

Early Learning Coalition of Florida's Heartland, Inc.

Community Event Sponsorship Fiscal Year 2009-2010

GUIDELINES AND APPLICATION PACKET

Community Based Organizations
Community Businesses
School Districts
Faith Based Organizations
Professional Associations
Government Organizations
Private for Profit/Not for Profit Organizations
Partnering Child Care Sites



♥ **Charlotte Office**
3028 Caring Way, Suite 4
Port Charlotte, FL 33952
Phone: (941) 255-1650
Fax: (941) 255-5856

♥ **DeSoto Office**
4 West Oak Street, Suite H
Arcadia, FL 34266
Phone: (863) 494-5233
Fax: (863) 494-5291

♥ **Hardee Office**
324 N. 6th Avenue
Wauchula, FL 33873
Phone: (863) 767-1002
Fax: (863) 767-1007

♥ **Highlands Office**
209 N. Ridgewood Drive
Sebring, FL 33870
Phone: (863) 314-9213
Fax: (863) 314-4480



"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has." Margaret Mead



ELCFH Overview and Guidelines FY 09-10

The Early Learning Coalition of Florida's Heartland, Inc. (ELCFH) is offering funding support to community organizations to facilitate activities or events within the ELCFH service area that highlight the importance of the first five years of life. Activities/ events must be related to early childhood and promote educational and development opportunities for young children and their families.

The general guidelines for the Community Event Sponsorship are as follows:

1. Organizations, as noted on the cover page, who serve children birth to five and are located within the ELCFH service area (Charlotte, DeSoto, Hardee and Highlands Counties) are eligible to apply. The applicant must have at least one year of proven experience working with children ages birth to five.
2. Application deadline for the Community Event Sponsorship is first come, first serve for FY 2009-2010. Once grants are received, reviewed, and approved and money allotted is expended, the grant process will end.
3. All required application forms and supporting documents must be submitted in full prior to event date for approval. Applications will be reviewed by ELCFH staff to verify completeness and eligibility.
4. Funding recommendations will be determined by a designated ELCFH Committee and final approval by the ELCFH Board of Directors.
5. Maximum funding amount per organization is \$2,000.00.
6. Applicants must complete a narrative and detailed line item budget. Budgets must provide written detail with costs of how funds will expended. ELCFH grant forms and format must be used and submitted. No other format will be accepted.
7. Proof of a 25% cash match of the total funding request will be required as a condition of funding.
8. Funds may be used to support:
 - a. Early childhood educational conferences, seminars, workshops
 - b. Parent education trainings (specific to children age birth to five years)
 - c. Educational fairs/ events geared toward promoting optimal child development (specific to children age birth to five years)
9. Such events must be made available to the broader community and not limited to sponsors, staff, and clients. Applicants will be required to submit proof of event advertisement with their final report.

10. Funds may not be used for any of the following: food or beverages; award plaques, frames or other personal recognition materials; facility construction or remodeling; lobbying activities; staff salaries.

11. Questions regarding the above criteria should be forwarded to:

Jeanne Griffith, Manager: Grant Development

Phone: (863) 314-9213

Email: jgriffith@elcfh.org

ELCFH Application Process FY 09-10

Step 1:

Complete all components of the Event Sponsorship Application.

- a. Signed Application Cover Sheet (Form A)
- b. Narrative (Form B - may not exceed four pages total)
- c. Signed Verification of Matching Funds Certification (Form C)
- d. Budget Report with Detail (Form D)
- e. Submit the original of each of the above listed documents.

Step 2:

Submit completed application to the ELCFH address listed below.

Applications can either be mailed or hand-delivered to the ELCFH Highlands Office. Applications will not be accepted via email or fax.

Submit to:

Early Learning Coalition of Florida's Heartland, Inc.
RE: Community Event Sponsorship
Attn: Jeanne Griffith, Manager: Grant Development
209 N. Ridgewood Dr
Sebring, Florida 33870

An electronic version of this application can be requested via email: jgriffith@elcfh.org.

Step 3:

ELCFH staff will review all applications to screen for completeness and alignment with the Event Sponsorship guidelines. Incomplete applications will be returned.

Step 4:

Once the application is screened by ELCFH staff, it will be forwarded to the Executive Director and designated ELCFH Committee for review and recommendation to ELCFH Board of Directors for final decision and approval. Each application will receive a letter of final decision. Those applications that are funded will also receive further details regarding payment and submission of reporting documentation.

