



City of Sunnyvale

Notice and Agenda - Final Community Event and Neighborhood Grant Distribution Subcommittee

Wednesday, August 6, 2025

2:00 PM

Online and Redwood Conference Room,
City Hall, 456 W. Olive Ave., Sunnyvale, CA
94086

Meeting online link: <https://sunnyvale-ca-gov.zoom.us/j/97078359003>

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Public Participation

- In-person participation: You may provide public comment by filling out a speaker card (optional) and giving it to the Recording Officer.

As a courtesy, and technology permitting, members of the public may also attend online. However, the City cannot guarantee that the public's access to online technology will be uninterrupted, and technical difficulties may occur from time to time. Unless required by the Ralph M. Brown Act, the meeting will continue despite technical difficulties for participants using the online option.

The Chair may determine it would be impractical to include remote public comment during Oral Communications.

- Online participation: You may provide audio public comment by connecting to the meeting online or by telephone. Use the Raise Hand feature to request to speak (*9 on a telephone):

Meeting online link: <https://sunnyvale-ca-gov.zoom.us/j/97078359003>

Meeting call-in telephone number: 833-548-0282 | Meeting ID: 970 7835 9003

(*9 to request to speak | *6 to unmute/mute)

- Watch the Community Events and Neighborhood Grant Distribution Subcommittee meeting at: <http://youtube.com/SunnyvaleMeetings>

- Submit written comments to the Community Events and Neighborhood Grant Distribution Subcommittee up to 4 hours prior to the meeting to ncs@sunnyvale.ca.gov or by mail to City Clerk, 603 All America Way, Sunnyvale, CA 94086.

- Review recordings of this meeting and past meetings at <https://sunnyvaleca.legistar.com/calendar.aspx> or <http://youtube.com/SunnyvaleMeetings>

Accessibility/Americans with Disabilities Act (ADA) Notice

Pursuant to the Americans with Disabilities Act (ADA), if you need special assistance to provide public comment, or for other special assistance; please contact the City at least 48 hours prior to the meeting to enable the City to make reasonable arrangements to ensure accessibility to this meeting. ADA contact: Angela Chan may be reached at 408-730-7599 or ncs@sunnyvale.ca.gov (28 CFR 35.160 (b) (1)).

CALL TO ORDER

ROLL CALL

ORAL COMMUNICATIONS

The Chair may determine it would be impractical to include remote public comment during Oral Communications for the purpose of timeliness of the meeting or conducting an orderly meeting. Such a determination shall be made prior to opening public comment on Oral Communications.

This category provides an opportunity for members of the public to address the Community Events and Neighborhood Grant Distribution Subcommittee on items not listed on the agenda and is limited to 15 minutes (may be extended or continued after the public hearings/general business section of the agenda at the discretion of the Chair) with a maximum of up to three minutes per speaker. Please note the Brown Act (Open Meeting Law) does not allow the Subcommittee to take action on an item not listed on the agenda. If you wish to address the Subcommittee, please refer to the notice at the beginning of this agenda. Individuals are limited to one appearance during this section.

CONSENT CALENDAR

All matters listed on the consent calendar are considered to be routine and will be acted upon by one motion. There will be no separate discussion of these items. If a member of the public would like a consent calendar item pulled and discussed separately, please refer to the notice at the beginning of this agenda.

- 1 [25-0589](#) Approve the Community Event and Neighborhood Grant Distribution Subcommittee Meeting Minutes of December 6, 2024

Recommendation: Approve the Community Event and Neighborhood Grant Distribution Subcommittee Meeting Minutes of December 6, 2024, as submitted.

PUBLIC HEARING/GENERAL BUSINESS

If you wish to speak to a general business item, please refer to notice at the beginning of this agenda. Each speaker is limited to a maximum of three minutes.

- 2 [25-0590](#) Selection of Chair
- 3 [25-0591](#) Review and Approve the Community Events and Neighborhood Grant Program Materials for Calendar Year 2026 and Authorize Staff to Initiate the Application Process

Recommendation: Approve the Community Events and Neighborhood Grant Program Materials for Calendar Year 2026 and Authorize Staff to Initiate the Application Process

ADJOURNMENT

Notice to the Public:

Any agenda related writings or documents distributed to members of this meeting body regarding any item on this agenda will be made available for public inspection in the originating department or can be accessed through the Office of the City Clerk located at 456 W. Olive Avenue, during normal business hours and in the Bay Conference Room (Room 145) on the evening of the Community Events and Neighborhood Grant Distribution Subcommittee Meeting, pursuant to Government Code §54957.5.

