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**Sunnyvale Historical Society and Museum Association**

P.O. Box 61301 Sunnyvale, California 94088

[www.heritageparkmuseum.org](http://www.heritageparkmuseum.org) • 408.749.0220

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June 5, 2020

Office of the City Manager

Thank you for the opportunity to apply for financial assistance to help off-set our losses and additional expenses during this Covid 19 pandemic time. It is a very difficult time for many of our residents, businesses, and organizations.

We greatly appreciate any assistance you are able to award us to keep this Sunnyvale treasure available and safe to our public at large, as well as our many volunteers who run the organization.

Sincerely,

A handwritten signature in cursive script that reads "Laura Babcock".

Laura Babcock, Director

Tax ID #94-2544153

Name of Nonprofit organization: **Sunnyvale Historical Society and Museum Assoc.**

Name of Individual Submitting Application: **Laura Babcock, Director**

Individual's email : [REDACTED]

Phone : [REDACTED]

Grant Amount Requesting from the City (Maximum grant amount is \$30,000): **\$24,000**

Organization Background

1. When was your organization formed? **1957**

2. What is your Mission? - **The mission of the society is to make known to the residents of Sunnyvale and neighboring communities, the heritage of Sunnyvale through the actions of preservation, promotion, education, and coordination.**

3. Approximately how many Sunnyvale customers are served annually? **Approximately 6,000 to 7,000 adults and up to 2,000 school children**

4. Describe your group's activities and the resources that support those activities. **Our mission statement is achieved through continuous collection and preservation of all SV history and historical artifacts, free admission to tours of the museum, adult education through a speaker series, and a free two hour field trip available to all third grade children in SV to learn their hometown history. We also provide historical research to the city and community at large.**

5. What is your annual budget? **approximately \$72K was projected for 2020**

6. How do you raise funds? **Funds are raised year round through our in house gift shop (13%), annual capital campaign (17%), two garage sales per year (4%), twice annual Victorian Teas (14%), rentals of upstairs room (4%), annual on-site fundraiser such as Antique Faires (7%), sales of named bricks n tiles (12%), membership dues and small grants (16%) and donation boxes inside museum (13%).**

7. How many employees does your organization have? **0 paid staff, 130 volunteer staff**

8. What steps has your organization taken to address budget impacts due to COVID-19? **The museum has been closed since the first week of March so we have no income coming in to cover the monthly costs. The museum safety and temperature must be maintained while closed to protect all artifacts.**

9. Describe the impacts of the COVID 19 pandemic on your organization, specifically, what are the financial impacts? **With the closure of the museum, we have effectively lost all income for the past four months. We expect that to continue for several more months, however, the monthly expenses to keep the building safe and maintained need to be paid. We are unable to hold any fundraising activities or events, or giftshop sales, or in house donations during the closure.**

10. For what purposes would this grant be used and how would it benefit your organization and customers? **This grant would be used to purchase PPE equipment for our volunteers and visitors (face shields, masks, sanitizer, cleaning supplies, new signage) to reopen, as**

well as pay the basic monthly costs (utilities, building maintenance and security, insurance, janitorial, phones).

11. Any other information you would like the Council Committee to consider? **Thank you for the opportunity to apply for these funds. We greatly appreciate any assistance in being able to keep this Sunnyvale treasure available to our public at large.**