



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

REQUEST FOR PROPOSALS

FIRST 5 LAKE MINI GRANT

GENERAL OVERVIEW:

First 5 Lake County (F5L) is seeking proposals that will provide services to children, prenatal to 5 years of age, and their families residing in Lake County. F5L is offering a total of \$25,000 for the fiscal year 2025-2026. Grants will be awarded for a minimum of \$500 and a maximum of \$5,000 to be expended by June 30, 2026.

First 5 Lake 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 more of F5L's Strategic Plan Goals outlined in this Request for Proposal (RFP). It is highly recommended that all applicants read the Strategic Plan and familiarize themselves with the goals and objectives prior to submitting funding requests. Priority will be given to the program/projects that are evidence-based practices.

APPLICATION TIMELINE:

RFP Release Date: November 3, 2025

Proposal Submission Deadline: December 5, 2025

Tentative Commission Award Approval: January 28, 2026

Contract Start Date: Upon contract execution

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 provisions of services.

First 5 Lake's Vision:

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

First 5 Lake's Purpose:

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

GOALS, STRATEGIC PRIORITIES & DESIRED OUTCOMES:

Successful proposals will address one or more of the following goals set by the First 5 Lake Commission.

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.

Objectives	Strategy	Outcome
Families have access to perinatal supports.	Home Visitor and Doula trainings and coordination efforts.	Increased access and utilization of perinatal health care.
	Outreach and education about the importance of early and regular prenatal care.	
	Provider and parent education around Perinatal Mood Anxiety Disorders and Infant & Early Childhood Mental Health.	
Families have access to and knowledge of Early Care and Education Programming.	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 and treatment services.	Increase the number of children receiving oral health screenings.
Children's basic needs are met.	Appropriate nutrition services and resources (to include breastfeeding).	Increased number of children whose basic needs are met.
	Diaper resources for families.	
Children live in safe and stable environments	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	Strategy	Outcome
The Early Care and Education (ECE) field offers high quality educational instruction and environments for young children.	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.	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.	Developmental screenings	Increased number of children screened for a developmental delay prior to entering kindergarten.

Priority III: Family Supports

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

Objective	Strategy	Outcome
Families and those that serve them understand child development	Family strengthening activities (to include but not be limited to parenting education).	Increased understanding of child development and utilization of positive parenting practices.
	PACEs and Developmental Milestones outreach and education information.	
Families have access to community supports and resources.	Resource and referral information to families with young children.	Increased accessibility of services /or activities to parents of/and children prenatal through age five.
	Playgroups	Increased community engagement.
Families read to their children on a regular basis.	Early literacy reading and education efforts.	Increased reading practices of families with children ages zero through five.

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 0-to-5
- Children 0-to-5

If awarded funding, the grantee will be required to submit a report within 30 days of the activity or by Friday, July 15, 2026, whichever comes first.

APPLICANT QUALIFICATIONS:

The RFP is open to public, non-profit, private agencies, and proprietary business entities practicing in Lake County. **Currently funded programs are not eligible for this mini-grant opportunity.**

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 F5L Commission may make reasonable investigations deemed necessary and proper to determine the ability of the applicant to perform the work, and the applicant shall furnish to the F5L Commission all information for this purpose, as may be requested. The F5L Commission reserves the right to reject any proposal if the evidence submitted by or the investigation of the applicant fails to satisfy the F5L Commission that said applicant is properly qualified to carry out the obligations of the contract and to complete the work described therein.

GUIDELINES:

1. 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.
2. Funds may not be used for capital improvement projects or fundraising events such as walk-a-thons, tournaments, fashion shows, and/or ongoing fundraising expenses in an organization.
3. Child behavior programs or models must be evidence-based or evidence-informed.
4. Proposed activities must be non-discriminatory, tobacco-free, drug-free, and alcohol-free.
5. Funds must be used by June 30, 2026.

