

# Women's Recovery Response: Grant Funding Opportunity

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APPLICATION



[www.women.ca.gov](http://www.women.ca.gov)

[grants@women.ca.gov](mailto:grants@women.ca.gov)

## **WOMEN'S RECOVERY RESPONSE: GRANT FUNDING OPPORTUNITY**

Application Release Date: January 10, 2022

### **Purpose of Solicitation**

The California Commission on the Status of Women and Girls (CCSWG) is soliciting applications for the Women's Recovery Response Grant Program to support the existing and emerging needs of women in California who have been disproportionately impacted by the COVID-19 pandemic. This Grant Funding Opportunity (GFO) solicitation provides detailed information and forms necessary to prepare a proposal for CCSWG grant funds. This is the first round of grant funds administered by the Commission is available on a rolling basis through fiscal year 2021-2022.

### **About the California Commission on the Status of Women and Girls**

For more than 50 years, the California Commission on the Status of Women and Girls has identified and worked to eliminate inequities in state laws, practices, and conditions that affect California's women and girls. Established as a state agency with 17 appointed commissioners in 1965, the Commission regularly assesses gender equity in health, safety, employment, education, and equal representation in the military, and the media. The Commission provides leadership through research, policy and program development, education, outreach and collaboration, advocacy, and strategic partnerships.

### **Eligibility**

Eligible applicants must be one of the following:

- A.** Local women's commission established with a city or county government.
- B.** Local government entity for the purpose of establishing new commissions and/or other grant funded activities that support and align with the mission of women and girl's commissions.
- C.** Statewide or local nonprofit<sup>1</sup> with an established history of programming and/or services that support and align with the mission of women and girl's commissions.

### **Availability**

Applicants may apply for funds totaling \$25,000 up to \$250,000 based on the funding category for which they are applying. Based on availability of funds, CCSWG may choose to exceed or restrict the maximum amount for awards. The period of performance for projects funded will be 12 months, with an anticipated start date of March 1, 2022.

### **Submission Deadline**

Completed grant applications must be submitted by 4:00 p.m. PST on Friday, February 4, 2022 using the online portal at <https://women.ca.gov/womens-recovery-response/>

### **Grant Award Performance Period**

March 1, 2022 – February 28, 2023 (Final reporting due to CCSWG by March 1, 2023)

### **Contact Information**

Questions concerning this GFO, the proposal process, or programmatic issues must be submitted in writing by email to: [grants@women.ca.gov](mailto:grants@women.ca.gov). Please do not submit questions to individual staff or Commissioners as these will not be answered.

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<sup>1</sup> "Non-profit organization" means an organization qualified to do business in California and qualified under Section 501(c)(3) of Title 26 of the United States Code.

## I. OVERVIEW

As the state entity tasked with assessing gender equity in multiple issue areas including health, safety, employment, education, and others, the California Commission on the Status of Women and Girls is uniquely positioned to support local commissions and the direct service providers they work with to ensure that women's needs are focused on statewide recovery efforts. The Budget Act of 2021 (Senate Bill 129) established the Women's Recovery Response to provide local assistance with \$5 million in one-time funds. The investment will insert structural support and resources into the network of local commissions while the California Commission continues to act as a statewide convener, facilitator, and oversight administrator. Funds will support:

- 1) **Existing local women's commissions** by engaging and strengthens existing local women's commissions to ultimately inform the development of a future statewide Women's Economic Recovery Blueprint.
- 2) **Development of new local commissions at the city and county level** to increase diverse representation of all women's voices throughout California.
- 3) **Increase resources for community-based organizations** providing direct services to support immediate needs for women through an economic security lens that ultimately support and align with the mission of women and girl's commissions.

The goal of this Grant Funding Opportunity is to build a more direct system of support for women in communities across the state by strengthening the existing network of local commissions, growing diverse representation of all women's voices through the establishment of new local commissions, and provide immediate relief to women by increasing resources for direct service providers to support the economic recovery of women and the economic circumstances of girls.

As we grapple with the long-term consequences and persistent challenges of this pandemic, it is imperative that women across the state, in all industries and localities, receive the support they need. The California Commission on the Status of Women and Girls is committed to leading the work to understand the impact of COVID-19 on women and families and ensuring that they are represented. This funding and the commitment from those who championed it is a key element of rebuilding in the wake of the pandemic. The California Commission on the Status of Women and Girls is proud to take this critical step toward equitable recovery statewide.

## Current Geographic Distribution of Local Women's Commissions in California



**Purple** represents counties operating local women commissions.

**Listed cities** represent cities operating local women commission which also reside within purple counties.

## **II. PROGRAM REQUIREMENTS**

This grant is governed by and shall be interpreted in accordance with the laws of the State of California.

