commission for its consideration. The Commission may appoint an alternate to the standing committee.

### **Eligibility Requirements**

*Ineligible Applicants or Projects.* The following applicants or projects are ineligible for a Responsive Fund award:

- For profit organizations
- Research projects
- Capital expenses, such as new facilities or building renovation
- Applicants who have previously received Responsive funds for the same project

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- Projects or applicants that directly or indirectly receive income from the Commission or from or through a contractor to the Commission or who serve as a paid member of a board of directors of a contractor to the Commission. For purposes of this prohibition, income to a spouse or registered domestic partner, or as a subcontractor, shall constitute “indirect” income.
- Individuals who are members of a Commission committee may not apply for nor may his or her employer or entity for which they serve as a consultant apply for a Commission contract during the time that the individual serves on the committee and for one-year after his or her committee term ends. The prohibitions shall only apply to Committee members who are members of a committee on or after October 1, 2009.
- Projects that were entirely or a part of a previous Commission solicitation in which the applicant organization did not receive an award.

*Eligibility Requirements for Funding.* All organizations requesting Responsive Grant funds must meet all the following requirements to be considered for funding:

- A. Organization Status: Offerors shall be private non-profit [a 501(c)(3) or 501(c)(4)] or public non-profit entities. For-profit organizations are not eligible to apply.
- B. Local Program: Projects receiving funding must currently provide services to children in the County of San Diego and have an existing local service site.
- C. Project Focus: Requested funds shall only be used to fund activities that support children from prenatal through age 5 and their families.
- D. Organizational/Fiscal Stability: The offeror organization shall have been operational for a minimum of one year and demonstrate financial stability.
- E. Maximum Project Length: Requested funds shall not exceed a 3-year period.

### **Policy Criteria**

Each Responsive Fund proposal will be evaluated using the following criteria. Applicants shall address all criteria to be considered for funding:

- A. Meets the definition of Responsive Funds (*i.e., funds that can be used for new opportunities, urgent needs, pilot projects, and/or leveraging efforts that support the Commission’s Strategic Plan*).
- B. Supports the Commission’s vision, mission, values and operating guidelines.
- C. Measurably advances the desired results and priority strategies of the current Strategic Plan of the First 5 Commission of San Diego.
- D. Demonstrates a clear relationship between the Commission’s desired results and the proposed outcomes.

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- E. Identifies obtainable outcomes that clearly link to the Commission’s Evaluation Framework using data measures as feasible.
- F. Demonstrates a compelling community need for funds and provides data to support need, if available.
- G. Demonstrates a direct relationship between the proposed project and the identified need(s).
- H. Demonstrates there is no other funding source for the project.
- I. Demonstrates a high probability for successful implementation and achievement of project goals.
- J. Provides an opportunity to leverage other funds.
- K. Does not supplant existing services in San Diego.
- L. Offers a plan for sustainability, if appropriate.
- M. Demonstrates reasonable costs for anticipated results.

**Submittal**

All parties interested in applying for Responsive Funds may access this policy and application on the First 5 Commission of San Diego’s web site, [www.first5sandiego.org](http://www.first5sandiego.org). If electronic means are not available, the applicant may contact the Commission office to receive the policy and application in the mail.

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