



REQUEST FOR PROPOSALS

Mini Grant Program

Fiscal Year 2026-2027

RFP No. MiniGrants-2027

General Overview

First 5 Lake County (F5L) is seeking proposals that will provide services to children, prenatal through five years of age, and their families residing in Lake County. F5L is offering a total of **\$25,000** for fiscal year 2026-2027. Grants will be awarded for a minimum of **\$500** and a maximum of **\$5,000**, to be expended no later than June 30, 2027.

First 5 Lake County aims to attract a diverse range of partners, both new and traditional early childhood organizations. Projects may include, but are not limited to:

- Community supports
- Education projects or activities
- Projects that provide goods or services directly to families with young children
- Training for providers working with young children and their families

Proposed services must address **one or two** of F5L's Strategic Plan objectives outlined in this Request for Proposals (RFP). All applicants are strongly encouraged to read the *First 5 Lake County 2024-2029 Strategic Plan* and familiarize themselves with the goals, objectives, and outcomes before submitting a funding request. Priority will be given to programs and projects that use evidence-based or evidence-informed practices.

Application Timeline

RFP Release Date:	July 1, 2026
Proposal Submission Deadline:	August 14, 2026 at 5:00 p.m. PDT
Tentative Commission Award Approval:	August 26, 2026
Contract Start Date:	Upon contract execution
Funds Expended By:	No later than June 30, 2027
Final Grantee Report Due:	Within 30 days of the final activity or July 15, 2027, whichever comes first

Note: *The Commission award date is tentative and subject to change at the discretion of the First 5 Lake Commission. Any award recommendation will be presented at a regularly scheduled, publicly noticed Commission meeting.*

Background & Introduction

First 5 Lake was formed following the passage of California Proposition 10, The Children and Families Act (Prop 10). The Prop 10 initiative added a tax on tobacco products to fund programs promoting early health, learning, and family support for children from the prenatal stage through five years of age. First 5 Lake uses this funding to invest in innovative community programs in the provision of services.

First 5 Lake County's Vision:

Every child in Lake County has the opportunity to thrive and reach their full potential.

First 5 Lake County's Purpose:

First 5 Lake County promotes early childhood well-being by supporting the social-emotional, physical, and educational needs of children ages 0 to 5 for their health and future success.

Goals, Strategic Priorities & Desired Outcomes

Successful proposals will address one, or at most two, of the objectives within the following three priority areas adopted by the First 5 Lake Commission. The Strategic Plan's fourth priority, *Systems of Care*, is **not** an eligible area for Mini Grant proposals.

Applicants should select the objective(s) that best fit their project rather than attempting to address as many as possible. **Focus and alignment are valued over breadth.**

Priority I: Child Health

All children receive health supports prenatal through age 5, and child health care services prioritize prevention measures, diagnostic screenings, and perinatal maternal health care services.

Objective	Result Area	Strategy	Outcome
Families have access to perinatal supports.	Perinatal & Early Childhood Home Visiting	Home Visitor and Doula trainings and coordination efforts.	Increased access and utilization of perinatal health care.
Families have access to perinatal supports.	General Health Education & Promotion	Outreach and education about the importance of early and regular prenatal care.	Increased access and utilization of perinatal health care.
Families have access to perinatal supports.	Prenatal & Infant/Toddler Pediatric Supports	Provider and parent education around Perinatal Mood Anxiety Disorders and Infant & Early Childhood Mental Health.	Increased access and utilization of perinatal health care.
Families have access to and knowledge of Early Care and Education Programming.	General Health Education & Promotion	Information and education about the value of regular well child visits.	Increased access to preventive medical and dental care for children ages zero through five.
Children have access to oral health services and education.	Oral Health Education & Treatment	Oral Health education and treatment services.	Increase the number of children receiving oral health screenings.

Children's basic needs are met.	General Health Education & Promotion	Appropriate nutrition services and resources (to include breastfeeding). Diaper resources for families.	Increased number of children whose basic needs are met.
Children live in safe and stable environments.	General Health Education & Promotion	Safe environment practices, instruction, and support.	Decreased deaths and injuries to children ages zero through five.

Priority II: Child Development

All children birth through age 5 have high-quality, nurturing environments that meet the social, emotional, physical, and cognitive needs of young children.

Objective	Result Area	Strategy	Outcome
The Early Care and Education (ECE) field offers high quality educational instruction and environments for young children.	Quality Early Learning Supports	ECE provider trainings and resources.	Increased knowledge and application of high-quality education amongst ECE providers.
Families have access to and knowledge of Early Care and Education Programming.	Quality Early Learning Supports	Outreach and education about what qualifies as high-quality care, what UPK resources are available and how to access all types of care.	Increased opportunities for parents to choose the ECE setting that best meets the needs of their children.
Children receive early screening and intervention for developmental delays and other special needs.	Early Intervention	Developmental screenings.	Increased number of children screened for a developmental delay prior to entering kindergarten.

Priority III: Family Support

All families have the knowledge, skills, and resources to support their children's optimal development.

Objective	Result Area	Strategy	Outcome
Families and those that serve them understand child development.	Targeted Intensive Family Support Services	Family strengthening activities (to include but not be limited to parenting education).	Increased understanding of child development and utilization of positive parenting practices.
Families and those that serve them understand child development.	General Family Support	PACEs and Developmental Milestones outreach and education information.	Increased understanding of child development and utilization of positive parenting practices.

Families have access to community supports and resources.	General Family Support	Resource and referral information to families with young children.	Increased accessibility of services and/or activities to parents of and children prenatal through age five.
Families have access to community supports and resources.	General Family Support	Playgroups.	Increased community engagement.
Families read to their children on a regular basis.	Family Literacy and Book Programs	Early literacy reading and education efforts.	Increased reading practices of families with children ages zero through five.