### **A. Conflict of Interest**

All participants are subject to State conflict-of-interest laws. Failure to comply with these laws, including business and financial disclosure provisions, will result in the proposal being rejected and any agreement being declared void. Applicable statutes include, but are not limited to, Government Code section 1090 and Public Contract Code sections 10410 and 10411.

Pursuant to conflict of interest laws, individuals working on behalf of a funding recipient (grantee) may be required to file a Statement of Economic Interests (Form 700). You may review filing requirements at: <https://www.fppc.ca.gov>.

### **B. Confidentiality**

Applicants should be aware that when submitting a proposal to the State, they will waive their rights to the confidentiality of the contents of the proposal. Once a decision on an application has been made by DWR, the proposal is subject to disclosure pursuant to the California Public Records Act (Gov. Code, § 6250 et seq.).

### **C. Labor Code Compliance**

As part of the funding agreement, the funding recipient shall agree to be bound by all the provisions of the Labor Code regarding prevailing wages and shall monitor all contracts subject to reimbursement from the funding agreement to assure that the prevailing wage provisions of the Labor Code are being met. Current Department of Industrial Relations (DIR) requirements may be found at: <http://www.dir.ca.gov/lcp.asp>.

### III. APPLICANT INFORMATION

#### A. Legal applicant

Please provide the required information for the legal applicant organization

<b>Name of Organization</b> Contra Costa Commission for Women and Girls
<b>Title of Proposal</b> Grant to support women and girls of Contra Costa County
<b>Type of Organization</b> County Women's Commission
<b>Primary Contact</b> [First and Last Name] Kelly Clancy
<b>Address, City, State and Zip Code</b> 1025 Escobar Street, Martinez CA 94553
<b>Phone</b> 925.667.7950
<b>Email</b> info@womenscommission.com

\*By entering your information, you agree to be entered into our database and received future communication from CCSWG.

#### B. Communities

Please identify the current footprint of cities and counties your organization serves.

COUNTIES	CITIES
Contra Costa County	Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon, Walnut Creek

#### C. How long (in years and/or months) has the applicant organization been in existence?

41 Years
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**D. Please select if the applicant organization received any grants from:**

- State of California
- Federal Government
- City and/or County
- Other
- Applicant organization has not received any grants

Please list name of the grant program(s) awarded here
Please list name of the grant program(s) awarded here

**E. Has the applicant organization ever been convicted of violating federal criminal law involving fraud, bribery, or gratuity violations?**

- Yes
- No

**F. Does the applicant organization have a current lawsuit filed against them or previously had a lawsuit filed against them in the last five (5) years?**

- Yes
- No

**G. How many times in the past five (5) years has the applicant organization received an audit and/or monitoring finding(s)?**

- The applicant organization has not received an audit finding in the past five years
- 1-3 findings
- 4-6 findings
- 7+ findings

**H. Does your accounting system identify and track expenditures and receipt of program funds?**

- Yes
- No

If you selected "no," please briefly explain how your organization would track grant expenditures.
If you selected "no," please briefly explain how your organization would track grant expenditures.

## IV. FUNDING CATEGORIES

### A. Awarded Activities

CCSWG solicits proposals for projects that accelerate women's economic recovery from the impact of COVID-19. Grant funds will support activities intended to increase engagement/representation and improve economic security for women and girls.

Applicants can apply for any or all the funding categories with one exception:

Proposals to establish new local commissions can only apply for Capacity Building funds and no other category. Please select all areas of funding you are applying for:

**Capacity Building [\$25,000 - \$50,000]**

Strengthen an existing organization's systems and operations; establish a new local commission (city or county); and may involve human capacity, developmental skill-building, or structural sustainability to improve ability to serve intended target audience of local women and girls.

Describe the needs of your community, the history and purpose of the organization and how additional funding will support the organization's ability to serve the identified target audience. Describe how the organization has served or intends to serve those most impacted communities affected by Covid-19 and how your proposal support and align with the mission of women and girl's commissions. Describe how impact was measured and of success achieved, and how you propose to increase impact on the most affected populations of women and girls with this funding [Max 1,500 words].

The Women's Recovery Response Grant Funding will support CCCWG's capacity-building efforts for the next year. CCCWG understands that in order to serve effectively our diverse community and be able to make beneficial recommendations to the Board of Supervisors, the status of women and girls in our county, especially those impacted by COVID-19, must be clearly understood. CCCWG will use this grant to generate and publish an in-depth report on issues impacting women entitled CCCWG Status Report 2022. With this increased knowledge, CCCWG can actively support activities to improve the lives and economic security for women and girls, especially those impacted by COVID-19. This report can help improve the Commission's ability to serve local women and girls and will be shared with CCSWG and the public. Grant funds will also be used to support CCCWG's operations, including supplies for community engagement activities (signage, popup tent, etc).

