



**First 5 Alameda County Every Child Counts
announces
2011-2013 Community Grants Initiative
Targeted and Community Support
Application Guidelines**

Released January 3, 2011





January 3, 2011

Dear Applicant:

First 5 Alameda County (F5AC) is seeking qualified proposals for the **Every Child Counts 2011-2013 Community Grants Initiative**. The purpose of these grants is to expand and enhance the services provided by community and public organizations for pregnant women, infants and children under five years of age in Alameda County.

Any eligible nonprofit or public agency in Alameda County may submit a proposal. As mandated by Proposition 10, the tobacco tax initiative that established First 5, funds must be used to expand (increase participation) or enhance (improve or enrich) services.

Applicants must demonstrate familiarity with the First 5 Alameda County Every Child Counts Strategic Plan and show how their proposal supports the goals and desired outcomes of the plan. The goals are to:

1. Promote systems and policy changes that enhance community capacity and fiscal sustainability for services to children 0-5 and their families
2. Help professionals to provide high quality services to children 0-5 and their families
3. Assist families in providing a safe emotionally and economically secure home environment to ensure optimal development of children 0-5
4. Ensure that children 0-5 are healthy and ready to enter school

Additionally, proposals should be consistent with the guiding principles of First 5 Alameda County. These principles are to:

- Honor and respect diversity
- Narrow disparities
- Ensure access
- Support best practice
- Promote systems and policy change

This year, there are three categories of available funding:

- Community Support Grants
- Targeted Grants
- Neighborhood Partnership Grants (Restricted to 2009-2011 Partnership grantees only)

The Request for Proposal provides application guidelines and describes the grantee requirements and grant review and funding processes for the Community Support and Targeted grant categories. Please read the application guidelines carefully, and contact our Grants Team if you have any questions. Thank you for your interest, we look forward to your application.

Sincerely,

A handwritten signature in black ink that reads 'Mark Friedman'.

Mark Friedman
Chief Executive Officer

CATEGORIES, PRIORITIES AND FUNDING LEVELS

CATEGORY	PRIORITIES	FUNDING LEVELS
<p>COMMUNITY SUPPORT GRANTS</p> <p>Approximately 9 grants to be awarded</p>	<p>Activities that accomplish any of the F5AC strategic plan outcomes. We encourage proposals that creatively address unmet community needs and/or enable organizations to expand their services to include a focus on children ages 0 to 5 and their families. Applicants are not required to have prior experience serving the 0 to 5 population, but must have experience serving families. Preference will be given to proposals that serve communities which experience disparities in health and/or educational outcomes.</p>	<p>Minimum of \$15,000 and Maximum of \$40,000 over 24 months</p>
<p>TARGETED GRANTS</p> <p>Approximately 23 grants to be awarded</p>	<p>Activities that accomplish the following F5AC outcomes</p> <p>Children have access to health services</p> <ul style="list-style-type: none"> ▪ Health promotion and preventive health services to children with unmet health needs <p>Children have access to mental health and developmental services</p> <ul style="list-style-type: none"> ▪ Developmental support services for children with developmental and/or social emotional concerns ▪ Support for social-emotional well-being of children whose parents or caregivers are experiencing adverse circumstances, e.g., mental illness, substance use, domestic violence, homelessness, etc. <p>Entering kindergartners are ready to learn</p> <ul style="list-style-type: none"> ▪ Promotion of early literacy activities for families and children ▪ Socialization opportunities for children not enrolled in formal early learning programs <p>Opportunities for parenting supports to promote stronger families</p> <ul style="list-style-type: none"> ▪ Services that improve parent/child relationships ▪ Services that increase formal and informal support for parents of children 0 to 5 ▪ Services that enhance parent understanding of child development and parenting skills 	<p>Minimum of \$41,000 and Maximum of \$120,000 over 24 months</p>
<p>NEIGHBORHOOD PARTNERSHIP GRANTS</p> <p>Eligibility restricted to 2009-2011 Partnership grantees only</p>	<p>Entering kindergartners are ready to learn</p> <ul style="list-style-type: none"> ▪ School readiness activities offered at public parks and recreation sites and neighborhood libraries 	<p>Not to exceed 2009-2011 funding level</p>

