

**Mariposa First Five Commission (Grant Cycle Timeline: 2011-2012)**

**Quarterly Reporting Data**

<b>Grant Recipients</b>	<b>Documents Due</b>	<b>State Report</b>
<b>Renewal Information</b> <b>Announcement Date: February 28, 2011</b>	<b>Reporting Timeline</b> <b>What's Due:</b>	<b>Annual Report, Budget, Narrative</b> <b>What's Due:</b>
<p>Grant Renewal Application Must Include:</p> <ul style="list-style-type: none"> <li>• Renewal application form</li> <li>• Scope of Work form</li> <li>• Budget Form (First 5 funding and list any other matching or in-kind funding, including previous budget year 2010-2011) information</li> <li>• Budget Narrative Form</li> <li>• History of Grant form</li> </ul>	<ol style="list-style-type: none"> <li>1. Budget and Budget Narrative 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 with Total contact</li> <li>7. Client demographic</li> <li>8. First 5 Photo Release forms signed</li> <li>9. Parent Sign-in forms</li> </ol>	<ol style="list-style-type: none"> <li>1. Budget with Narrative Reports 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 forms with collected data</li> <li>7. Sustainability Report</li> <li>8. All sign-in sheets included</li> <li>9. Photo-Release Forms signed</li> </ol>
<p><b>Friday, April 15, 2011 by 5:00 PM</b> Grant renewal application packets due</p>	<p><b>Claims</b> All claims must be original invoices with itemized lists</p>	<p><b>Final Report is Due:</b> <b>July 6, 2012</b></p>
<p align="center"><b>Monday, May 9, 2011</b> Grant Renewal Applications (Acorn and Kiwanis Preschool, and Smart Start and Oral Dental Health Programs) approved</p>	<p><b>When Reports are Due:</b> <b>Friday, October 14, 2011</b> <b>Friday, January 13, 2012</b> <b>Friday, April 13, 2012</b> <b>Friday, July 6, 2012</b></p>	<p><b>Forms That Are Due:</b> 1. Narrative of Program results 2. Budget/Narrative forms 3. Evaluation forms 4. Client in-take forms</p>
<p align="center"><b>June 14-June 30, 2011</b> Renewal grants awarded--contracts signed (Acorn and Kiwanis Preschools; Smart Start; and the Oral Dental Health Program)</p>	<p><b>Site Visit</b> There will be two site visits for each grantee during the year (Fall and Spring, 201-2012)</p>	<p><b>Media, Newspaper Articles or Letters</b> Participation in any media or public event must include acknowledgement of First 5 as a funding partner</p>
<p align="center"><b>Grant First Quarter Funding (Start-up)</b> <b>July 1, 2011</b> With receipt of authorized signature on contract, grantee will receive first payment per contract amount</p>	<p><b>Media Coverage</b> Please submit all articles related to First 5 funding to Director for distribution to the Commissioners</p>	<p><b>Quarterly Program Highlight</b> Please highlight any program "happening" or a personal account of something well received because of the project or grant</p>
<p align="center"><b>Oct. 14, 2011</b> Narrative report, SOW and budget update due (See "What's Due"). Grantee will receive second payment per contract amount</p>	<p><b>Policies</b> 1. Administrative cost 2. "Branding" or labeling 3. Fixed asset 4. Budget modification 5. No smoking</p>	<p><b>Final Quarterly Program Narrative</b> Please provide no more than two pages of a narrative report regarding the success of the project</p>
<p align="center"><b>Jan. 13, 2012</b> Narrative report, SOW and budget update due (See "What's Due"). Grantee will receive third payment per contract amount</p>	<p><b>Budget Changes</b> <u>All budget changes must have prior approval from the Director and/or Commission</u></p>	<p><b>Evaluation Plan</b> Evaluation forms used to document results and outcomes of the program (surveys, assessments, graphs, client or parent comments)</p>
<p align="center"><b>April 13, 2012</b> Narrative report, SOW, and budget update (See "What's Due"). Grantee will receive fourth payment per contract amount</p>	<p><b>Program</b> <u>All program changes must have prior approval from the Director and/or Commission</u></p>	<p><b>Sustainability Plan</b> Detailed information as to how the project or grant will be sustained</p>