With capacity building support, the Contra Costa Commission for Women and Girls would be better equipped to make an impact in the community as it relates to our goals around supporting women-owned businesses and our most economically disadvantaged female residents recover from the impacts of Covid-19...

The Contra Costa community is diverse and 51% of its population are female according to the US Census as of 2019. The Contra Costa Commission for Women and Girls focuses on educating the community and advising the Contra Costa Board of Supervisors on issues relating to equity and conditions for women and girls in the county. Our mission entails improving the economic status, social welfare, and overall quality of life for women and girls in Contra Costa County. This includes legislative advocacy along with educational events for the community as a whole. We also offer referrals to resources for women who need assistance with issues such as sexual harassment, child support, child abuse, domestic violence, and navigating through COVID 19.



During the pandemic, many women suffered economic losses whether they were business owners or employees. In 2021, the Commission focused part of its efforts on identifying women-owned businesses and collaborated with stakeholders in the communities to create a pop-up market event. This event provided an opportunity for the businesses to reach customers, collaborate, and advertise at no cost to the business owners.

The Commission recognized the mental hardship the pandemic has created for women and girls in our community, so we sought out opportunities to collaborate with the Contra Costa Family Justice Center. The Family Justice Center identified our target audience through their channels, where we were able to co-host a Wellness & Resilience During COVID-19 symposium. The symposium raised awareness in the following topics: Suicide prevention, faith and spirituality, gentle yoga, trauma & treatment, and mental wellness and mindfulness.

The Commission helped the unhoused population by collecting feminine hygiene products, adult diapers, toiletries, and bottled water, which were donated to Contra Costa County Department of Employment and Human Services and distributed at the hotels the County was using to house women in need during the COVID-19 crisis.

The feedback received from participating women & girls from both events as well as the collaborative partners was positive with room to build for future goals. The Commission will use awarded funds for capacity building and development, with a focus on maintaining equity considerations that are central to our mission. The Commission intends to identify additional vulnerable populations of women who are in need of resources, including women who have suffered economic losses from jobs that do not meet unemployment qualifications, such as nannies or in the housekeeping industry. We propose using consulting services to identify appropriate populations and to assess needs through inclusive outreach methods.

We also plan to host events to support women-owned businesses, which will support local small businesses and the planned events and outreach will also create exposure and listening opportunities for the commission, allowing us to be a growing resource for the County. In May of 2021, the commission hosted a maker's market pop-up event to support women owned businesses in Contra Costa County. The event was hosted at a local farm in Briones/Martinez at a discounted rate, where we had 30 women owned businesses/vendor booths, 5 health, wellness and county organization booths and 3 food booths, at no cost to the vendors. The commission held a raffle in the afternoon, giving away 5 free tickets to each attendee. The event had over 400 people in attendance and was well received. Vendors have continued to reach out and share commission information in hopes of participating in another maker's market. Hosting these events quarterly would help the women owned businesses in the county while providing services and much needed resources by pairing each vendor with a local non-profit such as Community Violence Awareness or STAND! We intend to find several locations in different districts throughout the County so that there is equal representation and opportunity to attend.

Capacity building and development will also include investments in our commission members. Having the ability to invest in leadership training for all commissioners will strengthen our ability to ensure appropriate delegation of responsibility, as well as strategic and succession planning, and will ensure future and continuous success for the commission. The commission intends to host online webinars with professionals from

various areas such as mental health, resilience, business ownership, and finances, giving women and girls much needed information and resources.

Funding to build capacity and increase our outreach is critical to the Contra Costa Commission for Women and Girls, as the Friends of the Women's Commission that previously fundraised for commission activities has since disbanded. Without this funding, the Commission is seeking new funding avenues while maintaining continuity of operations.

**Communications [\$25,000 - \$50,000]**

Design and/or support digital communications strategies; support education and engagement opportunities to reach intended audience; may involve website development, social media, online content creation, collateral development, language translations, media/PR efforts.

Describe the communication strategies you plan to deploy and how you will achieve effective communications among the identified target audience [Max 1,000 words].

The Women's Recovery Response Grant funding will support our strategic communications efforts for the next year. In order to effectively engage with the community, CCCWG needs a strong social media presence. These grant funds will be used to design and execute a digital communication plan, including increasing the Commission's online presence and number of followers through both organic and paid promotion, online content creation, and website development. CCCWG will develop and implement a county-wide online education campaign highlighting Sexual Assault Awareness Month (April), Domestic Violence Awareness Month (October), Women's Heart Health Month (February), etc. CCCWG will educate and inform women & girls of resources available for them throughout the county, including pandemic support and economic recovery resources, through our social media and digital communications. In addition, collateral materials such as handouts highlighting available resources to women and girls will be produced and distributed at community engagement activities thus increasing our opportunity to communicate with community groups and residents, including underrepresented women and girls.

