



## 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, available here (need link to guidelines document).

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](mailto: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](mailto:ncs@sunnyvale.ca.gov)

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<b>Event Name:</b>	Animal Assisted Happiness Smile Farm Open Hours
<b>Date(s)/Time(s) of Event:</b>	Second Sunday of each month from 10 am - 4 pm + Ever
<b>Sponsoring Organization(s):</b>	Animal Assisted Happiness
<b>Is there a Co-Sponsor? If yes, organization name.</b>	

**Grant Amount Requesting from the City of Sunnyvale:** \$ 4,450

*(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

<b>Name:</b>		
<b>Title:</b>	Co-Founder & President	
<b>Organization:</b>	Animal Assisted Happiness	
<b>Email:</b>		<b>Phone Number:</b> 
<b>Address:</b>		

## Event Details

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

The Animal Assisted Happiness Smile Farm is Open to the Public every Tuesday afternoon from 1 - 5 pm and the second Sunday of the month from 10 am - 4 pm. While our mission is serving youth with needs through our Barnyard Buddies, these Open Hour events provide the local community (the AAH Smile Farm is located at Baylands Park) the chance to come spend some time with our Barnyard Buddies for moments of joy and happiness for all.

Our additional costs for these Open Hours are a staff member to host every Tuesday afternoon for 5 hours at \$25 per hour (\$125 weekly) and then on the Second Sunday, our Volunteer Coordinator staff member, also paid at \$25 per hour is there for 8 hours organizing volunteers so that is \$200 per month x 12 months. For Open Hours Sunday, the two Founders of Animal Assisted Happiness host and are volunteers so not paid for their time.

During Open Hours we average 100 people from the public on Tuesday afternoons and anywhere from 350 - 500 people on the Open Hours Sundays. These Open Hours are very much loved by the greater Sunnyvale Community as there aren't many places around the Silicon Valley that is a Smile Farm complete with about 95 Barnyard Buddies -- mini horses, mini donkey, alpaca, goats, sheep, mini pigs, rabbits, guines pigs, ducks, chickens, a couple aviaries and even a sulcata tortoise.

We would appreciate support from this community grant of \$4450 which is half of our expenses for staff members to host Open Hours.

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

We've been at Baylands Park since the summer of 2017 and have hosted Tuesday afternoon Open Hours and Second Sunday Open Hours continuously since the Fall of 2017.

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?

The Animal Assisted Happiness Smile Farm is a unique experience in Sunnyvale and has become the 'best place to volunteer' as well as a great space for the Community to visit our Barnyard Buddies and 'experience the smiles only animals can bring.' Beyond these Open Hour events, our mission is to provide barnyard animal interactions for youth with needs and all visits -- at the AAH Smile Farm, out with our Mobile Barnyard Buddies throughout the Silicon Valley, and for Vocational Education programs at the AAH Smile Farm, are by appointment only. Our services are free for the youth with serve with donations greatly appreciated.

We have over 9500 registered volunteers who help us deliver on our mission for youth with needs; do Farm Chores at the AAH Smile Farm; and help with Open Hours too. 62% of the active Volunteers are youth themselves in 6th - 12th grade. We partner with local clubs and youth organizations -- YMSL, NCL, SLOBs, 4H, Scouts.

## Marketing & Promotion

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

Event is citywide but located at our AAH Smile Farm at Baylands Park in Sunnyvale.

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

On average we have 100 visitors attend the AAH Smile Farm Open Hours every Tuesday and between 300 - 500 on Open Hours Sundays once a month. We count visitors at each event.

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.

Marketing is through our Social Media for Open Hours -- FaceBook and Instagram.

## 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.

[www.animalassistedhappiness.org](http://www.animalassistedhappiness.org) Founded in 2009, our mission is to enrich the lives of youth with needs through barnyard animal interactions at our Smile Farm and mobile visits, creating moments of joy and happiness throughout our AAH Community. Uniquely situated in the heart of the Silicon Valley, we provide barnyard buddies so children and their family members can 'experience the smiles only animals can bring'.