Agenda information is available by contacting Lara Brenner at 408-730-7336 or lbrenner@sunnyvale.ca.gov. Agendas and associated reports are also available 72 hours before the meeting on the City's website at sunnyvale.ca.gov and during normal business hours at the NOVA Workforce Services reception desk located on the first floor of City Hall at 456 W. Olive Avenue.



City of Sunnyvale

Agenda Item

25-0589

Agenda Date: 8/6/2025

SUBJECT

Approve the Community Event and Neighborhood Grant Distribution Subcommittee Meeting Minutes of December 6, 2024

RECOMMENDATION

Approve the Community Event and Neighborhood Grant Distribution Subcommittee Meeting Minutes of December 6, 2024, as submitted.



City of Sunnyvale

Meeting Minutes - Draft Community Event and Neighborhood Grant Distribution Subcommittee

Friday, December 6, 2024

1:00 PM

Online and Bay Conference Room (Room
145), City Hall, 456 W. Olive Ave.,
Sunnyvale, CA 94086

CALL TO ORDER

Chair Srinivasan called the meeting to order at 1:02 p.m.

ROLL CALL

Present: 2 - Member Linda Sell, Chair Murali Srinivasan

Absent: 1 - Member Alysa Cisneros

Chair Cisneros (excused absence)

ORAL COMMUNICATIONS

None.

CONSENT CALENDAR

Councilmember Sell moved and Chair Srinivasan seconded the motion to Approve the Community Event and Neighborhood Grant Program Subcommittee Meeting Minutes of July 8, 2024 as submitted with the amendment to include "above/below 250 household tiers for neighborhood association funding thresholds".

The motion carried by the following vote:

Yes: 2 - Member Sell
Chair Srinivasan

No: 0

Absent: 1 - Member Cisneros

[24-1217](#) Approve the Community Event and Neighborhood Grant
Distribution Subcommittee Meeting Minutes of July 8, 2024

Approve the Community Event and Neighborhood Grant Distribution Subcommittee Meeting Minutes of July 8, 2024 as submitted.

GENERAL BUSINESS

[24-1186](#) Review of Calendar Year 2024 Grants and Consideration of 2025 Community Events and Neighborhood Grant Program Applications

Youth and Family Resources Manager, Angela Chan, provided a presentation on the Community Events and Neighborhood Grant Program. Highlights included: overview, outreach, grant requests and funding options.

Councilmembers inquired and staff responded:

Did staff make a presentation to the quarterly neighborhood association meeting?
Yes.

Can we have a third tier for neighborhood associations to accommodate larger groups? Yes, staff will review and provide options at the next CENGP meeting.

Can staff include a category for applicants specifically interested in funding for block parties? Yes, we can include a category for applicants to check off.

Can staff include information on the application to direct groups on how to register as a neighborhood association? Yes, staff will include directions on the next application packet.

Chair Srinivasan opened for public comment.

Valerie, Sunnyvale resident, asked that funding should be based on year-end report instead of application. Staff should adjust funding based on attendance.

Max, Sunnyvale resident, informed the subcommittee that his street is located in the Ortega Park Neighborhood Association. He asked if his block could submit a separate application for their Heron street block party.

Chair Srinivasan closed public comment.

Staff will update application next year to include language that allows smaller neighborhood groups within an established neighborhood association to apply for block parties. Smaller neighborhood groups would need to work with their umbrella neighborhood associations and submit together in one application. Subcommittee

recommends reserving \$5,000 total, \$500 per party, for block parties. Priority will be given to umbrella associations before block party allocations.

Councilmember Sell moved and Chair Srinivasan seconded the motion to approve recommend funding levels outlined in the 2025 Recommended Funding Summary tables be submitted to Council for final approval.

The motion carried by the following vote:

Yes: 2 - Member Sell
Chair Srinivasan

No: 0

Absent: 1 - Member Cisneros

ADJOURNMENT

Chair Srinivasan adjourned the meeting at 2:20 p.m.



