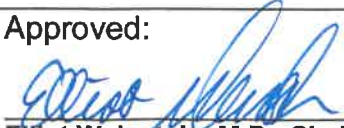




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Approved:	 Elliot Weinstein, M.D., Chair

**Community Collaboration Funding Policy
(formerly Sponsorship Policy and Guidelines)**

Purpose

The purpose of this policy is to establish a fair and consistent protocol to respond to requests for funding, sponsoring, and co-sponsoring of various community, network, and collaborative initiatives, events, and activities as a strategy of Systems Building, Network Supports, and Community Collaboration funding.

Policy

In the annual budget process, the Commission shall set aside an amount to support its continued community, network and systems building mission. First 5 San Bernardino (F5SB) will identify requests and agreements, and approve as appropriate, to better align and support the funding and evaluation of outcomes related to successful systems connecting activities.

Approval of Commission support as a sponsoring partner in various projects and collaborative events will be considered at the discretion of the Executive Director as well as a review by an internal Community Collaboration (CC) Funding review committee comprised of the Assistant Director, Deputy Director, Chief Financial Officer and the Section Leads - Staff Analyst II's. Decisions for approval of requests will be based on the system strengthening alignment, as well as the educational and service value of the event/activity, the number of young children and families served, and the budget allocation available. Funding decision amounts and procurement of collaborative services will be governed by and subject to authorizations outlined in the F5SB Contracting Authority Policy 02-03 and Procurement Policy 04-04.

Criteria for consideration of Community Collaboration (CC) funding support are listed below:

F5SB's policy prohibits sponsorship of political promotion or religious proselytizing activities and other views that are not in accordance with the Commission's mission and vision. Further, our policies prohibit the sponsorship of individuals, individual schools (excluding fairs), commercial enterprises, travel, tours, sporting events and youth sports teams.

Requests for fundraising events are also prohibited.

CC funding requests cannot be associated with any current or previously procured F5SB investments.

CC funding requests are unsolicited and will be treated as a non-competitive, collaborative procurement. Such opportunities develop as a result of coordination with other entities in the formation of joint programs and collective impact activities and can be especially beneficial when the other agencies involved commit resources to achieve a mutual goal. Memorandum of Understanding or other contractual agreements will be developed to establish roles and outcomes expected from the collaborative endeavor and the Commission's investment. CC funding is not allowable for regular and on-going program/organizational service, program activities or costs.

CC funding requests will be accepted by F5SB on an on-going basis.

In order to be considered for CC funding, requestors must submit their request no less than thirty (30) days prior to the event.

In addition to the pre-requisite that the event benefit the F5SB target audience, the following will be taken into consideration:

- *Relevance of the subject matter and whether the project/collaborative event meets the objectives and mission of F5SB.*
 - *A budget that is developed and realistic for the project/collaborative event.*
 - *Identification of appropriate resources for the project/collaborative event.*
 - *Experience of key personnel associated with the project/collaborative event and their ability to complete the task.*
 - *CC funds may not be used to cover salaries of personnel or staff.*
 - *If funds are requested to hire a vendor or an expert/professional speaker (i.e. a clown, children's disc jockey, or speaker for a conference) then their expertise must also be justified and align with the F5SB Strategic Plan to benefit children 0-5. In addition, the expense must be reasonable and will be approved at the discretion of the CC Funding Review Committee.*
 - *Clear demonstration of the benefit to children, prenatal through age five and their families.*
 - *CC funding will not be used to support on-going services or programs.*
 - *CC funding will be requested only one time during a fiscal year. To be considered for support in subsequent years, an organization must re-apply as per the guidelines of this policy.*
 - *When multiple organizations are participating in the same collaborative event, only one organization may request sponsorship for that event, or the multiple organizations will be considered as one collaborative requesting support.*
 - *Allocation of CC funding must correlate with the systems building and supportive strategies outlined within the F5SB Strategic Plan.*
 - *For organizations currently funded by F5SB, the scope of work contracted and expected outcomes will be compared to the CC*
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funding request to ensure there is no duplication of funding.

- *This policy prohibits F5SB staff from engaging in the influence or appearance to influence CC funding decisions.*
- *CC funding will be awarded until the current fiscal year's budgeted funds are depleted.*
- *If CC funding is awarded for an event that occurs annually, no assumptions should be made that the CC funding will be awarded annually. Each application is reviewed objectively and prior applicants are not guaranteed future awards.*
- *CC funding recipients must acknowledge F5SB on all public education and outreach materials produced for the sponsored event. These materials include, but are not limited to, brochures, flyers, television, radio and print ads, public service announcements and advertisements. The wording of the attribution should be as follows: "In Partnership with First 5 San Bernardino." Where appropriate, CC funding recipient shall use the F5SB logo in accordance with the F5SB Attribution Standards. Verbal recognition is requested if the project/collaborative event offers a forum for such recognition.*
- *In return for CC funding support, F5SB expects to receive complementary registration to the project/collaborative event for selected staff members.*
- *If appropriate, the project/collaborative event will include F5SB representatives in a presentation/forum.*
- *When appropriate, use of a display booth at the project/collaborative event will be offered free of charge to F5SB.*
- *CC funding support will be made on a reimbursement basis after a fully executed MOU/agreement occurs. CC funding recipient shall submit an invoice to F5SB for the agreed support amount within 30 days of the occurred project/collaborative event. Prior to reimbursement, F5SB reserves the right to request original receipts or other verification of expenditures as may be deemed necessary.*
- *After a F5SB supported project/collaborative event, an outcomes report must be submitted within thirty (30) days, highlighting the number of children/families, professionals, advocates, etc., served by or at the project/collaborative event, as well as any other results and outcomes and documentation of sign-in sheets, copies of flyers, brochures, event agenda, press releases, etc.*

The Commission hereby acknowledges that in this type of support for systems building and countywide/regional network collaborations, organizations historically refer to and make their requests for support as a "sponsorship." Although we encourage requestors to avoid labeling the F5SB support as a "sponsorship", the practice of "sponsoring" an event is a strong and worthy one in building systems and collaborations and the term "sponsorship" may appear on billing and accounting documentation. Strategic community collaborations funding will strengthen the Commission's role as a leader and vital contributor to the countywide work that improves the lives of children prenatal through age five and their families.