**FIRST 5 ALAMEDA COUNTY
2011 - 2013 COMMUNITY GRANTS INITIATIVE
APPLICATION GUIDELINES**

TABLE OF CONTENTS

WELCOME LETTER 2

CATEGORIES, PRIORITIES AND FUNDING LEVELS 3

TIMELINE AND IMPORTANT DATES..... 5

2011-13 COMMUNITY GRANTS INITIATIVE OVERVIEW 6

INFORMATION SESSIONS 6

ELIGIBILITY 7

FUNDING CATEGORIES..... 7

COMMUNITY SUPPORT GRANTS..... 8

TARGETED GRANTS..... 9

FUNDING RESTRICTIONS AND GRANTEE REQUIREMENTS 11

PAYMENT SCHEDULE 13

ADDITIONAL REQUIRED DOCUMENTS 13

FUNDING DECISIONS..... 14

INSTRUCTIONS ON HOW TO APPLY 15

APPENDIX A: REQUIRED REPORTING MEASURES..... 17

APPENDIX B: RESOURCES ON HEALTH AND EDUCATION DISPARITIES IN ALAMEDA COUNTY . 17

APPENDIX C: COMMUNITY SUPPORT SCORING RUBRIC..... 17

APPENDIX D: TARGETED SCORING RUBRIC 17

TIMELINE AND IMPORTANT DATES

Application Released	January 3, 2011	
<p>Community Support and Targeted Applicant Information Sessions (Optional)</p> <p>General information sessions for all applicants. Attendance at an Applicant Information Session is strongly encouraged but not required. Staff will be available to answer questions after each applicant information session.</p>	<p>Wednesday, January 19th, 9:30 am – 11:30 am</p> <p>Thursday, January 27th, 1:00 pm – 3:00 pm</p> <p>Wednesday, February 9th, 5:30 pm – 7:30 pm</p>	
<p>Scope of Work Workshop (Optional, Community Support Grant Applicants Only) Pre-registration required</p> <p>Accountability Plan Workshops (Optional, Targeted Grant Applicants Only) Pre-registration required</p> <p>To pre-register please contact: Kevin Bremond Tel: 510.875.2409 Email: kevin.bremond@first5ecc.org</p>	<p>Wednesday, February 16th, 9:30am–11:30am</p> <p>Thursday, February 10th, 12:30 pm – 2:30 pm</p> <p>Tuesday, February 15th 10:00 am - 12:00 pm</p> <p>Thursday, February 24th, 2:30 pm – 4:30 pm</p>	
<p>Open Computer Lab Sessions (Optional)</p> <p>Computers and technical assistance will be available by appointment to complete and/or submit the online application.</p> <p>To schedule an appointment, please contact: Kevin Bremond Tel: 510.875.2409 Email: kevin.bremond@first5ecc.org</p>	<p>Tuesday, February 1st</p> <p>Wednesday, February 9th</p> <p>Thursday, February 17th</p> <p>Tuesday, February 22nd</p>	<p>Appointments can be made between the hours of 9:30 am and 4:00 pm</p>
Application Deadline	5:00 pm on March 1, 2011	
Review process	March – April 2011	
Funding Recommendations to First 5 AC Commission	May 26, 2011	
Awards announced	May 30, 2011	
Term of funding	July 1, 2011 – June 30, 2013	

2011-2013 COMMUNITY GRANTS INITIATIVE OVERVIEW

The First 5 Alameda County (F5AC) Community Grants Initiative (CGI) is seeking proposals for the 2011-13 grant cycle. The grant term will be July 1, 2011 – June 30, 2013. Available funds are approximately \$3,740,000 over the two year grant term. The CGI promotes and advances the mission of First 5 Alameda County through: grantmaking to, capacity building with, and convening of community partners. Funded activities must support the First 5 Alameda County strategic plan, which can be found at: www.first5ecc.org > About Us > Strategic Plan.

This document describes the funding priorities and application preparation guidelines for the Targeted and Community Support grant categories. Guidelines for the Neighborhood Partnership grant category are available in a separate document. Eligibility to apply for the Neighborhood Partnership is restricted to 2009-2011 Partnership grantees only.