Targeted Outcome Requirement

Each application must identify a **Targeted Outcome**: the Strategic Plan objective (with an optional one additional objective) that the proposed project is designed to advance. For the objective selected, the applicant will name the corresponding priority area, result area, strategy, and F5L outcome, drawn directly from the tables above.

Please note that selecting more objectives does not strengthen an application. Reviewers score alignment on clarity and fit, not on the number of objectives claimed.

Grant Guidelines and Policies

Proposed activities must benefit all or a subset of the following Lake County residents:

- Pregnant people
- Parents or caregivers of children ages 0 to 5
- Children ages 0 to 5

Guidelines:

- First 5 Lake funds cannot be used to supplant or take the place of funding for existing services, including existing staff time. Funds must be used to create, enhance, or expand services.
- Funds may not be used for capital improvement projects or fundraising events such as walk-a-thons, tournaments, fashion shows, or ongoing fundraising expenses.
- Child behavior programs or models must be evidence-based or evidence-informed.
- Proposed activities must be non-discriminatory, tobacco-free, drug-free, and alcohol-free.
- Funds must be expended no later than June 30, 2027.

Applicant Qualifications

This RFP is open to public, non-profit, private agencies, and proprietary business entities practicing in Lake County.

Eligibility and Non-Duplication. This opportunity is intended to broaden the range of organizations and projects First 5 Lake County supports. To that end:

- A program or project that is currently receiving First 5 Lake County funding is not eligible to apply for a Mini Grant for that same program or project.
- Applications must propose a new, expanded, or distinct activity that does not duplicate or supplant work already funded by F5L.
- Large organizations with multiple departments or divisions (for example, a county office of education) may apply when the proposing department and proposed project are distinct from any currently F5L-funded program within that organization. Each applicant must disclose all current F5L funding in the application.
- To encourage equitable distribution of limited funds, the Commission may limit awards to one Mini Grant per organization per funding cycle and reserves the right to consider an organization's current and recent F5L funding when making award decisions.

Ineligible applicants. The following are not eligible to apply:

- Individuals. Applications are accepted only from public, non-profit, private, or proprietary business entities; individuals applying on their own behalf are not eligible.
- Any organization that has received a notice of ineligibility from First 5 Lake County within the past three years. A notice of ineligibility results from a documented Commission action, such as termination of a contract for non-compliance or failure to fulfill contract requirements.

Applicants may be required, before the award of any contract, to demonstrate to the complete satisfaction of the F5L Commission the ability (including financial resources) to provide the required services in a satisfactory manner. The Commission may make reasonable investigations to determine an applicant's ability to perform the work, and may reject any proposal if the applicant is not properly qualified to carry out the obligations of the contract.

Proposal Format & Process

All proposals must include the following components:

1. Program Narrative – Provide all requested information in narrative format, adhering to the instructions and character limits, including the Targeted Outcome.
2. Budget Narrative – Give a thorough breakdown of each budget line item, explaining how you arrived at each amount and how the proposed budget demonstrates fiscal responsibility.
3. Budget – Complete the Budget spreadsheet (provided) using the instructions given.
4. Additional Documents – Letters of commitment from key partners, if applicable.

Required Signed Policies. Each applicant must submit signed copies of the following three First 5 Lake County policies:

1. Tobacco, Alcohol, and Drug Policy
2. Healthy Beverages Policy
3. Non-Supplantation Policy

Review Process

The First 5 Lake Commission will evaluate all proposals and determine which are most qualified for further consideration. Following its review and evaluation, the Committee will make its recommendation to the Commission for final approval. The evaluation criteria below will be applied to the proposal materials submitted.

The Commission will follow the principles of competitive negotiation during the review process; that is, cost and contractual terms are negotiable. In the event an application contains omissions, deletions, or incomplete information, the Commission may elect, at its discretion, to reject the proposal.

Evaluation Criteria

Section	Weighted Percentage
Agency & Staff Qualifications	5
Proposed Program Implementation	45
Accountability	5
Collaborative Planning Process	5
Evaluation	15
Fiscal Management & Controls	5
Budget and Cost Effectiveness	10
Sustainability	10
TOTAL POINTS POSSIBLE	100

Additional Terms

Revisions or Addenda. The Commission reserves the right to restructure or adjust a selected proposal as appropriate to better represent the intent of the RFP and the goals of the Commission. Funding amounts and duration are within the purview of the Commission. The Commission may amend the rules and conditions of this RFP prior to the submission deadline through addenda, which become part of the RFP.

Rejection of Proposals. Issuance of this RFP does not constitute a commitment to award a contract. The Commission reserves the right to reject any or all proposals, or to cancel the RFP, if deemed to be in the best interest of the public.

Proposal Confidentiality. All submissions remain confidential until a recommendation is placed on a First 5 Lake Commission meeting agenda for awarding a contract. After that time, all submissions become public records.

Contract Award. Following Commission approval, a contract will be awarded contingent upon successful negotiation, including the final development of the Scope of Work. Successful applicants must agree to all terms and conditions prior to executing the contract. The Commission has no contractual obligation until the contract is approved and signed by both parties.

Appeal Process. Applicants may present evidentiary statements to the Commission regarding the Committee's recommendation, or may appeal for reconsideration if it can be demonstrated that a procedural error occurred within the RFP process.

Questions & Inquiries

All questions or inquiries must be submitted in writing via email to Samantha Bond, Executive Director, at sbond.first5@lakecountycal.gov. Submitting questions in writing ensures that all applicants receive the same information and responses.