We have created over 143,545 smiles to date through 5326 visits and 371 partnership organizations throughout the Silicon Valley. While we are not a membership organization, volunteers are our backbone with 9773 registered volunteers who have contributed 140,472 volunteer hours.

## Event Logistics and Budget

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

Our Open Hours are staffed/led by a member of our AAH Team. We diligently work 7 days per week with Farm Chores to ensure our AAH Smile Farm is safe, our Barnyard Buddies are well cared for, and our volunteers can help the public.

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?

no, the AAH Smile Farm is self contained and has arrangements made with the City of Sunnyvale for our mission and to host Open Hours as part of our lease agreement with the City of Sunnyvale.

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?

As part of our Animal Assisted Happiness operating budget, we staff Open Hours and solicit volunteer support.

Sunnyvale Community Events Grant Proposal -- Animal Assisted Happiness (AAH) Budget for Open Hours	AAH Cost	Total per Event	Total Per Year
Weekly at AAH Smile Farm, Baylands Park -- 1pm - 5 pm, Tuesdays Staff Costs: One AAH Staff Member x5 hours	25/hour	125	6500
Monthly at AAH Smile Farm, Baylands Park 10 am - 4 pm (Second Sunday) Staff Costs: One AAH Staff Member x 8 hours	25/hour	200	2400
Volunteer Assistance for each event -- Tuesdays with about 5 volunteers x 4 hours = 20 Vol Hours AAH Volunteers share our Barnyard Buddies with General Public during Open Hours	40.14/hr	802.8	41,745.60
Volunteer Assistance for each event -- Sunday with about 50 volunteers x 2 hours = 100 Vol Hours AAH Volunteers share our Barnyard Buddies with General Public during Open Hours	40.14/hr	4014	48,168.00
			98,813.60

**NOTE: We do not charge for Admission, do accept donations and recommend \$5 per person, but it is hit and miss as to donations**



## Fwd: Sunnyvale Pet Appreciation Celebration 2026

From [REDACTED]

Date Mon 10/13/2025 1:24 PM

To CommunityResources AP <ncs@sunnyvale.ca.gov>

6 attachments (20 MB)

IMG\_4459.jpg; IMG\_4458.jpg; IMG\_4457.jpg; IMG\_4456.jpg; IMG\_4455.jpg; IMG\_4454.jpg;

**WARNING** - This email came from an EXTERNAL source. Confirm the sender and its contents are safe before responding, opening attachment or links.

Dear Angela:

Good to hear from you, and thank you for reaching out.

We did this "pet appreciation celebration" event last year as a private picnic event for our volunteers and donors.

It went really well, and our volunteers would love to make it bigger next year (we booked a bit late this year). So we plan to book two picnic sites for our 2026 event.

We also plan to have more speakers (such as dog training tips, etc.) from sources other than just local governmental offices.

I have attached some photos from our 2025 event for you to look over.

Hope I answered your questions.

Regards,

[REDACTED]

Sent from my iPhone

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Calendar Year 2026, Fall Cycle

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**Event Name:** 50th Sunnyvale Celebrate Summer Art & Wine Festival

**Date(s)/Time(s) of Event:** June 6-7, 2026

**Sponsoring Organization(s):** Sunnyvale Chamber of Commerce

**Is there a Co-Sponsor? If yes, organization name.** No

**Grant Amount Requesting from the City of Sunnyvale:** \$20,000.

*(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:** [REDACTED]

**Title:** CEO

**Organization:** Sunnyvale Chamber of Commerce

**Email:** [REDACTED] **Phone Number:** [REDACTED]

**Address:** [REDACTED]

## Event Details

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

The Sunnyvale Celebrate Summer Art & Wine Festival is the City's largest and longest-running community event, bringing together residents, families, and visitors for a celebration of culture, creativity, and connection in downtown Sunnyvale. Entering its 50th year in 2026, the festival has become a cornerstone of civic pride and community identity.

At its heart, the festival is about accessibility and inclusion. It is a free, open-to-the-public event that welcomes people of all ages, abilities, and backgrounds. By removing financial and cultural barriers, the festival ensures that everyone in our diverse community can participate and feel represented.