INFORMATION SESSIONS

First 5 Alameda County will provide opportunities for applicants to learn more about the application process and receive technical assistance in preparing their application.

All information sessions, workshops and computer labs will take place at:

First 5 Alameda County Conference Center
1100 San Leandro Blvd. Ste. 130
San Leandro, CA 94577

A map and directions can be found at:

http://www.first5ecc.org/index.php?option=com_content&view=article&id=46&Itemid=78

APPLICANT INFORMATION SESSIONS (OPTIONAL):

Attending one Applicant Information Session is **strongly encouraged** for all applicants. Applicant Information Sessions are for applicants in the Community Support and Targeted grant categories and will provide general information about applying for Community Grants. Staff will be available to answer questions after each applicant information session. Registration is not required to attend.

ACCOUNTABILITY/SCOPE OF WORK WORKSHOPS (OPTIONAL):

Accountability and Scope of Work (SOW) Workshops will help applicants complete the Scope of Work or Accountability section of the application. Opportunities to ask specific questions and receive individual assistance will be available. Accountability Workshops are only for applicants in the Targeted category. The Scope of Work Workshop is only for applicants in the Community Support category. In order for First 5 Alameda County to provide individual assistance, **you must pre-register to attend**. These sessions are most helpful if you attend with a clear idea of your proposed activities and, if possible, a rough draft of your scope of work or accountability plan.

COMPUTER LAB SESSIONS (OPTIONAL):

Computer Lab sessions are when computers and technical assistance will be available to complete and/or submit online applications. Please make an appointment so that we can make sure to have sufficient staff available to give you individual attention.

To register for an Accountability or Scope of Work workshop or to attend Computer Lab, please contact Kevin Bremond at 510.875.2409 or e-mail kevin.bremond@first5ecc.org.

ELIGIBILITY

WHO IS ELIGIBLE TO APPLY?

Each applicant may submit **only one** proposal. Exceptions are Alameda County government entities, cities in Alameda County, and Children's Hospital Oakland who are limited to one proposal per fiscally independent department.

To be eligible to apply in any category, agencies must:

- Use funds to serve children ages 0 to 5 and their families
- Serve Alameda County residents
- Have experience serving children and families
- Agree to comply with First 5 Alameda County requirements as described in the grant agreement
- Be a community based 501(c)3, or have the fiscal sponsorship of a 501(c)3, or be a public agency

In addition

Targeted Applicant Agencies must:

- Have at least two years of experience offering services that are specifically for families with children ages 0 to 5

FUNDING CATEGORIES

The Community Grants Initiative promotes and advances the mission of First 5 Alameda County through grantmaking to, capacity building with, and convening of community partners. All categories of funding will be limited to activities that support the vision, mission, goals and guiding principles of First 5 Alameda County as described in our strategic plan which can be found at www.first5ecc.org > About Us > Strategic Plan.

In the 2011 – 2013 grant cycle there will be three categories of funding.

1. **Community Support Grants**
2. **Targeted Grants**
3. **Neighborhood Partnership Grants** (Eligibility limited to 2009-2011 Neighborhood Partnership grantees)

COMMUNITY SUPPORT GRANTS

PURPOSE OF THE COMMUNITY SUPPORT GRANTS

The purpose of Community Support Grants is to encourage innovative community based responses to unmet needs. This category is open to family service programs that may not have traditionally worked with young children and want to expand their focus on the 0 to 5 population. Organizations that serve historically underserved communities and organizations that serve children and families from groups who experience disparate health and/or educational outcomes are encouraged to apply.

Examples of services that can be funded by Community Support Grants

(not intended to be a complete list)

- Family literacy activities
- Neighborhood-based play groups
- Informal parent support
- Nutrition or health education/promotion
- Developmentally appropriate school readiness activities for families (e.g., art, music, dance and/or science)
- Advocacy and systems change (non-partisan and non electoral advocacy only)
- Other activities that support the desired outcomes of First 5 Alameda County

Minimum and maximum grant awards for the Community Support category

The minimum award will be \$15,000 over 24 months and the maximum award will be \$40,000 over 24 months. Carefully consider the realistic costs of proposed activities and request only what you will need.

