First 5 LA
Community Opportunities Fund (COF)
Cycle 4
Proposal Workshop
Workshop Agenda

I. About First 5 LA
II. About Community Opportunities Fund
III. Eligibility & Restricted Activities
IV. Application Instructions
V. Additional Items
VI. Review Process & Selection Criteria
VII. Timeline
VIII. Contact Information
IX. Questions & Answers
About First 5 LA
First 5 LA

• Vision
• Mission
• New Strategic Plan, FY 2009-2015
About Community Opportunities Fund (COF)
What is COF?

- Responsive grantmaking approach
- Supports sustainability
- Two types of grants:
  1. Policy and Advocacy
  2. Organizational Capacity Building
**Cycle 4**

**Organizational Capacity Building**

What is organizational capacity building?

Organizational development activities that build and sustain growth and effectiveness of an organization or collaborative with the intention of impacting a long-term outcome.

- Up to 22 grants total
- Total funding pool up to $3.3 million
  
  **Maximum amount:** $150,000
  
  **Maximum duration:** Three years
Capacity Building Project Types

**Programmatic**
Strengthening the organization’s ability to carry out programs

**Operational**
Improving the organization’s overall functioning

**Policy and Advocacy**
Increasing the organization’s ability and skill base to effectively conduct policy and/or advocacy campaigns
Alignment with First 5 LA Goals

• **Goal #1**: Babies are born healthy
• **Goal #2**: Children maintain a healthy weight
• **Goal #3**: Children are safe from abuse and neglect
• **Goal #4**: Children are ready for kindergarten
Eligibility & Restricted Activities
Eligibility Requirements

Applying organization must be:

• Nonprofit organization or have 501(c)(3) fiscal sponsor
• Located within and serve residents of Los Angeles County

Proposed project must:

• Benefit children age prenatal through 5 years of age
• Seek impact in one of the First 5 LA Goal areas selected by applicant
• Be a new project or expand upon existing work
Restricted Activities

• Funds **may not** be used for the lobbying of any policymaker, local, state or federal legislative organization.

• Funds **may not** be used to influence voters to support or oppose any candidate, specific legislation, or ballot measure.

Funds **may not** be used for any of these other restricted activities:
- Direct services
- Voter registration drives
- Capital improvements
- Endowments
- Fundraising events
- Support solely for existing operations
- Activities with religious purposes
- Grants to individuals
- Operating deficits or retirement of debt
- Salary for new or existing staff to provide direct services
- Development of curricula to be used for direct services
- Organizational capacity building activities of public agencies or private foundations
- Projects that duplicate current or past projects funded by First 5 LA will not be funded
Application Instructions

A. Online Application

B. Proposal Narrative

C. Project Budget & Budget Narrative

D. Required Attachments & Checklist
Online Application

Step 1: Register online using link from COF Webpage at:
www.first5la.org/COF+Cycle+Four

Step 2: Complete project summary and organizational information questions

Step 3: Upload proposal documents online
   A. Upload project narrative and budget
   B. Upload other documents (org budget, resumes, etc.)
   C. Two forms are required to be submitted in hard copy
Project Narrative

- Organizational Experience and Capacity
- Project Description
- Project Evaluation and Monitoring
Project Budget & Budget Narrative

• Up to $150,000 over three years
• Project Budget
• Budget Narrative
Required Attachments

• Resumes
• Board of Directors Roster
• Organizational Budgets (past 3 years)
• Letter(s) of Support (if collaborative)
• Proof of 501(3) (c) status
• Most recent Audited financial statement & IRS Form 990
• First 5 LA required documents (Signature authorization and Agency Involvement in Litigation)—HARD COPIES REQUIRED
Application Checklist

- Online registration form (completed online)
- Proposal Narrative
- Project Budget (Appendix B) and Budget Narrative
- Resumes of key staff
- Board of Directors roster
- Signed and dated Signature Authorization Form, Appendix C
  (hard copy w/ original signature must be received)
- Signed and dated Organization Litigation Form, Appendix D
  (hard copy w/ original signature must be received)
- Copy of 501 (3) (c) status/IRS Tax Status Determination Letter
- Audited Financial Statements including management letter and IRS Form 990
- Annual Registration Renewal Fee Report to Attorney General of CA w/ any attachments
- Organizational budgets for the last three years
- Letter(s) of Support for collaborative projects
Contracting Phase
Requirements

• Logic Model Development
• Scope of Work Development
  – Core Capacity Assessment Tool (CCAT)
  – Technical Assistance
  – Initiative Evaluation
What is a Logic Model?

• A graphic depiction of a “theory of change”
• If… then… statements
• Answers WHY and HOW
• A framework for evaluation
• Also a tool for program planning & grant writing
Outputs vs. Outcomes

• Outputs (process measures)
  – Short term
  – Day to day activities
  – Outputs get you to outcomes

• Outcome measures
  – Longer term
  – Impact
  – May continue after grant ends
Elements of a Logic Model

• Organizational resources
• Activities
• Short-term outcomes
• Intermediate outcomes
• Long term outcomes
Logic Model

1. RESOURCES AND NEEDS
   Organizational Resources
   - What resources does your organization bring to the project that will help you implement the project activities?

   Organizational Need(s)
   - What organizational capacity need(s) will this project address?

2. ACTIVITIES
   - What are the primary capacity building activities you are proposing to implement for this project?

3. SHORT-TERM OUTCOMES
   - What immediate organizational capacity benchmarks or milestones will you achieve as a result of your proposed activities?

4. INTERMEDIATE OUTCOMES
   - At the completion of your grant, what changes in organizational capacity do you expect to have accomplished that will support the selected long-term outcome?

5. LONG-TERM OUTCOME
   - Insert the First 5 LA priority goal this project is designed to support.
Scope of Work

Initiative-level requirements:

1. Core Capacity Assessment Tool
2. Technical Assistance
   - Individualized coaching
   - Group trainings and networking opportunities
3. Evaluation
Review Process and Selection Criteria
Process and Criteria

1. Review for Completeness
2. Programmatic Review
3. Compliance and duplication
4. Project budget review
5. Financial review
6. Site visit
7. Recommendations to Commission
8. Feedback Process
Timeline

Proposal Due Date
April 16, 2010 by 5:00 pm

Site Visits
May 3-May 14, 2010

Funding Notification
June 2010

Expected Grant Start Date
August 2010
Contact Information

First 5 LA
750 N. Alameda St, Suite 300
Los Angeles, CA 90012
(213) 482-7530
www.First5LA.org/cof

Email: COF@First5LA.org
Questions & Answers

- Frequently Asked Questions (FAQs) will be posted on our website March 19, 2010.
Thank You

Thank you for participating in the Community Opportunities Fund Cycle 4 Proposal Presentation.