

COMMUNITY SPONSORSHIPS

Eligibility Requirements

For an applicant to be eligible for Community Sponsorship, the applicant must meet the following criteria:

- Be in good standing with First 5 LA and LAEP.
- Be a legal nonprofit 501(c)(3).
- Submit the application at least 6 weeks prior to event.
- Follow the application process outlined below:
 - www.laep.org

Events must also meet the following criteria:

- Be related to First 5 LA's goal to ensure that every child enters kindergarten ready to succeed in school and life.
- Be located within the boundaries or serve members within the *Best Start* community in Northeast Valley (Sylmar, Arleta, Pacoima, San Fernando, Lake View Terrace and Van Nuys).
 - To learn more about the *Best Start* community boundaries, visit:
<http://www.first5la.org/beststart>.
- Provide networking and community engagement opportunities for *Best Start* Community Partnership members.

*Conferences, seminars and events that are **not eligible** for funding include:*

- Activities that have a religious or political focus.
- Events that discriminate on the basis of race, color, religion, national origin, age, sex, gender identity, citizenship, or disability.
- Conferences that do not support First 5 LA's mission and/or Best Start Partnership goals.
- For more information, see First 5 LA's Funding Guidelines, found in the Funding Center of the first5la.org website.

* First 5 LA. *COMMUNITY PARTNERSHIP RESOURCES FY2017-18*

Applicants may apply for a maximum of \$2,500 in one fiscal year (July 1, 2018 – June 30, 2019). Guidelines for maximum funding amounts may differ with each Best Start community.

If awarded funds, the applicant agrees to provide the Best Start Community and LAEP with the following assets:

- a. Prominent display of the Best Start Community and LAEP logo on all event materials such as brochures, programs, websites, advertising and other promotional material, as appropriate. Please contact local network coordinator, at dllazo@laep.org for logos.
- b. A brief written follow-up report provided to the Executive Committee or designated body as determined by the *Best Start* Community Partnership after the event. The report should include the number of attendees, notable outcomes and overall event success. Note: The Best Start Community Partnership reviewing your application may require additional in person reporting responsibilities in accordance with their bylaws.

Application Process

Step 1: Applicant must complete a “Community Sponsorship” application online (www.laep.org) and submit it online. The Local Network Coordinator will review and ensure the request aligns with First 5 LA and the Best Start Community goals.

Step 2: Once the application is reviewed by local network coordinator, the “Community Sponsorship” application will be presented to the LAEP, El Nido and First 5 committee (**This body will include community members once the local Best Start-Northeast Valley representatives join the committee**). This Committee will determine if the request is approved or if additional information is required from the applicants.

*If additional information is required or questions arise, the applicant will be invited to attend the Executive Committee meeting to answer any questions relating to the request.

Step 3: Once a decision has been made, local network coordinator will send an email letter to the applicant with the Best Start Communities’ decision and an approximate timeline of when the sponsorship will be received.

Other Considerations

Final Funding Authority

LAEP has final funding authority. All actions taken by Best Start Community Partnership and subgroups regarding sponsorships are considered funding recommendations to LAEP.

Conflict of Interest

If the applicant or a representative from the applying organization is also a member of the voting committee that person must recuse themselves during deliberation and voting on the application. It is suggested that the member not be physically present during these activities.