PROPOSAL FORMAT & PROCESS:

All proposals must include the following components:

- Program Narrative - Provide all requested information in a narrative format, adhering to the instructions and character limits.
- Budget Narrative –Give a thorough breakdown of each budget line item, explain how you arrived at each amount and how your proposed budget demonstrates fiscal responsibility.
- Budget – Exhibit C: Complete the Budget spreadsheet using the instructions provided.
- Additional Documents
 - Letters of commitment from key partners, if applicable.
 - Copies of F5L's Tobacco, Alcohol, and Drug Policy and Healthy Beverages Policy with authorized signatures.

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 their final approval. The Evaluation Criteria below will be based on the proposal materials submitted.

SECTION	WEIGHTED PERCENTAGE
Agency & Staff Qualification	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

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 submitted in response to the Application Checklist and other requirements of this RFP, the First 5 Lake Commission may elect, at its discretion, to reject the proposal.

REVISIONS OR ADDENDA:

The First 5 Lake Commission reserves the right to restructure or otherwise make adjustments in the selected proposal as may seem appropriate to better represent the intent of the RFP and the goals of the Commission. Funding decision amounts, and duration of funding, will also be within the purview of the Commission.

The Commission also reserves the right to amend, alter, or change the rules and conditions contained in the RFP prior to the deadline for submission of proposals. Any revisions to the RFP will be accomplished through addenda or supplements to the RFP and shall become a part of the RFP. The Commission will not be responsible for any other explanation or interpretation. Applicants assume complete responsibility in the event that amendments or other communications are issued.

REJECTION OF PROPOSALS:

Issuance of the RFP in no way constitutes a commitment by the First 5 Lake Commission to award a contract. The Commission reserves the right to reject any or all proposals received in response to the RFP, or to cancel the RFP, if it is deemed to be in the best interest of the public to do so.

PROPOSAL CONFIDENTIALITY:

All submissions will be confidential until a recommendation is submitted to the First 5 Lake Commission meeting agenda for awarding a contract. After that time, all submissions will become public records.

CONTRACT AWARD:

Following the First 5 Lake Commission approval of a proposal, a contract(s) will be awarded contingent upon successful negotiation. Successful applicants must agree to all terms and conditions of any resultant contract with the Commission prior to executing the contract. The Commission shall have no contractual or other obligation to any applicant under any successfully negotiated contract until the contract has been approved and signed by both parties.

APPEAL PROCESS:

Applicants may present evidentiary statements to the First 5 Lake Commission with respect to the Committee's recommendation(s) or may appeal to the Commission for reconsideration if it can be demonstrated that a procedural error occurred within the RFP process.

QUESTIONS & INQUIRIES:

All questions or inquiries must be addressed to Samantha Bond, Executive Director, **only** in writing via email at sbond.first5@lakecountyca.gov. This requirement will enable applicants to receive the same information and responses to all inquiries.

FIRST FIVE LAKE GRANT PROPOSAL CHECKLIST

First 5 Lake Goals to be Addressed by this Proposed Program/Service (check all that apply):

Priority I: Child Health

- ☐ Families have access to perinatal supports.
- ☐ Families have access to and knowledge of Early Care and Education Programming.
- ☐ Children have access to oral health services and education.
- ☐ Children's basic needs are met.
- ☐ Children live in safe and stable environments.

Priority II: Child Development

- ☐ The Early Care and Education (ECE) field offers high quality educational instruction and environments for young children.
- ☐ Families have access to and knowledge of Early Care and Education Programming.
- ☐ Children receive early screening and intervention for developmental delays and other special needs.

Priority III: Family Supports

- ☐ Families and those that serve them understand child development.
- ☐ Families have access to community supports and resources.
- ☐ Families read to their children on a regular basis.

Complete of each of the following:

- ☐ Program Narrative
- ☐ Budget Spreadsheet (form provided)
- ☐ Budget Narrative

ATTACHMENTS - All requested attachments are related to the lead organization.

- ☐ Letters of commitment from key partners, if applicable
- ☐ Copies of F5L's Tobacco, Alcohol and Drug Policy and Non-Supplantation Policy with authorized signatures

DO NOT INCLUDE any materials or attachments other than those listed above. Additional materials will be discarded, and they will not be provided to the Committee.

Application Deadline: December 5, 2025 at 5:00 p.m. PDT online