The Contra Costa Commission for Women & Girls recently redid their website to make access to county resources easier to discover. We would like to have ongoing campaigns to support connection to Contra Costa County women-owned businesses to support the creators, makers, and entrepreneurs of the county where we can promote any and all female-led businesses. This would be ideal to run through Google Search Ads that would help connect people looking for specific items to businesses run in the county. This campaign would also involve press releases to promote the campaign to local media along with potential ad buys, as well as targeted mailers (should the budget allow).

We also propose to create social media campaigns for events that the commission is hosting, as well as to disseminate vital information from the State and County. The commission used social media to reach out to women-owned businesses and local non-profits for our first pop-up market event. At future events we would love to more intentionally pair women-owned businesses with various non-profits around the County. Many women and girls do not have access to supportive services due to a lack of awareness, or in some cases due to abusive relationships with limited social media access. Creating events geared towards women will help to provide another avenue for women and girls to access help if needed.

**☒ Community Engagement [\$25,000 - \$150,000]**

Create, facilitate, and promote outreach and engagement opportunities; collect stories, data and community solution proposals and gather input from women impacted by the COVID-19 pandemic (will be shared with CCSWG and the public); may involve public meetings, interviews, convening with community groups and residents with an emphasis on strategic engagement of underrepresented women and girl's voices.

Identify the engagement activities you plan to deploy and how it will achieve community participation among the identified target audience [Max 1,000 words].

Community Engagement with the Contra Costa Commission for Women and Girls would be better equipped to make an impact in the community as it relates to our goals around supporting women-owned businesses and our most economically disadvantaged female residents recover from the impacts of Covid-19...

The Contra Costa community is diverse and 51% of its population are female according to the US Census as of 2019. The Contra Costa Commission for Women and Girls focuses on educating the community and advising the Contra Costa Board of Supervisors on issues relating to equity and conditions for women and girls in the county. Our mission entails improving the economic status, social welfare, and overall quality of life for women and girls in Contra Costa County. This includes legislative advocacy along with educational events for the community as a whole. We also offer referrals to resources for women who need assistance with issues such as sexual harassment, child support, child abuse, domestic violence, and navigating through COVID 19.

During the pandemic, many women suffered economic losses whether they were business owners or employees. In 2021, the Commission focused part of its efforts on identifying women-owned businesses and collaborated with stakeholders in the communities to create a pop-up market event. This event provided an opportunity for the businesses to reach customers, collaborate, and advertise at no cost to the business owners.

The Commission recognized the mental hardship the pandemic has created for women and girls in our community, so we sought out opportunities to collaborate with the Contra Costa Family Justice Center. The Family Justice Center identified our target audience through their channels, where we were able to co-host a Wellness & Resilience During COVID-19 symposium. The symposium raised awareness in the following topics: Suicide prevention, faith and spirituality, gentle yoga, trauma & treatment, and mental wellness and mindfulness.

The Commission helped the unhoused population by collecting feminine hygiene products, adult diapers, toiletries, and bottled water, which were donated to Contra Costa County Department of Employment and Human Services and distributed at the hotels the County was using to house women in need during the COVID-19 crisis.

The feedback received from participating women & girls from both events as well as the collaborative partners was positive with room to build for future goals. The Commission will use awarded funds for capacity building and development, with a focus on maintaining equity considerations that are central to our mission. The Commission intends to identify additional vulnerable populations of women who are in need of resources, including women who have suffered economic losses from jobs that

do not meet unemployment qualifications, such as nannies or in the housekeeping industry. We propose using consulting services to identify appropriate populations and to assess needs through inclusive outreach methods.

We also plan to host events to support women-owned businesses, which will support local small businesses and the planned events and outreach will also create exposure and listening opportunities for the commission, allowing us to be a growing resource for the County. In May of 2021, the commission hosted a maker's market pop-up event to support women owned businesses in Contra Costa County. The event was hosted at a local farm in Briones/Martinez at a discounted rate, where we had 30 women owned businesses/vendor booths, 5 health, wellness and county organization booths and 3 food booths, at no cost to the vendors. The commission held a raffle in the afternoon, giving away 5 free tickets to each attendee. The event had over 400 people in attendance and was well received. Vendors have continued to reach out and share commission information in hopes of participating in another maker's market. Hosting these events quarterly would help the women owned businesses in the county while providing services and much needed resources by pairing each vendor with a local non-profit such as Community Violence Awareness or STAND! We intend to find several locations in different districts throughout the County so that there is equal representation and opportunity to attend.