City of Sunnyvale

Agenda Item

25-0590

Agenda Date: 8/6/2025

SUBJECT

Selection of Chair



City of Sunnyvale

Agenda Item

25-0591

Agenda Date: 8/6/2025

SUBJECT

Review and Approve the Community Events and Neighborhood Grant Program Materials for Calendar Year 2026 and Authorize Staff to Initiate the Application Process

RECOMMENDATION

Approve the Community Events and Neighborhood Grant Program Materials for Calendar Year 2026 and Authorize Staff to Initiate the Application Process



Sunnyvale

Community Events Grant Program

Guidelines & Eligibility Criteria Calendar Year 2026

Application Deadline for Fall Cycle (#1): Friday, October 10, 2025, by 5 p.m.

Funding

Thank you for your interest in the Community Events Grant Program. Please review the following guidelines and eligibility criteria to determine if your group qualifies. Funding requests will be considered as part of a competitive application process. Total funding available for the entire program, Community Events and Neighborhood Grants, is \$150,000.

NEW! This year's program will accept grant applications twice a year. The Fall cycle will allocate 80% of available funding. Applicants may submit applications for community events for the entire 2026 calendar year. A second application cycle will open in Spring 2026, March – mid-April, to accept additional applications and will allocate the remaining 20% of grant funds. One of the goals of the Spring application cycle is to provide a funding opportunity to organizations that may have missed the Fall cycle.

Program Mission

The Community Events Grant Program was created to support and encourage groups to build community and celebrate our unique culture by holding community events in Sunnyvale.

Who is Eligible to Apply?

- The sponsoring organizations must be nonprofit or not-for-profit. Nonprofits must have 501(c)3 status under IRS. Non-for-Profit organizations are generally "recreation organizations" and fall under a variety of other 501(c) tax codes under IRS. Applicants must attach a copy of nonprofit documentation if the organization has such documentation.
- Funds may be granted to religious organizations if the funds are not used for a religious purpose including for the promotion of any sect, church, creed, or sectarian organization, nor to conduct any religious service or ceremony. This eligibility criterion is an attempt to preserve separation of church and state while still allowing religious organizations to be eligible for grant funds.
- Organizations that are collaborating with the City in co-sponsoring an event are eligible to apply for grant funding, however, grant funds can only be used to defray expenses incurred by the co-sponsoring organization(s) rather than the City.
- Grants will not be awarded to organizations owing a debt to the City.
- Grants will not be awarded to individuals.
- Grants may not be used for political activities.
- The sponsoring organization must demonstrate the ability to produce a well-planned, safe event and demonstrate strong financial management and effective management controls, including cost-effectiveness.
- It is not the nature of the organization applying for or receiving the grant, but whether the organization will use those grant funds for a valid public purpose. Some factors that may demonstrate the public purpose of a funded program or service include:
 - Whether the proposed project/service compliments or enhances a service that the City also provides
 - When there is an identifiable secondary, or indirect, benefit to the City
 - When the organization provides a service, the City could provide, but chooses not to

Special Event Permit Requirement

All community events will require a special event permit if your event includes one or more of the following components:

- Open to the public
- Large attendance anticipated
- Community event, carnival, or festival
- Hosting carnival games, activities, or petting zoo
- Reserving 3+ Baylands picnic areas or Great Meadow Area
- Closure of streets

Applications are due at least eight weeks before the event date. Please submit a special event application independent of the Community Event timeline and funding decision.

In-Kind Support from City of Sunnyvale

Organizations that receive funding will receive the following services as in-kind support for their community event:

- Insurance
- Garage and recycling service
- Special event application fee
- Limited marketing support through City's Communications Division

