



**West Sacramento Home Run CDFA Farm to ECE 2025-2026  
GRANT Application**

**DUE: Friday, August 1, 2025, 5 PM**

*\*\*\* You May Type Directly Into This Document \*\*\**

**Organization Name:**

**Contact Person:**

**Phone Number:**

**Email:**

**Please indicate whether you are applying for a minor or major grant:**

- Minor
- Major

**Signature:**

**Coach's Signature**



## West Sacramento Home Run CDFA Farm to ECE 2025-2026 GRANT Application

### Background

See *West Sacramento Home Run CDFA Farm to ECE 2025-2026 Grant Program Guidelines & Requirements* for commonly asked questions. This document will assist you with completing your grant proposal and answer many of your questions regarding the guidelines and requirements for this grant. Please read all materials carefully.

**Both the mini and major grants application attachment consists of three components:**

1. **Grant Application Information**, which provides a summary outline of the submitted request.
2. **Proposal Grant Budget/Budget Explanation**. This format can serve as a guide to budgeting. If you have already prepared a project budget that contains this information, please feel free to submit it in its original form. Feel free to attach a budget narrative explaining your numbers if necessary.
3. **Grant Narrative**, which provides a detailed outline of the information that should be provided in a project grant application. This narrative section should be completed instead of the narrative questions in the general operating support proposal.

***\*Please note that if you are applying for the major grant, substantial details are required in this section.***

***\*\*Upon awarding, major grants may require extra paperwork***

### Grant Application Checklist

- ☐ Grant Application Information
- ☐ Grant Budget/Budget Explanation
- ☐ Grant Narrative
- ☐ ONE Copy of the total application with all components above

**If you have any further questions, please contact your early learning specialist or coach, or Justine Jimenez at [justinej@cityofwestsacramento.org](mailto:justinej@cityofwestsacramento.org) or 916-617-4549.**

|                                      |
|--------------------------------------|
| <b>GRANT APPLICATION INFORMATION</b> |
|--------------------------------------|

**PROPOSAL INFORMATION (internal use only)**

|                                  |  |
|----------------------------------|--|
| <b>Application submitted to:</b> |  |
| <b>Date of application:</b>      |  |

**ORGANIZATION INFORMATION**

|   |  |
|---|--|
| <b>Organization Name:</b>   |  |
| <b>Main Contact:</b>  |  |
| <b>Email:</b>   |  |
| <b>Phone:</b>   |  |
| <b>Coach Name:</b>  |  |
| <b>Check the type of grant you are applying for (MUST choose ONE)</b> | <ul style="list-style-type: none"><li>• Minor grant (Maximum \$3,000)</li><li>• Major Grant (Maximum 20,000)</li></ul> |

## PROJECT SUMMARY

***\*Please note that if you are applying for the major grant, substantial details are required in this section.***

Project Overview (one page limit):

|   |  |
|---|--|
| Project dates (if applicable):  |  |
| Number of Students Served at Your Site:   |  |
| Zip Codes of Students Served at Your Site:  |  |
| Age Group That This Grant will Target:  |  |
| How will this grant help improve the quality of your site? How will it align with the goals of the grant as outlined in the <i>West Sacramento Home Run CDFA Farm to ECE 2025-2027 Grant Program Guidelines &amp; Requirements</i> ? Be specific. |  |

## PROPOSAL BUDGET

### Proposal Budget Explanation Section

*\*Please note that if you are applying for the major grant, substantial details are required in this section.*

|                          |    |
|--------------------------|----|
| Total project budget:    | \$ |
| Dollar amount requested: | \$ |

Please use this section to explain and/or clarify any items from the budget page. Use the line numbers to clearly label and explain line items in your organization's project budget. List your line items in order of priority. 1 being of the highest priority.

## GRANT NARRATIVE

Please use the following outline as a guide to your project proposal narrative. **Please respond to each question in the order listed, providing your responses in a separate document.** It is not necessary to include the original questions; however, please provide the letter of each question and a space between each response. You are limited to five (5) double-spaced, typed or hand-printed pages for the **narrative** section. **Do not EXCEED five pages** *\*Please note that if you are applying for the major grant, **substantial details are required in this section.***

- A. Provide a brief summary of the opportunity, challenges, issues, or needs, and the community that your project addresses.
- B. Provide an overview of how the project focus was determined and who was involved in that decision-making process.
- C. How will this grant help you address quality in your program?
- D. Describe the time frame in which the project will take place.
- E. Describe whether the project is a new or ongoing program for your organization.
- F. Describe your overall goal(s) for your project and objectives, or ways in which you will meet the goal(s). This plan should be tailored to the CA Learning Foundations (Preschool/TK or Infant/Toddler).
- G. Please describe your criteria for success. Be as clear as you can about the impact you expect to have on children and families. What do you want to happen as a result of your activities? It may be helpful to describe both immediate and long-term outcomes for children and families.
- H. The grant will be requesting both quantitative and qualitative data. Templates and other requirements will be provided. Who will be responsible for completing this requirement? (Optional for Minor Grant)
- I. Sustainability of Work is defined by a comprehensive and exceptionally clear sustainability plan created to ensure a continuation of the work beyond the life of the grant and continued positive impact on children and families. *A three-year strategic plan* is shared. This plan should be tailored to the CA Learning Foundations (Preschool/TK or Infant/Toddler). Please note that if you are applying for the major grant, substantial details of this plan will be required. (Optional for Minor Grant)