Community Engagement will also include investments in our commission members. Having the ability to invest in leadership training for all commissioners will strengthen our ability to ensure appropriate delegation of responsibility, as well as strategic and succession planning, and will ensure future and continuous success for the commission. The commission intends to host online webinars with professionals from various areas such as mental health, resilience, business ownership, and finances, giving women and girls much needed information and resources.

Funding to engage the community and increase our outreach is critical to the Contra Costa Commission for Women and Girls, as the Friends of the Women's Commission that previously fundraised for commission activities has since disbanded. Without this funding, the Commission is seeking new funding avenues while maintaining continuity of operations.

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**Direct Services [\$50,000 - \$150,000]**

Support the organization's existing programming and direct services; increase services to the intended target audience of women for the purpose of improving economic opportunity and security for women and girls.

Detail the program activities and how additional funding will support increased impact for the identified target audience [Max 1,000 words].

The commission has been restructuring and rebuilding, after our goal setting meeting on January 20, 2022 the commission has established the 2022 goals to include hosting webinars and events to cover a variety of topics to provide resources and learning opportunities for women and girls throughout the county. The commission intends to host quarterly makers market events to support women owned businesses and County and non-profit services directed towards women and girls. The commission hosts a feminine hygiene product drive to provide necessary products to the unhoused population in Contra Costa County, this grant would allow the commission to provide more products to more women and girls. The commission intends to work with foster youth and women and girls re-entering the community after release from jail. This funding would allow the commission to host classes, seminars and leadership training.

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**Re-Granting [\$100,000 - \$250,000]**

Support the organization's existing grant program(s); expand impact to the intended target audience of women and girls for the purpose of improving economic opportunity and security for women and girls.

Detail the purpose and impact of the grant program and how additional funding will support increased impact for the identified target audience [Max 1,000].

The Contra Costa Commission for Women and Girls would use this funding to work with all of the vendors that we have previously worked with by issuing grants to help their businesses. We would do so by creating economic opportunities for Contra Costa female business owners by providing grants to female business owners for their various business needs. Creating opportunities for scholarships for Contra Costa female students including foster kids who could use added support. Creating grants to issue money to local female-oriented and led nonprofit organizations.

Contra Costa County is host to numerous non-profit agencies that benefit women and girls that could use some additional funding to create awareness of their organizations and to also advance the resources for the underserved.

One of the goals of the Women's Commission is to work with foster youth in the County on education and life skills. Re-granting would allow the commission to offer scholarships to those girls to help jumpstart their college careers or their small business enterprise.

Offering grants to local women owned businesses would help many businesses during these unprecedented times. The commission currently works with 38 vendors, groups and restaurants, each one of those businesses has put other businesses in touch with the Commission in hopes that they can join in one of our makers markets or they have reached out for information on resources. Re-granting to small and local businesses would provide much needed assistance throughout the county.

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**B. Target Population(s)**

Select the following audience(s) of women and girls your proposal intends to target.

[Select all that apply]:

- Low Income
- Unemployed or Underemployed
- Non or Limited English-Speaking
- BIPOC
- American Indian/Alaskan Native
- Immigrants or Refugees
- People with Disabilities
- Veterans
- LGBTQIA
- Unhoused
- Rural populations
- Underserved Seniors or Young Adults

**C. Target Communities**

Please identify the footprint of cities and counties your organization proposes to serve with this application:

COUNTIES	CITIES
Contra Costa County	Antioch, Brentwood, Clayton, Concord, Danville, El Cerrito, Hercules, Lafayette, Martinez, Moraga, Oakley, Orinda, Pinole, Pittsburg, Pleasant Hill, Richmond, San Pablo, San Ramon, Walnut Creek
Enter the county name.	Enter the city name.
Enter the county name.	Enter the city name.



## V. BUDGET

### A. Budget Narrative

Describe the budget and how it will support the objectives of your proposal [Max 1,000 words].

#### **Capacity Building**

Personnel-Total \$0.00

A. The Contra Costa Commission for Women is a Commission of volunteers and does not currently have any personnel.

#### **Salaries Wages Benefits- Total \$15,000**

As the Contra Costa Commission for Women does not have or expect to have any salaried employees in the foreseeable future, however it would be great if we could afford an intern or two to help us apply for grants or work with the commission on researching legislation

#### **B. Operating Expenses- Total \$35,000**

During the pandemic, many women suffered economic losses whether they were business owners or employed. In 2021, the commission focused parts of its efforts on identifying women owned businesses and collaborated with stakeholders in the communities to create a pop-up market event. The commission also helped the unhoused population by collecting feminine hygiene products, adult diapers, toiletries, and bottled water, which were donated to Contra Costa County Department of Housing and Human Services were distributed at the hotels the County used to house women in need during the COVID-19 crisis.