Key elements include:

- Art & Culture: Hundreds of local and regional artists have a platform to share their work, making fine art & craft accessible outside of traditional gallery settings.
- Family Engagement: Dedicated children's activities and interactive art spaces encourage youth creativity and provide free entertainment for families.
- Cultural Representation: Entertainment and food offerings reflect the diversity of Sunnyvale, giving voice to multiple cultural traditions.
- Community Connection: The festival strengthens ties between residents, small businesses, nonprofits, and civic organizations, creating lasting partnerships that extend beyond the event itself.
- Economic Benefit: Downtown businesses, artists, and vendors directly benefit from the influx of visitors, helping to sustain Sunnyvale's economic vitality.

In 2025, thousands of people attended, proof that the festival's role as a safe, inclusive gathering space where our whole community can come together. Proceeds from the event also allow the Chamber of Commerce to continue year-round programs that support small businesses and nonprofits, amplifying the festival's impact far beyond two days.

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

Yes, June 7-8, 2025 in Downtown Sunnyvale. The Sunnyvale Chamber of Commerce has been running the Art & Wine Festival for 50 years (non consecutively), now called The Sunnyvale Celebrate Summer Art & Wine Festival.

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?

The Sunnyvale Celebrate Summer Art & Wine Festival is more than a street fair, it is a living tradition that reflects the character, diversity, and quality of our city. For fifty years, the festival has served as a gathering place where families, neighbors, businesses, and visitors come together to celebrate what makes Sunnyvale unique.

#### Diversity

The festival features cultural performances that highlight the richness of Sunnyvale's community. Recent festivals have included Mexican folklórico dancers as well as Georgian performers, offering attendees a chance to experience artistic traditions that reflect both local heritage and global culture. International food vendors add to the experience, with flavors representing the many backgrounds that make up Sunnyvale.

#### Family & Youth Engagement

The dedicated Kid Zone provides interactive activities at no cost. Families have enjoyed robotics stations, painting stations, and hands-on crafts that encourage creativity and inspire curiosity. These experiences give young residents opportunities to explore new skills in a fun and welcoming environment, making the festival an annual tradition for families.

#### Community Connection

Local nonprofits and youth groups use the festival as a platform to engage with residents. In recent years, organizations such as the Boy Scouts and Animal Assisted Happiness have hosted booths to connect with families, recruit volunteers, and strengthen civic participation. This involvement ensures the festival is not just entertainment, it's also a hub for community engagement.

#### Economic Vitality

The festival provides significant exposure for artists, small businesses, and local restaurants. Vendors gain access to tens of thousands of attendees, and many downtown businesses report increased visibility and customer engagement during the weekend. For many artists and entrepreneurs, the festival serves as one of the most valuable opportunities of the year to reach new audiences.

#### Civic Identity

By transforming downtown Sunnyvale into a vibrant hub filled with art, music, food, and family activities, the festival reinforces the city's identity as a welcoming, creative, and resilient community. It is a moment each year where Sunnyvale's civic pride is on display, providing both residents and visitors with a sense of belonging and connection.

## Marketing & Promotion

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

The Sunnyvale Celebrate Summer Art & Wine Festival is a citywide event that welcomes residents from across Sunnyvale as well as visitors from throughout Silicon Valley. It is open to all and designed to appeal to a wide range of ages, cultures, and interests. Key audiences include families, art & culture enthusiasts, food and wine lovers, and local businesses and nonprofits connecting with the 

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

We expect 10,000 attendees at the 2026 Sunnyvale Celebrate Summer Art & Wine Festival. This estimate is based on previous years' attendance and reflects the festival's long-standing popularity, central downtown location, and wide appeal across art, food, wine, entertainment, and family activities.

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.