Event Eligibility and Evaluation Guidelines

- All proposed events must:
 - be held within Sunnyvale City limits
 - be of a citywide nature
 - demonstrate an ability to draw a crowd of at least 500 people
 - be free and open to the public
 - occur between January 1 and December 31, 2026
- Fundraiser events are not eligible for grant funding. A "fundraiser" is defined as any event that solicits funds from attendees either through direct ticket sales or asking for a donation. Events that are free and open to the public that include passive, purely optional opportunities for donations to other community nonprofit organizations, such as canned food or school supply drives or voluntary donation jars on exhibitor tables, are not considered fundraisers. Under no circumstances shall event sponsors, partners or participants seek funds in the form of raffle tickets, silent auction bids or items of similar intent.
- The event should encourage celebrations of community which focus on the character, diversity and quality of Sunnyvale and provide vitality and identity to the community.
- If the organization is planning to use a City facility, submit a request in accordance with standard rental procedure.
- Higher priority will be given to encouraging new events as well as supporting existing events that have been highly successful in the past, subject to other grant criteria.
- The review team will consider the financial and budgetary capabilities of the sponsoring organization, the extent to which City funds will be leveraged with other funding sources, and the need for City funding. Community event grant funding from the City will represent no more than 50 percent of the

total event budget, including the value of in-kind goods and services but excluding the value of volunteer time.

- Grant funding is not intended to be an ongoing funding source for the event. Funding in one year is not a guarantee of future funding. All applications are subject to a fresh review vis-à-vis competing applications each year.

Application Process and Next Steps

To apply: Complete the attached Community Event Grant Program application and submit it by Friday, October 10, 2025, by 5 p.m. Incomplete applications or ones that are received after the deadline will not be considered.

When submitting the application, the following must also be included:

- Submit an event budget, including in-kind services provided by the City (i.e. insurance, garage & recycling services, etc.).
- Identify other co-sponsors of the event. All co-sponsors must be approved by the City.

Application Review and Funding Decisions: A Council subcommittee will review each application. The Council subcommittee may choose to contact the applicant for more information or clarification regarding the details of the application during the review period and/or request an interview with any applicant. Final funding decisions will be made by the full City Council. For the Fall cycle, grant applicants will be notified in writing of final funding decisions in Jan./Feb. 2026. For the Spring cycle, grant applicants will be notified in writing of final funding decisions in May/June 2026.

All grant awardees will be required to submit the following to the City of Sunnyvale within 30 days after your event was held and no later than December 31, 2026, whichever comes first:

1. A final report describing the project and use of funds.
2. All original receipts/invoices and an itemized description of each expense, for reimbursement.
3. Submit pictures of the community event and sample marketing materials (i.e., fliers, social media posts, posters, etc.) documenting acknowledgement of city funding.

Reimbursements: This program is reimbursable, meaning that any approved funds must first be spent by the grantee and receipts/invoices showing payment must be submitted to the City of Sunnyvale. Upon review of eligible receipts/invoices, the City will reimburse the grantee. The reimbursement process takes approximately two to four weeks.

Grant recipients may be reimbursed in partial payments for ongoing event expenses, rather than in a single lump-sum after the event. A decision to reimburse in multiple payments will require approval from the City of Sunnyvale and may be justified if the recipient incurs significant expenses before the event. If that is the case, grant recipients must invoice the City on an ongoing basis for reimbursement of expenses incurred, up to the grant amount.

City Co-Sponsorship: Grant recipients (and their sponsors, if applicable) are entirely responsible for planning, promoting and staffing their event. Grant approval does not equate to co-sponsorship from City of Sunnyvale. The City will not be involved in planning or staffing the event and is not considered a co-sponsor of the event.

Grant Spending Guidelines: Grant recipients must attempt to expend all grant funding within City limits. Grant funds must be used only for the event applied for, but may be used for any costs, including costs payable to the City.

Acknowledgement of City Funding: Grant recipients must acknowledge City of Sunnyvale as a funder of the community event in all marketing and outreach materials, including but not limited to fliers, social media, posters, etc.

Questions and More Information

For questions or more information, please email: ncs@sunnyvale.ca.gov or call 408-730-7599.



Sunnyvale

Community Events Grant Program Application**Calendar Year 2026, Fall Cycle****Application Deadline: Friday, October 10, 2025, by 5 p.m.**

Thank you for your interest in the Community Events Grant Program. Please thoroughly review the grant guidelines and eligibility criteria to determine if your group qualifies for funding. Grant decisions are based upon a competitive review process; **this application and any attachments are intended to be the primary subject of evaluating your grant proposal.** The City will accept applications through Friday, October 10, 2025, by 5 p.m. Applicants will be notified of award decisions in Jan./Feb. 2026. For questions, email ncs@sunnyvale.ca.gov or call 408-730-7599.

