

## **POLICY FOR SPECIAL FUNDING REQUESTS**

### **CRITERIA**

In cases where a compelling argument can be made why a request cannot wait for regular funding cycles, FIRST 5 Mendocino will apply the following criteria to evaluate a request:

- A. The project must measurably advance the objectives of the Strategic Plan.
- B. There must be a compelling reason why the funds are needed sooner than normal procedures can accommodate, i.e. the money is needed for matching funds to leverage another request with a pending deadline.
- C. The agency/organization making the request must have a track record of significant success in the same field as this request or the capacity indicating likely success.

### **PROCESS FOR CONSIDERING SPECIAL FUNDING REQUESTS**

1. The entity requesting the funds must submit a one page letter of intent that directly addresses the above criteria, the amount requested, and timeline for project implementation.
2. Executive Committee has the option to approve, modify or deny requests of less than \$2,500.
3. For requests of \$2,500 or more, at least two Commissioners will review the letter of intent. If the Commissioners determine that the project meets the criteria and is of such importance and/or urgency that it should go forward, the requestor will be asked to submit a more detailed request.
4. The full Commission will consider the detailed request.
5. A request that is denied may be reviewed by the full Commission upon request by the applicant. The decision of the Commission is final and cannot be appealed.
6. If a request is approved, FIRST 5 insurance, evaluation, and administrative requirements will be required.