

# CCPEC Community Outreach Event Sponsorship Guidelines

## OVERVIEW:

The Community Corrections Partnership Executive Committee (CCPEC) Community Outreach Event Sponsorship is a small grant initiative that supports community-based organizations in hosting outreach events that engage and enhance the lives of individuals within the Realignment community. Grants of up to \$10,000 are available to cover expenses directly tied to these outreach efforts.

## PURPOSE:

This initiative is designed to:

- Foster community engagement
- Promote personal and collective development
- Address the unique needs of the Realignment population

Funded events should create spaces for meaningful dialogue, education, and resource-sharing that align with the mission of the Community Corrections Partnership (CCP) and the CCPEC.

## ELIGIBILITY:

Eligible applicants include:

- Community-Based Organizations
- Non-profit organizations
- Grassroots groups
- Local Coalitions

Each organization may apply for up to two (2) grants per fiscal year (July 1 – June 30), with different **outreach events**.

## GRANT DETAILS:

1. **Funding Range:** Grants will be awarded from \$500 to \$10,000, depending on the event's scope and impact.
2. **Event Focus:** The outreach-related activities, such as community health fairs, educational workshops, cultural celebrations, resource distribution, or advocacy events must align with one of the Community Corrections Partnership (CCP) Subcommittees. The CCP has restructured, streamlining from eight subcommittees to two: **Generational Health** and **Generational Wealth**. These new subcommittees are designed to address not only the immediate needs of our clients but also the root causes of disparities, paving the way for lasting change that benefits our clients, their families, and their communities.

- The **Generational Health Subcommittee** will focus on enhancing emotional, mental, and physical well-being, while addressing key issues such as environmental justice, housing stability, and access to culturally responsive health services.
- The **Generational Wealth Subcommittee** will work to create pathways to financial stability through skill-building, educational opportunities, homeownership, fair chance employment, and increasing business and investment opportunities across Alameda County.

3. **Eligible Costs:** Funds can be used for, but are not limited to:

- Venue rental
- Flyers, banners, and promotional materials
- Honorariums for speakers/facilitators
- Participant or volunteer transportation
- Catering and refreshments
- Permits and insurance
- Event-related giveaways

## APPLICATION PROCESS:

1. **Proposal Submission:** Applicants must submit a **CCPEC Community Outreach Event Sponsorship Application** outlining the purpose of the event, target audience, expected outcomes, and detailed budget and use of requested funds.
2. **Review Criteria:** Applications will be assessed based on:
  - Alignment with the CCP/CCPEC’s goals
  - Demonstrated funding need
  - Event feasibility and impact
  - Commitment to inclusion and accessibility
3. **Submission & Review Timeline:**
  - **Deadline:** Applications must be emailed at least six (6) weeks prior to the next scheduled CCPEC meeting.
  - **Confirmation:** Applicants will receive an email confirmation upon submission. If not received, follow up is advised.
  - **Presentation Requirements:** Applicants must present their application through the funding process below.
    - Fiscal & Procurement Workgroup: 1<sup>st</sup> Tuesday (Monthly), 3:00 PM

- Community Advisory Board: 1<sup>st</sup> Tuesday (Monthly), 6:15 PM
- CCPEC: 3<sup>rd</sup> Monday (Bi-monthly), 1:00 PM (January, March, May, July, September, November)

**Note:** The CCPEC may approve or continue review of applications to the next meeting at their discretion.

## **POST APPROVAL REQUIREMENTS:**

1. **Payment Processing:** The Alameda County Probation Department will process all payments. Additional documentation may be required prior to disbursement.
2. **Event Follow-Up:** Organizations must report on the success and impact of the sponsored event within three (3) months of its conclusion.

Reporting Options:

- **In-person presentation** at a CCPEC meeting, **or**
- **Written report** submitted via email or other approved methods.

Failure to report may result in ineligibility for future sponsorship opportunities.

# CCPEC COMMUNITY OUTREACH EVENT SPONSORSHIP APPLICATION

Community Corrections Partnership Executive Committee (CCPEC)

*Note: This application is due at least six (6) weeks prior to the CCPEC meeting.*

*Email requests to [ProbationCommunityPrograms@acgov.org](mailto:ProbationCommunityPrograms@acgov.org).*

TO: Community Corrections Partnership Executive Committee (CCPEC)  
c/o Alameda County Probation Department  
Brian Ford, Chief Probation Officer  
1111 Jackson Street, P.O. Box 2059  
Oakland, CA 94604-2059

FROM: **Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Agency/Organization/Department:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone #:** \_\_\_\_\_ **Alternate Phone #:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

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This application is being submitted for consideration by the Community Corrections Partnership Executive Committee (CCPEC) at their meeting on \_\_\_\_\_, \_\_\_\_\_.

**Community Outreach Event Description:** [Click here to enter text.](#)

**Funding Amount (cannot exceed \$10,000):** [Click here to enter text.](#)

**Signature:** \_\_\_\_\_

**Print Name and Title:** \_\_\_\_\_

## Funding Application Questionnaire

1. What is the purpose of the event? [Click here to enter text.](#)
2. Please provide the date and location of the event: [Click here to enter text.](#)
3. Who is the target audience of the event? [Click here to enter text.](#)
4. What are the expected outcomes of the event? [Click here to enter text.](#)
5. Will this event offer any of the following opportunities? *Please check all that apply:*
  - Prevention – Helps reduce the likelihood of individuals becoming involved with the criminal legal system (e.g., youth engagement, community support, education).
  - Intervention – Supports individuals currently or formerly involved with the criminal legal system (e.g., resource connection, case management, reentry services, peer support).
  - Innovation – Introduces new or creative strategies to support the reentry population and the communities they live in.
6. How does the event support the CCP’s generational health and generational wealth goals? [Click here to enter text.](#)
7. How much will it cost to operate the event? [Click here to enter text.](#)
8. Provide a breakdown of how you intend to spend the AB 109 funding for the event: