

# First 5 Commission of San Diego

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## Subject: Responsive Fund Requests

Policy Number: CFC-016    Effective Date: October 16, 2006

Page 1 of 3

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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 (2005/06-2009/10), adopted in May 2006, 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 “*funds that can be used for new opportunities, urgent needs, pilot projects, or leveraging efforts that support the Commission’s Strategic Plan.*”

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

### Process

Applicants are required to submit a brief proposal to the Commission that directly addresses the criteria in this Policy, indicates the amount of funds needed, and provides a timeline for the requested support. Staff will conduct an initial review of proposals to determine if the projects meet the eligibility requirements and to steer requestors, if appropriate, to other available funding opportunities for their projects. Eligible proposals will be reviewed by a standing subcommittee of two Commission members who will bring promising proposals forward to the Commission for its consideration.

### Policy Criteria

In cases where there is a compelling community need in the 0-5 population and no foreseeable funding opportunity planned by the Commission, the following criteria will be used to evaluate responsive fund requests:

1. Meets the definition of Responsive Funds (*i.e., funds that can be used for new opportunities, urgent needs, pilot projects, and leveraging efforts that support the Commission’s Strategic Plan*).

2. Supports the Commission's vision, mission, values and operating guidelines.
3. Measurably advances the desired results and priority strategies of the current Strategic Plan of the First 5 Commission of San Diego.
4. Demonstrates a clear relationship between the Commission's desired results and the proposed outcomes.
5. Identifies obtainable outcomes that clearly link to the Commission's Evaluation Framework using data measures as feasible.
6. Demonstrates a compelling need for funds and provides data to support need, if available.
7. Demonstrates a direct relationship between the proposed project and the identified need(s).
8. Demonstrates there is no other funding source for the project, Commission or otherwise.
9. Provides an opportunity to leverage other funds.
10. Does not supplant existing services in San Diego.
11. Offers a plan for sustainability, if appropriate.
12. Demonstrates reasonable costs for anticipated results.

#### Eligibility Requirements

- 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. Funding Restriction: Projects will not be considered that have been previously denied funding as part of a Commission-sponsored competitive solicitation.

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.

Sunset Review:            October 2009

Approved:

October 16, 2006  
Date

8  
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