The commission does not have a permanent meeting space, the space that we were using was in violation of the Brown Act as it was not accessible to the public. The Commission is currently looking for event space to host their monthly meetings when the state allows public meetings again. The Commission will also need money for IT/technology since meetings are required to be in a hybrid format now. The commission will need to purchase all of the supplies and be trained in how to use them. Since the commission intends to host webinars and speaker series, these funds would help procure the necessary supplies and cover to cost of any location rentals.

Supplies/Materials - \$15,000

Location Fees - \$20,000

#### **Communications \$50,000**

The Contra Costa Commission for Women & Girls recently redid their website to make access to county resources easier to discover. We would like to have ongoing campaigns to support connection to Contra Costa County women owned businesses to support the creators, makers, and entrepreneurs of the county where we can promote any and all female-led businesses.

The Commission, in an effort to connect more authentically with our community, would like to add multiple levels of engagement both digitally and via print media. This includes but is not limited to online Ad campaigns, press releases to promote the campaign to local media along with potential ad buys, as well as targeted mailers. To achieve this level of engagement, the commission would like to allocate \$50,000.00 to accomplish our communication goal.

Webpage and email host: \$15,000

Google search Ads, social media campaigns are just two of the ways the commission can better connect with our intended audience.

Google search Ads-\$10,000

Social Media Campaigns-\$10,000

Print Media, targeted mailers and press releases will allow for us to better reach the different demographics represented in our county.

Print Media-\$2,500

Targeted mailers-\$10,000

Press Releases-\$2,500

### **Community Engagement \$150,000**

The funding would be used to the commission to host makers markets quarterly, webinars, leadership classes, financial wellness and empowerment, support women owned businesses and non-profit agencies throughout the county. Funding to engage the community and increase our outreach is critical to the Contra Costa Commission for Women and Girls, as the Friends of the Women's Commission that previously fundraised for commission activities has since disbanded. Without this funding, the Commission is seeking new funding avenues while maintaining continuity of operations.

### **Direct Services \$150,000**

The money would be used to cover the costs of events hosted by the commission and also women and girls. This category would allow the commission to host classes and webinars covering the costs for the attendees. The commission intends to work with foster youth and women and girls re-entering the community after being in jail. These funds would allow the commission to host financial seminars, life skills trainings and educational resources.

### **Re-Granting \$250,000**

The CCCWG would like to begin supporting women and girls in our county by creating scholarships and grants providing more opportunities for growth. The total cost to fund the three areas of interest is \$60,000.00. The categories are;

Create economic opportunities for Contra Costa female business owners with grants totaling \$150,000

Create opportunities for scholarships for Contra Costa female students.

Scholarship(s) totaling \$50,000 to be given to 2 female students

Create grants to issue money to local female-oriented and led nonprofit organizations

The grants totaling \$50,000 would be divided between the nominated nonprofit organizations

## B. Cost Sheets

Fill out your proposed budget by using the **Exhibit A: Cost Sheet Template**

- **Salaries** includes services performed by staff directly employed by the applicant and must be identified by position, cost and time spent on allowable activities for the grant award. Personnel may be salaried or hourly, full-time or part-time positions.
- **Employee Benefits** must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits.
- **Operating Costs** defined as necessary expenditures other than personnel salaries, benefits, and equipment. The costs must be grant related and be encumbered during the performance period.

## C. Invoices

Disbursement of grant funds occurs in one lump sum upon execution of the Grant Agreement. The State Controller's Office (SCO) will issue the warrant (check) to the Legal Applicant listed in the application. Grantees must submit statements of expenditures with each progress report according to the scheduled due dates. Grantees must maintain adequate supporting documentation for all costs claimed on invoices to substantiate project expenditures.

## VI. TIMELINE OF REQUIRED ACTIVITIES

### A. If awarded funds, will the organization be able to participate in the required activities outlined in the dates provided in this application?

- Yes  
 No

### B. Dates

The following dates are a projection at this time and will be finalized as final grantees awards are administered and the grant program commences.

