

Policy on Grant Submissions by or on Behalf of the Commission on Children and Families or its Work Groups

Background:

Among the charges made to the Charlottesville/Albemarle Commission on Children and Families by the Albemarle County Board of Supervisors and the Charlottesville City Council is the charge to *identify additional public and private funding sources for children and youth programs*. To this end CCF and its work groups seek opportunities to identify and apply for grants for funding to meet identified needs.

Guidelines:

1. Grant applications should be made only to seek funding to meet clearly identified community needs.
2. To the extent possible, any grant application should be used to fund evidence-based programming.
3. Any grant application should be developed through a collaborative interdisciplinary process, with input from key stakeholders.
4. If a partner organization is critical to the implementation of the project, there must be a specific Memorandum of Understanding.
5. Any grant application submitted on behalf of CCF or one of its work groups must include a plan for sustainability.
6. Any grant application submitted on behalf one of CCF's work groups must have the approval of the work group.
7. To the extent possible any grant application submitted on behalf of CCF or one of its work groups should have the approval of the full Commission by a majority vote. If there is not sufficient time for full Commission approval, there should be approval by the CCF Executive Committee.
8. The source of matching funding for any grant must be identified and the commitment to provide the funding should be in writing.

Process:

1. The work group and/or staff member responsible for should discuss the proposal with the CCF Director.
2. If the Director believes the proposal is within the mission and scope of Commission work, the responsible person will be asked to prepare the two page "Proposal to Submit a Grant Application."
3. If there is sufficient time and a place available on the CCF agenda, the "Proposal to Submit a Grant Application." will be discussed at the next CCF meeting.
4. If the proposal cannot be discussed at the CCF meeting, the "Proposal to Submit a Grant Application." will be sent to the CCF Executive Committee for review.
5. The "Proposal to Submit a Grant Application" must be submitted to the CCF Director at least five working days before the application is to be submitted.