The 2026 Sunnyvale Celebrate Summer Art & Wine Festival will be promoted through a mix of digital, print, and community outreach. Marketing will include social media posts, e-blasts to Chamber members, and event listings on regional calendars, posters and banners in high-traffic areas, and flyers distributed through local businesses and community centers. We will also collaborate and partner with organizations, local media, and nearby Chambers to expand reach. This multi-channel approach ensures strong visibility across Sunnyvale and the Bay Area.

## 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.

The Sunnyvale Chamber of Commerce is a nonprofit dedicated to advancing economic vitality and community quality of life. Our mission is to connect, support, and advocate for businesses while strengthening ties between commerce, community, and civic life.

We represent hundreds of member businesses across technology, healthcare, education, retail, restaurants, hospitality, and nonprofits. Our annual budget is supported by membership dues, event revenues, sponsorships, and grants. Financial statements are attached

## Event Logistics and Budget

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

The Sunnyvale Celebrate Summer Art & Wine Festival is planned in coordination with the City of Sunnyvale, including Public Safety, Fire, and Public Works.

Safety measures include 24-hour professional security coverage, on-site public safety staff, managed load-in/load-out for vendors, and clear crowd control procedures. The Chamber also maintains full insurance and conducts post-event reviews to continually improve safety

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?

The Sunnyvale Chamber of Commerce ensures the Sunnyvale Celebrate Summer Art & Wine Festival is cost-effective through a detailed budget, oversight by our Finance Committee, and diversified funding. With a proven operations plan and a track record of delivering large community events on budget, we demonstrate strong financial and event management.

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?

We have not yet submitted the Special Event application, but it will be submitted on schedule as part of our planning process in coordination with the City of Sunnyvale.

10. Please attach a detailed budget for your event including:

- Total expenses
- Anticipated revenue (if applicable)
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11. How will you obtain the remaining funding for your event? Why are you requesting grant funding from the City?

The Sunnyvale Celebrate Summer Art & Wine Festival is funded through vendor fees, sponsorships, beverage sales, and Chamber resources. We are requesting City grant funding to help offset rising costs for safety and city services, ensuring the event remains free, accessible, and beneficial to the entire community.

## Sunnyvale Celebrate Summer Art and Wine Budget 2026

### Revenue

Sponsorships	\$	40,000.00
Grant		
Vendor Fees	\$	18,000.00
Festival Receipts (Wine, Beer, Water, Soda)	\$	<u>55,000.00</u>

**Total Revenue** \$ **113,000.00**

### Expenses

Beverages	\$	25,000.00
Signs, Tickets, Etc.		\$8,000.00
Commemorative Glasses	\$	1,600.00
Portable Toilets		\$6,000.00
Volunteer Meals	\$	2,000.00
Kidz Zone Supplies		\$2,000.00
VIP Reception	\$	-
Advertising		\$4,000.00
Sales Tax - State Board		\$5,000.00
Event Production		\$8,239.58
Sanitation Management		\$4,000.00
Security		\$8,500.00
Water Walls		\$2,000.00
Supplies & Materials		\$2,000.00
Nothing wasted		\$5,000.00
Permits & License		\$4,000.00

**Total Expense** \$ **87,339.58**

Net Profit \$ **25,660.42**





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<b>Event Name:</b>	Spring Spectacular 2026
<b>Date(s)/Time(s) of Event:</b>	May 2026
<b>Sponsoring Organization(s):</b>	The Autism Society San Francisco Bay Area
<b>Is there a Co-Sponsor? If yes, organization name.</b>	No

**Grant Amount Requesting from the City of Sunnyvale:** \$ 110,000.00

*(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

<b>Name:</b>	[REDACTED]	
<b>Title:</b>	Director of Operations and Fundraising	
<b>Organization:</b>	The Autism Society San Francisco Bay Area	
<b>Email:</b>	[REDACTED]	<b>Phone Number:</b> [REDACTED]
<b>Address:</b>	[REDACTED]	

## Event Details

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

Our event, Spring Spectacular 2026, will be held in Sunnyvale, at one of the beautiful parks located in Sunnyvale. A joyful, sensory, awareness celebration made just for families with children on the autism spectrum. Breathe in the fresh spring air, feel the sunshine, and enjoy a day filled with inclusive fun, safe spaces, and community togetherness. Like our previous Spring Spectacular event we just had in May, we will have sensory zones & quiet spaces ( We know large gatherings can be overwhelming). We will have dedicated quiet areas with soft seating, shade, and calming activities—ideal for a break or recharge. Sensory friendly lighting and noise monitoring to keep things comfortable. We will have inclusive activities for ages, including music, and gentle structured games and crafts. Our food vendors will include local vendors, serving up great food for everyone to enjoy.