Completed applications may be submitted in the following ways:*Mail or Drop Off in Person:*

Sunnyvale Community Center (Recreation Center Front Desk)

Attn: Recreation Services Administration

550 E. Remington Dr., Sunnyvale CA 94087

Email: ncs@sunnyvale.ca.gov

Event Name:

Date(s)/Time(s) of Event:

Sponsoring Organization(s):

**Is there a Co-Sponsor? If yes,
organization name.**

Grant Amount Requesting from the City of Sunnyvale: \$

(Amount cannot exceed 50 percent of total expenses, including the value of in-kind/donated services but excluding the value of volunteer time.)

Authorized Representative Information**Name:**

Title:

Organization:

Email:

Phone Number:

Mailing Address:

Event Details

1. Please describe your event (you may attach additional details or supporting documentation).

2. Have you held this event before? If so, when and where?

3. How does your event encourage a celebration of community, including the character, diversity, and quality of Sunnyvale? How does it provide vitality and identity to the community?

Marketing & Promotion

4. Is your event citywide or targeted to a particular neighborhood, demographic or geographic area? If targeted, describe your target audience?

4a. How many people do you expect to attend your event, how did you arrive at this estimate?

5. Please describe your marketing plan, including the type of advertisements to be used and where they will be placed. Please attach additional sheets as needed to fully describe your marketing plan.

Organization Information

6. Please describe your organization's mission and goals, as well as information about your membership and total organizational budget, if applicable (feel free to attach literature about your organization). Please attach your organization's most recent financial statements if available.

Event Logistics and Budget

7. What steps are you taking to ensure a well-planned, safe event?

8. Describe controls you have in place to ensure your event will be cost-effective with strong financial management and effective overall event management? How has your organization demonstrated these qualities in the past?

9. Have you completed and submitted a Special Event application to the City of Sunnyvale? If yes, when did you submit it. If not, why not?

10. Please attach a detailed budget for your event including:
 - Total expenses
 - Anticipated revenue (if applicable)
 - Net cost (total expenses less anticipated revenue)
 - Volunteer assistance (1. List volunteer roles/tasks **and** the number of hours anticipated; 2. Multiply volunteer hours by \$40.14, the California volunteer rate per *IndependentSector.org*)
 - Any expenses you expect to be donated/in-kind (include an estimated dollar value of each donated/in-kind expense in your budget)
 - Funding amount being requested from City of Sunnyvale (cannot exceed 40 percent of total expenses, including the value of in-kind/donated services but excluding the value of volunteer time).

11. How will you obtain the remaining funding for your event? Why are you requesting grant funding from the City?



Neighborhood Grant Program
Guidelines & Eligibility Criteria Calendar Year 2026
Application Deadline for Fall Cycle (#1): Friday, October 10, 2025, by 5 p.m.

Funding

Thank you for your interest in the Neighborhood Grant Program. Please review the following guidelines and eligibility criteria to determine if your group qualifies. Funding requests will be considered twice per year as part of a competitive application process.

Total funding available for the entire program, Community Events and Neighborhood Grants, is \$150,000. There are 3 tiers of funding levels for neighborhood associations based on the number of households. Neighborhood Associations must provide a write up of how they calculated the total number of households in their neighborhood group.

Neighborhood Grant		
Tier Level	# of Households	Maximum Funding
Tier 1	Under 250	\$1,500
Tier 2	251 – 499	\$3,000
Tier 3	500 & Over	\$5,000

In addition, each neighborhood group may apply for funding specifically to host block parties. Block parties are often smaller events within a neighborhood group so residents that live within close proximity to each other may further develop their relationship and communication. Review Block Party guidelines on city website - <https://www.sunnyvale.ca.gov/homes-streets-and-property/neighborhood-resources/block-party-permit>. Maximum funding per block party is \$500 and applications must be signed by a neighborhood group leader listed in the annual registration form.

Block Party		
Tier Level	# Households	Maximum # of Applications
Tier 1	Under 250	2
Tier 2	251 – 499	4
Tier 3	500 & Over	6

Funding priority is neighborhood grants and only if funding is still available will block party applications be considered.