Requirements if funded

- Reporting on project progress and expenditures as described in the grant agreement
- Participate in a grantee orientation
- Comply with First 5 Alameda County policies as described in the grant agreement
- The proposed scope of work and budget are subject to negotiation and final approval by First 5 Alameda County. Modifications may be required

What will successful Community Support proposals include?

Successful proposals will:

- Propose activities that clearly fit with the goals and desired outcomes of First 5 Alameda County
- Demonstrate commitment to the First 5 Alameda County guiding principles
- Propose activities that can be reasonably expected to narrow health or educational disparities
- Demonstrate experience working with families
- Offer creative responses to clearly identified community needs
- Include collaboration with community partners and service systems
- Describe specifically what will be done and what will be different as a result
- Focus on a limited number of strategies that support your project-specific outcome(s)

TARGETED GRANTS

PURPOSE OF THE TARGETED GRANTS

The purpose of Targeted grants is to support and enhance the capacity of organizations to provide services that achieve specific outcomes for Alameda County families. Targeted Grants will support activities that seek to achieve the following desired outcomes.

TARGETED GRANT DESIRED OUTCOME (Choose ONLY One)	TARGETED GRANT FUNDING PRIORITIES (Choose one or more funding priority related to your selected outcome)*
Children have access to health services	<ul style="list-style-type: none"> ▪ Health promotion and preventive health services to children with unmet health needs
Children have access to mental health and developmental services	<ul style="list-style-type: none"> ▪ Developmental support services for children with developmental and/or social emotional concerns ▪ Support for social-emotional well-being of children whose parents or caregivers are experiencing adverse circumstances, e.g., mental illness, substance use, domestic violence, homelessness, etc.
Entering kindergartners are ready to learn	<ul style="list-style-type: none"> ▪ Promotion of early literacy activities for families and children ▪ Socialization opportunities for children not enrolled in formal early learning programs
Opportunities for parenting supports to promote stronger families	<ul style="list-style-type: none"> ▪ Services that improve parent/child relationships ▪ Services that increase formal and informal social support for parents of children ages 0 to 5 ▪ Services that enhance parent understanding of child development and parenting skills

* See Appendix A for a list of required reporting measures for each funding priority

Examples of services that can be funded by Targeted Grants

(not intended to be a complete list)

- Community based early intervention
- Developmentally appropriate school readiness activities for families (e.g., art, music, dance and/or science)
- Dyadic mental health promotion

- Parent education and/or support
- Home visiting/case management
- Family support
- Health promotion and prevention of disparate health outcomes
- Other activities consistent with the Targeted Grants desired outcomes and funding priorities

Minimum and maximum grant awards for the Targeted category

Targeted Grant awards will be for a minimum of \$41,000 and a maximum of \$120,000 over 24 months. Carefully consider the realistic costs of proposed activities and request *only* what you will need.

Requirements if funded

- Report regularly on project progress and expenditures as described in the grant agreement and accountability plan
- Participate in a grantee orientation
- Comply with First 5 Alameda County policies as described in the grant agreement
- The proposed accountability plan and budget are subject to negotiation and final approval by First 5 Alameda County. Modifications including specific performance targets, required reporting measures, and budget adjustments may be required

What will successful Targeted Grant proposals include?

Successful proposals will:

- Propose activities that clearly support the Targeted Grants desired outcomes
- Propose activities that are consistent with one or more of the funding priorities related to the selected outcome
- Demonstrate commitment to the First 5 Alameda County guiding principles
- Propose activities that can be reasonably expected to narrow health or educational disparities
- Propose strategies that are best or promising practices
- Demonstrate relevant experience working with children ages 0 to 5 and their families
- Offer a clear rationale for why the proposed approach is a good fit for the specific community to be served
- Include collaboration with community partners and service systems
- Describe specifically what will be done and what will be different as a result
- Focus on a limited number of strategies that support well defined outcomes

FUNDING RESTRICTIONS AND GRANTEE REQUIREMENTS

FUNDING RESTRICTIONS

Grant activities that cannot be funded

- Quality improvements to child care centers that are eligible for funding through the First 5 Alameda County Quality Counts program
- Capital improvements
- Mental health consultation to child care
- Enhanced developmental screening and assessment specifically for the Alameda County Children's SART (Screening, Assessment, Referral, Treatment) Pilot
- Family navigation specifically for the Alameda County Children's SART Pilot
- Services to children 5 years and older
- Any service for which First 5 funding will replace existing funding (supplantation)
- Any service which is reimbursable by a 3rd party payor i.e.; Medi-Cal, Regional Center, Child Health and Disability Prevention Program (CHDP), Early and Periodic Screening, Diagnosis and Treatment Program (EPSDT) etc.
- Child care slots
- Planning, research, or needs assessment unrelated to delivering the proposed services

Supplantation

Proposition 10 (the legislation that created First 5) prohibits grant funds from being used to replace existing funding (supplantation). First 5 Alameda County will not fund any services or staff positions that supplant existing funding for services or staff positions. Proposed activities are eligible for funding (i.e. NOT supplantation) if:

- This is a new service for your agency
- You are adding additional clients (new service population or a higher number of clients)
- You are enhancing an existing service (adding service component)
- First 5 Alameda County funded staff positions do not replace existing staff positions
- First 5 funds are replacing funds that are no longer available
- You are continuing services funded by the 2009-2011 F5AC CGI

Administrative/Indirect Expenses

An administrative/Indirect cost line item of up to 15% of direct costs may be included. Examples of expenses that are typically allowed only in the administrative/indirect line item are: audit, bookkeeping, payroll/finance, facilities maintenance, fiscal sponsor costs, insurance, rent, storage, utilities, phone/internet, and allocated personnel costs (Executive Director's time or any other staff who works minimally on the funded project).

Evaluation Expenses

A line item of up to 5% of direct costs may be included for costs associated with evaluation or accountability.

Equipment Expenses

Each piece of equipment that costs \$1,000 or more must be individually itemized in the proposal budget.

GRANTEE REQUIREMENTS

Training

All grantees will be required to attend the grantee orientation session. Additional training and technical assistance opportunities will be available, but not required, throughout the grant term.

Site Visits

The goal of the First 5 Alameda County grants team is to visit each grantee at least once during the grant term. Priority in scheduling site visits will be given to grantees who are receiving funding for the first time.

Tobacco Control Policy

Grantees must make a good faith effort to comply with the following First 5 Alameda County comprehensive tobacco education and control policy:

- Implement an agency tobacco control policy
- Maintain a comprehensive smoke free policy at your agency
- Divestment of tobacco related investments
- Disclosure of any funding from the tobacco industry including event sponsorships or in-kind contributions

Insurance

All grantees must demonstrate proof of General Liability and Workers' Compensation insurance coverage. First 5 Alameda County and Alameda County must be named as additional insured. If the funded project supports professional staff whose disciplines typically carry liability insurance (e.g. physicians, allied health professionals, therapists, etc.), the grantee must provide proof of professional liability insurance coverage. Grantees whose funded projects transport clients must provide proof of automobile insurance coverage. Grantees that have fiscal sponsors are required to show evidence of the required levels of coverage for their projects.

Audit

First 5 Alameda County or their designated representative reserves the right, upon written notice, to audit books and records relating to the expenditure of any funds provided by First 5. First 5 may request general ledger documentation in support of expense reports.

Reporting

All grantees are required to submit progress reports every six months. Reporting will be submitted online. A program progress report and a report on expenditures to date will be required for each reporting period.

Upon award, grantees will be required to work with First 5 Alameda County staff to develop a final scope of work or accountability plan that will define desired project outcomes, strategies, performance targets and reporting measures. Final accountability plan/SOW is subject to negotiation and final approval by First 5 Alameda County. Modifications may be required. Reporting measures and supporting documents specified in the accountability plan will be required at the 12 month and 24 month reporting periods.

All grantees that serve a consistent client population will be required to collect and report data describing the race/ethnicity, and primary language of clients. Grantees will be required to report the number of clients served with special needs as appropriate. Targeted grantees will collect feedback and report on the level of client satisfaction with services. All grantees will be required to report data according to First 5 Alameda County data collection standards. Technical assistance will be provided.