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

Yes, we just had this event in May, and was held at Shoreline Park, in Mountain View, CA.

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?

The Spring Spectacular in the Park is more than just a seasonal event — it's a celebration of community, inclusion, and the vibrant identity of Sunnyvale. By centering families impacted by autism, the event highlights the city's commitment to embracing diversity and fostering meaningful connections among all residents. We want everybody in the general area, and surrounding area's to join us. The event brings together neurodiverse individuals and their families from across Sunnyvale and surrounding areas, creating a space where everyone feels seen, valued, and supported. The involvement of local organizations, businesses (from food vendors to artist), and volunteers further promotes community engagement and showcases the shared commitment to inclusion and empathy. We have chosen Sunnyvale this time, because we know Sunnyvale is known for its family-oriented, inclusive, and forward-thinking culture, and the Spring Spectacular amplifies these values by creating an event that is thoughtfully designed and accessible to all. Hosting the event in one of the city's beautiful parks ties it directly to Sunnyvale's identity as a community that values nature, connection, and public space. Having this event in Sunnyvale will bring vibrancy to the city's cultural calendar, offering a joyful, purpose-driven gathering that enriches the emotional and social fabric of the community. We have chosen the city of Sunnyvale, not only because it's family-friendly, and inclusive, but our President of SFASA, Sara Kole, and her husband Michael Batek, are active Sunnyvale community members, and have resided in Sunnyvale for over 25 years. The inclusive nature of community events helps to break down barriers and reduce the stigma associated with autism. When individuals with autism are actively involved in community activities, they send a message of acceptance and inclusion to the broader community. This positive exposure can lead to greater understanding and support, creating a more welcoming environment for everyone.

## **Marketing & Promotion**

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

Our event is citywide, and we will also be targeting all other areas of the Peninsula.

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

Using our previous estimates from our previous Spring Spectacular in May, we expect to see a turn out between 800-1000 people.

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.

For our marketing plan for our Spring Spectacular, we will be approaching it from four fronts, as we did with our successful previous event in May. The four fronts will include: social media marketing, local media (online & print), community outreach, and email campaigns. Our first area, which is social media marketing will include, but not limited to: using platforms such as; Facebook, Instagram, and TikTok, to promote our event. We find when using these platforms, and then targeting it to local and nearby towns; interests in parenting, autism support, special education, and inclusive activities, we normally have a high turn-out rate. Our second platform we use is the local media (Online & Print). In the past, not only with our Spring Spectacular event, but with other events, we use

## **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.

SFASA is a grassroots, volunteer-run nonprofit organization of parents, family members, friends, and professionals dedicated to strengthening the autism community for over 20,000 families in the Bay Area. Rather than acting as a direct service provider, our focus is on serving as a community hub, providing resources individuals with autism need to live fully. Our projects and programs highlight the unique aspects of autism for each person. These initiatives fall into one (or more) of the three categories: information, networking/education, and/or advocacy. SFASA shares autism information through our website, resource lists, and a referral service. The community stays updated via our newsletters, blogs, and social media. We foster a supportive community through events and conferences, combating isolation and providing a network for families. Our advocacy efforts on grassroots and policymaker levels emphasize

## Event Logistics and Budget

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

As you know planning an event such as our, includes many steps. After each event we have, we learn and adapt, and apply those new measures to future events. Our committee, carefully chooses the most advantageous area for our event, not only for safety purposes, but to maximize the space we will use for our event. We clearly mark areas, using signs with visuals and simple words for restrooms, food, first aid, sensory zones, etc. We make sure everything is accessible ( ensuring pathways, restrooms, and seating are wheelchair accessible and stroller-friendly). For safety measures, we utilize a

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?