Appeals Process

The designated ELCFH Committee reserves the right to reject any and all applications and to waive informalities or irregularities. The designated ELCFH Committee and the ELCFH Board of Directors are the sole and final authority regarding the approval or disapproval of applications and the conditions under which they are funded. The ELCFH will not hear appeals regarding final funding decisions.

**ELCFH Community Event Sponsorship FY 09-10
Application Checklist**

The following attachments and components must be completed and submitted in the order shown here. Applications that are missing any of these components will be considered incomplete and will be returned to the applicant.

<u>Attachments and Components</u>	<u>Checklist</u>
1. Signed Application Cover Sheet (Form A)	_____
2. Completed Application Narrative (Form B- may not exceed four pages total)	_____
3. Signed Verification of Matching Funds Certification/ Reporting Agreement (Form C)	_____
<hr/>	
4. Complete Budget Report with Detail (Form D)	_____
5. One original of each of the above listed documents	_____

Submit to:

Early Learning Coalition of Florida's Heartland, Inc.
RE: Community Event Sponsorship
Attn: Jeanne Griffith, Manager: Grant Development
209 N. Ridgewood Dr
Sebring, Florida 33870

Applicant Information

Date: _____

1. Name of Organization:
2. Type of Business/Agency:
3. Services Provided:
4. Federal Tax ID #: _____
5. Number of Children Currently Serving: _____
6. Number of Children Birth to Five Currently Serving: _____

Contact Person Name/Title: _____

Address/City/Zip: _____

Phone: _____ Fax: _____ Email: _____

Certification

I certify that the information contained in this application is true and accurate to the best of my knowledge. I further certify that this grant application is submitted with the full knowledge and endorsement of the governing board of this organization, which is empowered to enforce compliance with all contact conditions.

Name /Title of Authorized Signer: _____

Signature of Authorized Signer: _____ Date: _____

Please complete the following questions limiting the responses to a maximum of four pages total.

- a. Describe the business/organization (how long have it been in operation, what service is provided, how many children are being served, what ages are served, what are the hours of operation, how many staff, what is the infrastructure and program philosophy).
- b. What are the business/organization's goals and objectives?
- c. Describe how parents are involved in the program/ organization.
- d. What specific activities/events would be implemented as a result of receiving Community Event Sponsorship funds?
- e. Why was this particular activity/ event selected?
- f. Who is the target audience for the activity/ event?
- g. Are other community partners involved in the activity/ event? If so, please list and explain role.
- h. What is the date(s) and location of the activity/ event?
- i. How will the event be marketed?
- j. What is the desired outcome for this activity/ event?
- k. What follow-up will the organization do to determine if the activity/ event objective was attained?
- l. How will the organization secure the required 25% cash match?

**Verification of Matching Funds Certification
Reporting Agreement**

I certify that my business/organization will secure matching funds in the amount of 25% of the total Community Event Sponsorship. I understand that receipt of the Community Event Sponsorship is contingent upon the contribution of said matching funds and that the ELCFH will not award the funds until proof of matching funds is provided. I also understand that I will be required to submit a Final Report to the ELCFH within 30 after the event (reporting form provided by the ELCFH).

Name/Title of Authorized Signer: _____

Signature of Authorized Signer: _____ Date: _____

Early Learning Coalition of Florida's Heartland, Inc.

www.elcfh.org

FORM D

COMMUNITY EVENT SPONSORSHIP BUDGET REPORT

Event Sponsor		
Event Title		
Event Date/Time/Location		
	Submit complete budget report to the ELCFH- Highlands Office along with the grant application.	
	DESCRIPTION-Proposed expenditures must be noted in detail.	AMOUNT
Space rental/donation		
Speaker/presenter		
Advertising Expense		
Advertising Expense		
Advertising Expense		
Materials Expense		
Materials Expense		
Materials Expense		
Materials Expense		
	TOTAL REQUESTED	
	25% MATCH and SOURCE	
	TOTAL EVENT COST	
	Submit budget report and application to ELCFH- Highlands office 209 N. Ridgewood Dr. Sebring, FL 33870 PH: (863) 314-9213 Fax: (863) 314-4480	

ELCFH office use only	Report Received: _____ (date) by _____ (ELCFH staff	
Form created 11.10.08	initials)	