PAYMENT SCHEDULE

Payments will be made in quarterly installments. Five percent of the total grant award will be withheld from the fourth quarterly payment until receipt of the final report and after any adjustments are made in order to reconcile with actual expenses.

ADDITIONAL REQUIRED DOCUMENTS

In addition to the online application, some applicants must submit additional documents as follows:

- Proof of fiscal sponsorship
- Letters of Commitment

Proof of fiscal sponsorship documentation is required of applicants who do not have 501(c)3 status and are not public agencies.

Letters of Commitment from a partnering organization will be required when the work outlined in your proposal *is dependent on that organization for implementation or operation*. For example, we need a letter of commitment when:

- You have a “significant working relationship” (i.e., the other organization helps you develop, plan, execute, track or evaluate the work outlined in your proposal)
- You regularly offer any services at a site not owned or operated by your organization
- Your services are permanently or regularly infused with those of another organization
- You are offering ongoing services at a school district site. School site letters of commitment must be signed by both the site director and a district representative

Supporting documents (letters of commitment and/or proof of fiscal sponsorship) must be received via mail, hand delivery, or e-mail (kevin.bremond@first5ecc.org) by 5:00 pm on March 1, 2011. Letters of commitment received by fax will not be accepted.

Please note: Supporting documents received after 5:00 pm on March 1, 2011 will be discarded and your application will be disqualified.

FUNDING DECISIONS

All applications submitted by the deadline will be screened and scored (see criteria below) by First 5 Alameda County staff. In the Targeted applicant category, only the most competitive applications (based on F5AC staff scores, past performance, and geographic distribution) will be forwarded on to the community review panel, who will make recommendations to the First 5 AC Commission. In the Community Support category recommendations to the Commission will be made by staff. The screening criteria and scoring guidelines are described below. Funding recommendations will be based upon application scores, consideration of geographic distribution, balance across funding priorities, and past performance (only for applicants who have received First 5 Alameda County funding since July 2007). Final funding decisions will be made by the First 5 Alameda County Commission.

Screening Criteria

In order to be eligible for scoring, applications must meet the following criteria:

- Be complete and comply with grant application guidelines
- Be submitted by 5:00 pm, March 1, 2011
- Demonstrate that the proposed activities support the Community Grants Initiative funding priorities and desired outcomes of the First 5 Alameda County Strategic Plan as described in these Guidelines
- Additional documents (a letter of commitment from collaborating agencies, proof of fiscal sponsorship, if necessary) must be received at First 5 Alameda County by 5:00 by March 1, 2011. Faxes will not be accepted.

Scoring Criteria

Each proposal will be evaluated against criteria which will guide readers to assess the quality and comprehensiveness of responses to the application questions in a consistent way. Complete scoring criteria are attached as Appendices C and D.

Relative weight of each Application Section is below:

APPLICATION SECTION	RELATIVE WEIGHT
Organizational Capacity	15 %
Need for Proposed Services	15 %
Approach	25 %
Accountability Plan or SOW	15 %
Budget, Budget Justification	15 %
Management and Staffing	15 %

It is the intent of First 5 Alameda County to direct services to children and families from groups who historically experience disparities in health and/or educational outcomes. Children and families living in communities with low performing schools (as defined by low (1-5) academic performance index scores) are more likely to experience health and educational disparities.

Therefore scoring preference will be given to applicants serving children and families who live in cities with low-performing elementary schools:

Alameda Berkeley		Emeryville
Fremont Hayward		Livermore
Mountain House	Newark	Union City
Oakland	San Leandro	San Lorenzo

*See Appendix B for resources on disparities in Alameda County.