To ensure the event is cost-effective, with strong financial management and effective overall event management, we utilize the following financial tools: detailed budget forecasting, contingency planning, quotes from various vendors, and donations and sponsorships. Yes, we have these type of controls for each event. Of course, no single event, is the same, and different financial tools are

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?

No, we have not submitted a Special Event Application to the city yet. We have not submitted it yet because the application is not due till 8 weeks before the event.

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

The remaining funding will come from various benefactors, grants, private donations, and fundraising. We are a non-profit, and will always apply for donations, if possible, to cover events that we have.

		ACTUALS	BUDGET
<b><u>Expense Details</u></b>			
<b><u>Food and Beverage (all, ice, etc)</u></b>		\$ 12,773.00	
<b><u>Marcomm</u></b>		\$ 2,689.00	
<b><u>Arts and Crafts</u></b>		\$ 3,050.00	
<b><u>Entertainers</u></b>		\$ 7,949.00	
<b><u>Raffle</u></b>		\$ 637.00	
<b><u>Extra supplies- equipment required by county or city</u></b>		\$ 2,825.00	
<b><u>permit</u></b>		\$ 768.00	
<b><u>Volunteer(s)</u></b>	QTY:30 15.00/HR 8 hrs	\$ 9,633.00	
	<b>TOTAL</b>	\$ 40,324.00	\$30,691



**Autism  
Society**  
San Francisco  
Bay Area



# SPRING SPECTACULAR!

**SUPPORT THE  
AUTISM SOCIETY SAN  
FRANCISCO BAY AREA**



**MAY 31, 2025**  
**1:00 pm - 3:00 pm**

## About Our Event!

Join us for our 1<sup>st</sup> annual Spring Spectacular fundraiser! This is a family-friendly event in one of the most beautiful sites in the Bay Area. Shoreline Park is located right on the waterfront and less than 5 min off the 101 freeway.

**REGISTER NOW!**

## Event Highlights

### Support an urgent cause

Support our work with the tens of thousands of Bay Area autism families.

### Delicious food

Savor a Panini lunch with all the sides, beer, wine, soda, coffee, iced tea...

### Fun for all

Enjoy the arts and crafts, two-person sack race, ring fling, corn hole, basketball toss...

### Auction and Raffle

Join the free raffle and bid in our online auction!



**Questions?**  
[admin@sfautismsociety.org](mailto:admin@sfautismsociety.org)



**Website**  
[sfautismsociety.org](http://sfautismsociety.org)

<u>Registration and Merchandise Booth</u> <u>Station Manager:</u> Anne Goff <u>4pm to 6pm</u> 1 Anita Lusebrink 2 Anahita Dadham 3 Carol O'Hear 4 Anushree Agarwall 5 Aashi Agrawal 6 Elaine Pun (Elese Cheung B of A check in)	<u>Main Food set up and serving</u> <u>Station Manager:</u> Leslie Davis <u>4pm to 6pm</u> 1 Carolina S 2 Cory B 3 Dahlia U 4 Dawn S 5 Ellen S 6 Elizabeth L	<u>Giant Jenga &amp; Cornhole (free games)</u> <u>4pm to 6pm</u> 1 Eileen Hipolito-Estilo 2 Robert Estilo 3 Joaquin D  <u>6pm to 8pm</u> 1 Phillip Maliette 2 Janet C
<u>6pm to 8pm</u> 1 Carol O'Hear 2 Anushree Agarwall 3 Aashi Agrawal 4 Elaine Pon (leaving early)	<u>Main Food serving and clean up</u> <u>Station Manager:</u> Leslie Davis <u>6pm to 8pm</u> 1 Ethan R 2 Mark Gerhardt 3 Logan Gerhardt 4 Jodie Gerhardt 5 Connor Gerhardt	<u>Bocce Ball (Free game)</u> <u>Station Manager:</u> Michael Raman <u>4pm to 6pm</u> 1 Shon K 2 Shuwei O  <u>6pm to 8pm</u> 1 2
<u>Raffle Sales</u> <u>Station Manager:</u> Leslie Davis <u>4pm to 7pm</u> 1 Connie Boyar 2 Susan Andrews 3 Joyce Cabrera		<u>7/11 Game</u> <u>Station Manager:</u> Michael Raman <u>4pm to 6pm</u> 1 Houda Z 2 Shon K
<u>Entertainment Assistance/Announcements</u> <u>Station Manager:</u> Gray Davis Emcees: Greg Nemitz/Gray Davis	<u>Concession Stand-Snowcones/Cotton Candy/Popcorn</u> <u>Station Manager:</u> Leslie Davis <u>4pm to 6pm</u> 1 Julissa G 2 Jonathan C 3 Karmyn L  <u>6pm to 8pm</u> 1 Skylar N 2 Al N	<u>Station Manager:</u> Michael Raman <u>6pm to 8pm</u> 1 Debbie Wong