NEW! This grant program will accept grant applications twice a year. The Fall cycle (#1) will allocate 80% of available funding. Applicants may submit applications for neighborhood activities for the entire 2026 calendar year. A second application cycle will be open in Spring 2026, March – mid-April, to accept additional applications and will allocate the remaining 20% of grant funds. One of the goals of the Spring application cycle is to provide a funding opportunity to neighborhood groups that may have missed the Fall cycle.

Program Mission

Grant funds are the City's investment in strengthening neighborhood groups, improving the quality of life in local communities, and encouraging neighborhood groups or associations to become increasingly self-reliant. The mission of the Neighborhood Grant Program is to:

- Build community engagement in Sunnyvale;
- Help residents develop a sense of pride and ownership in their neighborhoods; and
- Continue to develop collaborative partnerships between Sunnyvale's neighborhoods and City Hall.

Who Is Eligible to Apply?

Applicants must be representatives of a neighborhood group and be registered as an active Neighborhood Association when the grant application is submitted.

Project and/or Event Eligibility

All proposed projects and/or events must:

- Focus on one or more of the following areas:
 1. Increase communication among neighbors
 2. Build bridges between cultural groups (i.e., ethnicity, age, socio-economic, etc.)
 3. Improve the physical condition of the neighborhood
 4. Enhance neighborhood pride and identity
- Be neighborhood-focused, initiated and supported by residents living in the neighborhood. Occurring between January 1 and December 31, 2026
- Successful applicants must acknowledge City of Sunnyvale as a funder of the neighborhood project or event in all marketing and outreach materials, including but not limited to flyers, social media, posters, etc.

Projects and/or events that are not eligible include:

- Activities that are political in nature, including but not limited to, the support or opposition of a proposed initiative, ballot measure, policy position or candidate
- Payment of outstanding debts
- Services which are primarily commercial, religious or political in nature
- Permanent improvements to any non-City owned structure or property
- In most cases, operating expenses such as ongoing salaries, utilities and rent expenses
- Equipment purchase (i.e. speakers, tables, chairs, etc.) that will only be used 1-3 times per year for neighborhood events.

Creative ideas for neighborhood projects are encouraged! Projects could include (but are not limited to) youth programs, volunteer projects, seed money for neighborhood special events that encourage neighbors to get to know each other, or neighborhood association fundraising activities/events.

Special Event Permit Requirement

Neighborhood activities/events may require a special event permit if your event includes one or more of the following components:

- Open to the public
- Large attendance anticipated
- Community event, carnival, or festival
- Hosting carnival games, activities, or petting zoo
- Reserving 3+ Baylands picnic areas or Great Meadow Area
- Closure of streets

Applications are due at least eight weeks before the event date. Please submit a special event application independent of the Neighborhood Grant timeline and funding decision.

In-Kind Support from City of Sunnyvale

Neighborhood groups that receive funding and are required to apply for a special event permit will receive the following services as in-kind support:

- Insurance
- Garage and recycling service
- Special event application fee
- Limited marketing support through City's Communications Division

Evaluation Guidelines

Grant applications will be evaluated on the criteria listed below:

- Is the project realistic within the given timeframe?
- Does the project focus on one or more of the following four areas?
 1. Increase communication among neighbors
 2. Build bridges between different cultural groups
 3. Improve the physical condition of the neighborhood
 4. Enhance neighborhood pride and identity
- Is the project well developed (clear project description, detailed project plan, adequate resources allocated, community need addressed)?
- Is the project an appropriate use of City funds?
- Will the project strengthen the neighborhood group and foster self-reliance?
- How many residents will benefit from the project?
- Will the completed project have any negative impact on residents, businesses, the City or bordering neighborhoods?
- Is there adequate neighborhood support (resident participation, volunteer time, resources, etc.) for this project?
- Multiple projects, events or activities implemented throughout the year are encouraged

Application Process and Next Steps

To apply: Complete the Neighborhood Grant Program application and submit it by October 10, 2025, by 5 p.m. Applications not submitted by this deadline or submitted incomplete will not be considered.

A Council subcommittee will review each application. The Council subcommittee may choose to contact the applicant for more information or clarification regarding the details of the application during the review period. Final funding decisions will be made by the full City Council. Grant applicants will be notified, in writing, of final funding decisions in Jan./Feb. 2026.

