

**Mariposa First Five Commission (Grant Cycle Timeline: 2014-2015)  
Quarterly Reporting Data**

**Grant Recipients**

**Documents Due**

**State Report**

<b>Commission Approval at August Meeting Due by Tuesday, July 15, 2014 Commission Reviews: August 11, 2014</b>	<b>Reporting Timeline What's Due:</b>	<b>Annual Narrative Report-Due June 30, 2015--What's Due</b>
Grant Application Documents: Grant Application Notice: June 26, 2014 Application Timeline: June 26-July 15, 2014 <ul style="list-style-type: none"> <li>• Application Form</li> <li>• Include Scope of Work</li> <li>• Budget Forms</li> <li>• Include Evaluation Process</li> <li>• Include News Articles and/or Media Coverage</li> <li>• Include Letters of Support/Vignettes</li> <li>• Include Pictures of events and/or activities</li> <li>• Any other information</li> </ul>	<ol style="list-style-type: none"> <li>1. Budget Report to date</li> <li>2. One highlight of program</li> <li>3. Quarterly Report with pictures, flyers, etc.</li> <li>4. Scope of Work Report</li> <li>5. Evaluation with collected data and Sustainability Info.</li> <li>6. Client Contact</li> <li>7. Client Demographic</li> <li>8. First 5 Photo Release Form</li> <li>9. Parent Sign-in Forms</li> <li>10. Claim Form signed</li> </ol>	<ol style="list-style-type: none"> <li>1. Budget Report to date</li> <li>2. One highlighted event of program success</li> <li>3. Final Program Report with Result Area documented</li> <li>4. Scope of Work Report</li> <li>5. All Client Forms Completed</li> <li>6. Evaluation Form with collected data</li> <li>7. Sustainability Report</li> <li>8. All Sign-in sheets included</li> <li>9. <b>Current Pictures of events and/or activities are appreciated</b></li> </ol>
<b>August 11, 2014 Commission Meeting</b> Grant funding amounts determined and approved.	<b>When Reports are Due:</b> Friday, October 17, 2015 Friday, January 20, 2015 Friday, April 17, 2015 Friday, June 30, 2015	<b>Forms That Are Due</b> <ol style="list-style-type: none"> <li>1. Narrative of Program Results</li> <li>2. Budget Form</li> <li>3. Evaluation Forms (June)</li> <li>4. Client In-take and Ethnicity forms</li> <li>5. Scope of Work Form</li> </ol>
<b>August 11, 2014- Grants awarded</b> Grant funding amounts awarded and contracts signed.	<b>Site Visit</b> There will be on-going contact for each grantee during the year (Jan.-June 2015).	<b>Media or Letters</b> Please submit any articles, pictures, and or letters of support for the Commission to see.
<b>Grant First Quarter Funding (Start-up) August 12, 2014</b> With receipt of authorized signature on contract, grantee will receive first payment per contract amount.	<b>Media Coverage</b> Please submit all articles about the program being funded by First 5 to Director for approval	<b>Quarterly Program Highlight</b> Please highlight any program "happening" or a personal account (Parent Vignette) because of the project or grant
<b>Oct. 17, 2014</b> First Narrative Report and Budget Update due (See What's Due). Provider will receive second payment according to contract.	<b>Policies</b> <ol style="list-style-type: none"> <li>1. Administrative Cost</li> <li>2. "Branding" or Labeling</li> <li>3. Fixed Asset</li> <li>4. Budget Modification</li> <li>5. No Smoking</li> </ol>	<b>Final Quarterly Program Narrative</b> Please provide no more than two pages of a narrative report regarding the success of the project.
<b>Jan. 20, 2015</b> Second Narrative Report and Budget Update due (See What's Due). Provider will receive third payment according to contract.	<b>Budget Changes</b> <b>All budget changes must have prior approval from the Director or Commission.</b>	<b>Evaluation Plan</b> Evaluation forms and surveys used to document results and outcomes of the program due <b>June 30, 2015</b>
<b>April 17, 2015</b> Third Narrative Report, SOW, and Budget Update due (See What's Due). Provider will receive final payment according to contract.	<b>Program Changes</b> <b>All program changes must have prior approval from the Director/Commission.</b>	<b>Sustainability Plan</b> Brief one page narrative as to how the project or grant will be sustained.
<b>Final Grant Report Due: June 30, 2015</b> Program and Budget Reports Scope of Work and Client Demographics		Sustainability Report and future plans due <b>June 30, 2015</b>