Appeals

Decisions of the community review panel and the First 5 Alameda County Commission are final. Appeals can be made only in the event of First 5 Alameda County procedural error. Appeals must be received in writing within 10 working days of the award announcement. Appeals should be addressed as follows:

Mark Friedman, Chief Executive Officer
First 5 Alameda County
Attention: Community Grants Initiative Appeal
1100 San Leandro Blvd., Suite 120
San Leandro, California 94577

INSTRUCTIONS ON HOW TO APPLY

Applications must be submitted online at www.f5ecc.org. Application instructions specific to each funding category are posted on the First 5 Alameda County website at www.first5ecc.org. Online application computer requirements are described below. If you do not have a computer system that meets the online application requirements and/or you need help with applying online, First 5 Alameda County will make computers and technical assistance available. Open computer lab times are listed below. For telephone assistance with computer issues related to applying online, call the ECC Online Help Desk at 510.875.2453.

GETTING STARTED: ECC ONLINE SYSTEM REQUIREMENTS

- Internet Connection
- PC-based computer running Windows 2000 or higher
- Internet Explorer 6+
- Turn off your pop-up blockers

CREATING AN ECC ONLINE ACCOUNT (ONLY DO THIS ONCE)

- If you already have an ECC Online Account, go directly to the next step
- Go to ECC Online from your browser: www.f5ecc.org
- Click the **Create an Account** link
- Enter user information and click the **save** button

LOGGING INTO ECC ONLINE

- Go to ECC Online from your browser: www.f5ecc.org
- Enter your **email address**, it is your log on name
- Enter your password and click the log in button
- Click the “Forgot Password” link and follow the instructions. Your password will be emailed to you.

UPDATING YOUR PROFILE

Before applying for a grant, please review your profile information, including your agency’s information.

- After logging in or using ECC Online for the first time, click the “My Online Profile” link.
- Update information as needed and save.
- To add your agency
 1. Click the “Add Agency Association” link.
 2. Search for your agency on the following page.
 3. **If it is not listed in our database**, follow the instructions on creating a new agency.
- Select **Main Menu** at the bottom of your profile page to return to the start page.

START YOUR GRANT APPLICATION

- Under the *Main Menu*, select “Apply for a Community Grant”.
- Select the grant you are applying for.
- You can complete your grant application over multiple sessions.
 - ♦ To finish your application at a later time, you can click the ‘Save & Complete Later’ button on any of the grant application screens. Log out.
 - ♦ To return to your application, log in to www.f5ecc.org and select the appropriate grant application under the ‘My Grants’ section of the Main Menu.

HELPDESK SUPPORT FOR ECC ONLINE

- The Help Desk is available Monday through Friday, 9 a.m. to 5 p.m. at 510-875-2453.

CHECK THE STATUS OF YOUR GRANT APPLICATION

- Under the **Main Menu**, you will see the status of your grant application under the 'My Grants' section.
- Your application will be considered complete only after you electronically sign the application on the last screen of the application and submit.
- An email will be sent to you after you have completed and submitted the application. **If you do not receive a confirmation email from First 5 AC your application has not been successfully submitted. If this occurs, please contact the Help Desk at 510-875-2453.**

FIRST 5 ALAMEDA COUNTY COMPUTER LAB SESSIONS

- Computer lab sessions are available to assist applicants in completing the online application (see page 4 for scheduled dates).
- To schedule a computer lab appointment, please contact Kevin Bremond at 510.875.2409 or email: kevin.bremond@first5ecc.org.
- All computer labs will take place at:
First 5 Alameda County Conference Center
Conference Room C
1100 San Leandro Blvd. Ste. 130
San Leandro, CA 94577

A map and directions can be found at:

http://www.first5ecc.org/index.php?option=com_content&view=article&id=46&Itemid=78

APPENDIX A: REQUIRED REPORTING MEASURES FOR TARGETED GRANTS

Click here to open the Required Reporting Measures for Targeted Grants

APPENDIX B: RESOURCES ON HEALTH AND EDUCATIONAL DISPARITIES IN ALAMEDA COUNTY

The Executive Summary of Life and Death from Unnatural Causes: Health and Inequity in Alameda County is posted on:

http://www.acphd.org/AXBYCZ/Admin/DataReports/unnatural_causes_exec_summ.pdf

APPENDIX C: COMMUNITY SUPPORT SCORING RUBRICS

Click here to open the Appendix C: Community Support Scoring Rubric

APPENDIX D: TARGETED SCORING RUBRICS

Click here to open the Appendix D: Targeted Scoring Rubric