All grant awardees will be required to submit the following to the City of Sunnyvale within 30 days of the project or event conclusion and no later than December 31, 2026, whichever comes first:

1. A final report describing the project and use of funds
2. All original receipts/invoices for reimbursements

3. Submit pictures of the activity/event and sample marketing materials (i.e., flyers, social media posts, posters, etc.) documenting acknowledgement of city funding.

Reimbursements: The Neighborhood Grant is reimbursable, meaning that any approved funds must first be spent by the grantee and receipts/invoices showing payment must be submitted to the City of Sunnyvale. Upon review of eligible receipts/invoices, the City will reimburse the grantee. The reimbursement process takes approximately two to four weeks.

Questions and More Information

For questions or more information, please email: ncs@sunnyvale.ca.gov or call 408-730-7599.

Neighborhood Grant Program Application Calendar Year 2026

Application Deadline for Fall Cycle (#1): Friday, October 10, 2025, by 5 p.m.



Thank you for your interest in the Neighborhood Grant Program. Please make sure you thoroughly review the grant guidelines and eligibility criteria to determine if your group qualifies for funding. Grant decisions are based upon a competitive review process; **this application and any attachments are intended to be the primary subject of evaluating your grant proposal**. The City will accept applications through Friday, October 10, 2025, by 5 p.m. Applicants will be notified of award decisions in Jan./Feb. 2026. For questions, email ncs@sunnyvale.ca.gov or call 408-730-7599.

Complete applications may be submitted in the following ways:

Mail or Drop Off in Person:

Sunnyvale Community Center (Recreation Center Front Desk)
Attn: Recreation Services Administration
550 E. Remington Dr., Sunnyvale CA 94087

Email: ncs@sunnyvale.ca.gov

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Name of Neighborhood Group or Association: _____

Name of Individual Submitting Application: _____

Individual's Email: _____ **Phone:** _____

Name of Proposed Project: _____

Funding Level:

Neighborhood Grant		
Tier Level	# Households	Maximum Funding
Tier 1	Under 250	\$1,500
Tier 2	251 – 499	\$3,000
Tier 3	500 & Over	\$5,000

Grant Amount Requesting from the City of Sunnyvale (see details above): \$ _____

Based on the total number of households, which tier does your Neighborhood Group or Association fall under? ____ Tier 1 (under 250 households) ____ Tier 2 (251-499) ____ Tier 3 (500 & Over)

Describe how the total number of households in your Neighborhood Group or Association is calculated.

Neighborhood Group/Association Background

1. When was your neighborhood group or association formed and why?

1a. What are the geographic boundaries of your group, including which Council District?

Project Description

2. Describe your proposed project and/or event.

2a. How will it benefit the residents in your neighborhood and/or your neighborhood association?

2b. How many people or households are expected to attend or benefit from the project or event?

2c. Describe your outreach plan to generate awareness and support for the project/event.

3. Describe how your project and/or event focuses on one or more of the following areas:
- Increase communication among neighbors
 - Build bridges between cultures
 - Improve the physical condition of the neighborhood
 - Enhance neighborhood pride and identity

4. How will you determine the completed project and/or event was a success?

Project Plan & Timeline

5. Use the chart below and list the specific activities needed to carry out your project and/or event including an estimated date of completion for each activity.

Activity	Person(s) Responsible	Completion Date (MO/YR)
<i>Example: Create flier/email for barbecue</i>	Jane Smith	08/25
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Project Team

While you may have many community members working on this project and/or event, project team leads will be critical to the project's success. **Please note that each member of the project team will need to sign the application acknowledging their commitment to this project.**

- 1. Project Leader** - The Project Leader serves as the primary point of contact for the grant application process. The Project Leader also has fiduciary responsibilities and is responsible for submitting a final project report to the City. The final report, including eligible receipts and invoices showing payment is due within 30 days of project/event conclusion and no later than December 31, 2025.

Project Leader Name: _____

Email: _____ Phone Number: _____

Mailing Address: _____

Signature: _____ Date: _____

- 2. Treasurer** - The treasurer tracks expenses, files receipts, oversees the budget and submits a final financial report to the City. The Project Leader may also serve as the Project Treasurer. *Note: The City of Sunnyvale reserves the right to audit grant award funds.*

Treasurer Name: _____

Email: _____ Phone Number: _____

Mailing Address: _____

Signature: _____ Date: _____

- 3. Other Project Team Member** - List additional neighborhood residents who will work on this project and what their responsibilities will be? (i.e., coordinating volunteers, outreach to residents, creation of marketing materials, etc.)