#### KEY DATES

**1/10/11**

**Grant Application is released to the public**

**1/20/22**

**Technical Assistance Webinar**

- Applicants are highly encouraged to participate

**2/4/22**

**Grant Applications are due no later than 4 p.m. PST**

**2/7/22 – 2/21/22**

**Grant Review Period by CCSWG**

- Applicants must be available to answer questions

**2/22/22 – 2/28/22**

**Grantee award notification period**

- Applicants will be notified by email
- Instructions will be provided for any final granting documents required

**3/1/22 – 3/4/22**

**Grants are awarded and activities can commence**

**March 2022**

**Women's History Month required communications and engagement activities**

- Specific dates, details and toolkit for participation will be provided

**April 2022**

**Grantee webinar on the Statewide Blueprint**

- Specific date and details for participation will be provided

**5/1/22**

**1st Progress Report is due**

- Will provide some anecdotal data/testimony to include in the Blueprint

**5/11/22**

**Advocacy Day prep training required for all grantees and partners**

**5/18/22**

**Advocacy Day participation required of all grantees**

- Date is tentative and grantees will be notified of confirmation

**C. Specialized Trainings**

Throughout the course of the 12-month grant award period, CCSWG will be administering required trainings for grantees, bringing in experts, relevant content and supportive resources on topics that involve:

- Diversity, equity, and inclusion
- Strategic communications
- Impact reporting
- Tool development and implementation

Final topics will be determined in collaboration with grantees. Confirmed dates will be provided with advance notice to grantees. Key deliverables and outcomes of training will be identified with advance notices to grantees.

**D. Progress Reports to CCSWG**

<i>Report</i>	<i>Report Period</i>	<i>Due Date</i>
<i>1st Report</i>	<i>March 1 – April 30, 2022</i>	<i>May 1, 2022</i>
<i>2nd Report</i>	<i>May 1 – July 31, 2022</i>	<i>August 1, 2022</i>
<i>3rd Report</i>	<i>August 1 – October 31, 2022</i>	<i>November 1, 2022</i>
<i>Final Report</i>	<i>November 1 – February 28, 2023</i>	<i>March 1, 2023</i>

*\*Statements of expenditures will be required with each progress report.*

*\*Progress Report template will be provided once grants are awarded.*

### EXHIBIT A: COST SHEET TEMPLATE

#### Grant Funding Opportunity: Women's Recovery Response

Organization	Contra Costa Commission for Women and Girls	
Proposal Title	Grant to support women and girls of Contra Costa County	
Category of Funding	Budge template cost sheet must be completed for each individual Category of Funding you are requesting in your proposal. Select the category of funding for this Cost Sheet.	<input checked="" type="checkbox"/> Capacity Building <input type="checkbox"/> Communications <input type="checkbox"/> Community Engagement <input type="checkbox"/> Direct Services <input type="checkbox"/> Re-Granting
<b>Budget Category - Personnel</b>		<b>Total \$15,000</b>
<b>Salaries/Wages/Benefits</b>		
Interns		\$15,000
<b>Subtotal</b>		\$15,000
<b>Budget Category – Operating Expenses</b>		<b>Total \$35,000</b>
<b>Supplies/Materials</b>		
Supplies/Materials		\$15,000
Location Fees		\$20,000
<b>Subtotal</b>		\$50,000
<b>Budget Category – Subgrants</b>		<b>Total</b>
<b>Re-Granting</b>		
		\$0
<b>Subtotal</b>		\$0
<b>Consultant Services</b>		
		\$0
<b>Project Total</b>		<b>\$50,000</b>
<b>Indirect Cost Rate Applied</b>	0.0 %	<b>Indirect Cost</b>
<b>Check one:</b> <input checked="" type="checkbox"/> No Indirect <input type="checkbox"/> State Negotiated Cost Rate* <input type="checkbox"/> Indirect proposed cost rate		\$0
*please attach supporting documentation for required ICR		
<b>Grand Total</b>		<b>\$50,000</b>

**EXHIBIT A: COST SHEET TEMPLATE**

Grant Funding Opportunity: Women's Recovery Response

Organization	Contra Costa Commission for Women and Girls	
Proposal Title	Grant to support women and girls of Contra Costa County	
Category of Funding	Budge template cost sheet must be completed for each individual Category of Funding you are requesting in your proposal. Select the category of funding for this Cost Sheet.	<input type="checkbox"/> Capacity Building <input checked="" type="checkbox"/> Communications <input type="checkbox"/> Community Engagement <input type="checkbox"/> Direct Services <input type="checkbox"/> Re-Granting
<b>Budget Category - Personnel</b>		<b>Total</b>
Salaries/Wages/Benefits		
Subtotal		
<b>Budget Category – Operating Expenses</b>		<b>Total</b>
Supplies/Materials		
Webpage and email host, google search ads, social media campaigns, Print media		\$50,000
Subtotal		\$0
<b>Budget Category – Subgrants</b>		<b>Total</b>
Re-Granting		
Subtotal		\$0
Consultant Services		
		\$0
<b>Project Total</b>		<b>\$50,000</b>
Indirect Cost Rate Applied 0.0 % Indirect Cost		\$0
<b>Check one:</b> XX No Indirect <input type="checkbox"/> State Negotiated Cost Rate* <input type="checkbox"/> Indirect proposed cost rate *please attach supporting documentation for required ICR		
<b>Grand Total</b>		<b>\$50,000</b>

**EXHIBIT A: COST SHEET TEMPLATE**

Grant Funding Opportunity: Women's Recovery Response

Organization	Contra Costa Commission for Women and Girls	
Proposal Title	Grant to support women and girls of Contra Costa County	
Category of Funding	Budge template cost sheet must be completed for each individual Category of Funding you are requesting in your proposal. Select the category of funding for this Cost Sheet.	<input type="checkbox"/> Capacity Building <input type="checkbox"/> Communications <input checked="" type="checkbox"/> Community Engagement <input type="checkbox"/> Direct Services <input type="checkbox"/> Re-Granting
<b>Budget Category - Personnel</b>		<b>Total</b>
Salaries/Wages/Benefits		
Subtotal		
<b>Budget Category – Operating Expenses</b>		<b>Total</b>
Supplies/Materials		
Event hosting, location costs, feminine hygiene products, etc		\$150,000
Subtotal		\$150,000
<b>Budget Category – Subgrants</b>		<b>Total</b>
Re-Granting		
		\$0
Subtotal		\$0
Consultant Services		
		\$0
<b>Project Total</b>		<b>\$0</b>
Indirect Cost Rate Applied 0.0 % Indirect Cost		\$0
Check one: <input type="checkbox"/> No Indirect <input type="checkbox"/> State Negotiated Cost Rate* <input type="checkbox"/> Indirect proposed cost rate *please attach supporting documentation for required ICR		
<b>Grand Total</b>		<b>\$150,000</b>



**EXHIBIT A: COST SHEET TEMPLATE**

Grant Funding Opportunity: Women's Recovery Response

Organization	Contra Costa Commission for Women and Girls	
Proposal Title	Grant to support women and girls of Contra Costa County	
Category of Funding	Budge template cost sheet must be completed for each individual Category of Funding you are requesting in your proposal. Select the category of funding for this Cost Sheet.	<input type="checkbox"/> Capacity Building <input type="checkbox"/> Communications <input type="checkbox"/> Community Engagement <input checked="" type="checkbox"/> Direct Services <input type="checkbox"/> Re-Granting
<b>Budget Category - Personnel</b>		<b>Total \$0</b>
Salaries/Wages/Benefits		
Subtotal		
<b>Budget Category – Operating Expenses</b>		<b>Total</b>
Supplies/Materials		
Event hosting, teaching courses, teacher pay, location costs		\$150,000
Subtotal		\$0
<b>Budget Category – Subgrants</b>		<b>Total</b>
Re-Granting		
Subtotal		\$0
Consultant Services		
Subtotal		\$0
<b>Project Total</b>		<b>\$0</b>
Indirect Cost Rate Applied 0.0 % Indirect Cost		\$0
Check one: <input type="checkbox"/> No Indirect <input type="checkbox"/> State Negotiated Cost Rate* <input type="checkbox"/> Indirect proposed cost rate *please attach supporting documentation for required ICR		
<b>Grand Total</b>		<b>\$150,000</b>

### EXHIBIT A: COST SHEET TEMPLATE

#### Grant Funding Opportunity: Women's Recovery Response

Organization	Contra Costa Commission for Women and Girls	
Proposal Title	Grant to support women and girls of Contra Costa County	
Category of Funding	Budge template cost sheet must be completed for each individual Category of Funding you are requesting in your proposal. Select the category of funding for this Cost Sheet.	<input type="checkbox"/> Capacity Building <input type="checkbox"/> Communications <input type="checkbox"/> Community Engagement <input type="checkbox"/> Direct Services <input checked="" type="checkbox"/> Re-Granting
<b>Budget Category - Personnel</b>		<b>Total \$</b>
<b>Salaries/Wages/Benefits</b>		
		\$
<b>Subtotal</b>		
<b>Budget Category – Operating Expenses</b>		<b>Total</b>
<b>Supplies/Materials</b>		
		\$0
<b>Subtotal</b>		\$0
<b>Budget Category – Subgrants</b>		<b>Total \$250,000</b>
<b>Re-Granting</b>		
2 Scholarships to foster youth		\$50,000
5 Non-profit organizations		\$50,000
Small Women owned business grants		\$150,000
<b>Subtotal</b>		\$0
<b>Consultant Services</b>		
<b>Project Total</b>		\$0
		\$0
<b>Indirect Cost Rate Applied</b> 0.0% <b>Indirect Cost</b>		
Check one: <input type="checkbox"/> No Indirect <input type="checkbox"/> State Negotiated Cost Rate* <input type="checkbox"/> Indirect proposed cost rate *please attach supporting documentation for required ICR		
<b>Grand Total</b>		<b>\$250,000</b>