Name: _____

Email: _____ Phone Number: _____

Mailing Address: _____

Signature: _____ Date: _____



Neighborhood Grant Program 2026 Project Budget Form

Please list the project's projected expenses using the form below. All expense-related activities listed on your application must be included in this budget form. **Note: This is a reimbursement grant. All eligible receipts and invoices showing payment must be submitted for reimbursement within 30 days of project/event conclusion and no later than December 31, 2026.**

Project Expenses

Activity	Estimated Costs
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$
Estimated Total Expenses	\$
Amount Requested from the City of Sunnyvale	\$



Sunnyvale

Neighborhood Grant Program

Block Party Application

Calendar Year 2026

Application Deadline for Fall Cycle (#1): Friday, October 10, 2025, by 5 p.m.

Thank you for your interest in hosting a Block Party under the Neighborhood Grant Program. Please make sure you thoroughly review the grant guidelines and eligibility criteria to determine if your group qualifies for funding. Grant decisions are based upon a competitive review process; **this application and any attachments are intended to be the primary subject of evaluating your application.** The City will accept applications through Friday, October 10, 2025, by 5 p.m. Applicants will be notified of award decisions in Jan./Feb. 2026. For questions, email ncs@sunnyvale.ca.gov or call 408-730-7599.

1. Block parties are intended to be smaller events within a neighborhood group so residents that live within close proximity to each other may further develop their relationship and communication. Review Block Party guidelines on the city website - <https://www.sunnyvale.ca.gov/homes-streets-and-property/neighborhood-resources/block-party-permit>. Maximum funding per block party is \$500 and applications must be signed by a neighborhood group leader listed in the annual registration form.

Block Party		
Tier Level	# Households	Maximum # of Applications
Tier 1	Under 250	2
Tier 2	251 – 499	4
Tier 3	500 & Over	6

Funding priority is neighborhood grants and only if funding is still available will block party applications be considered.

Complete applications may be submitted in the following ways:

Mail or Drop Off in Person:

Sunnyvale Community Center (Recreation Center Front Desk)
Attn: Recreation Services Administration
550 E. Remington Dr., Sunnyvale CA 94087

Email: ncs@sunnyvale.ca.gov

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Name of Neighborhood Group or Association: _____

Name of Individual Submitting Application: _____

Individual's Email: _____ **Phone:** _____

Grant Amount Requesting from the City of Sunnyvale (\$500 maximum): \$ _____

Based on the total number of households, which tier does your Neighborhood Group or Association fall under? ____ Tier 1 (under 250 households) ____ Tier 2 (251-499) ____ Tier 3 (500 & Over)

Describe how the total number of households in your Neighborhood Group or Association is calculated.

Event Description:

1. Date, time and location of the Block Party.
2. What are the geographic boundaries of those invited to the Block Party.
3. What are the activities planned?
4. How many people or households are expected to attend?
5. Describe your outreach plan to generate participation.
6. Describe how the Block Party will achieve one or more of the following focus areas:
 - Increase communication among neighbors
 - Build bridges between cultures
 - Improve the physical condition of the neighborhood
 - Enhance neighborhood pride and identity



Neighborhood Grant Program Block Party Application Budget Form

Please list the Block Party's projected expenses using the form below. **Note: This is a reimbursement grant. All eligible receipts and invoices showing payment must be submitted for reimbursement within 30 days of the event and no later than December 31, 2026.**

Project Expenses

Activity	Estimated Costs
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
Estimated Total Expenses	\$
Amount Requested from the City of Sunnyvale	\$

Reviewed by Neighborhood Association or Group leader. In order to facilitate communication and coordination within a neighborhood association or group, all Block Party applications must be reviewed and signed by a leader listed in the current registration form.

Applications that are not signed by a leader listed in the current registration form are incomplete and will not be considered for funding. To find the current leader, you can refer to the Neighborhood Association Map and Contact List posted on the City of Sunnyvale webpage. Go to Sunnyvale.ca.gov and put "Neighborhood Association" in the search bar.

Name of Neighborhood Association or Group Leader: _____

Signature: _____

Date: _____