<p><u>Beverage Station 1</u></p> <p><u>Station Manager: Gray Davis</u></p> <p><u>4pm to 6pm</u></p> <p>1 Tyler L / Jacob L</p> <p>2 Melissa K</p> <p><u>Station Manager: Gray Davis</u></p> <p><u>6pm to 8pm</u></p> <p>1 Maria M</p> <p>2 Keone R</p>	<p>3 Diane N</p> <p><u>Spin Art</u></p> <p><u>Station Manager: Maggie Batek</u></p> <p><u>4pm to 6pm</u></p> <p>1 Priya D</p> <p>2 Erik E</p> <p><u>Station Manager: Maggie Batek</u></p> <p><u>6pm to 8pm</u></p> <p>6 Kavya Gopalla</p> <p>7 Sonal Gopalla</p>	<p>2 Tracie Pon</p> <p><u>Three In A Row Game</u></p> <p><u>Station Manager: Michael Raman</u></p> <p><u>4pm to 6pm</u></p> <p>1 Christina C</p> <p>2 Ethan R</p> <p><u>Station Manager: Michael Raman</u></p> <p><u>6pm to 8pm</u></p> <p>1 Larry Pon</p> <p>2</p>
<p><u>Beverage Station 2</u></p> <p><u>Station Manager: Gray Davis</u></p> <p><u>4pm to 6pm</u></p> <p>1 Annie P</p> <p>2 Lily P</p> <p><u>Station Manager: Gray Davis</u></p> <p><u>6pm to 8pm</u></p> <p>1 Joaquin M</p> <p>2</p>	<p><u>Sand Art</u></p> <p><u>Station Manager: Maggie Batek</u></p> <p><u>4pm to 6pm</u></p> <p>1 Haseeb C</p> <p>2 Zarak C</p> <p><u>6pm to 8pm</u></p> <p>6 Kayla Lee</p> <p>7 Kathryn Lee</p>	<p><u>HoopShot (within the tent)</u></p> <p><u>Station Manager: Michael Raman</u></p> <p><u>4pm to 6pm</u></p> <p>1 Erica C</p> <p>2. Isabel Val</p> <p><u>Station Manager: Michael Raman</u></p> <p><u>6pm to 8pm</u></p> <p>1 Isabel Val</p> <p>2</p>
<p><u>Roaming Photography</u></p> <p><u>Station Manager: Mike Batek</u></p> <p><u>4pm to 6pm</u></p> <p>1 Mike Batek</p> <p><u>6pm to 8pm</u></p> <p>1 Mike Batek</p>	<p><u>Suncatchers</u></p> <p><u>Station Manager: Maggie Batek</u></p> <p><u>4pm to 6pm</u></p> <p>1 Honestie C</p> <p>2 Su C</p>	<p><u>Pencil Toss (within the tent)</u></p> <p><u>Station Manager: Michael Raman</u></p> <p><u>4pm to 6pm</u></p> <p>1 Zia Ardrey</p>

<p><u>Photo Station/props/step &amp; repeat</u> <u>Station Manager: Grayson Davis</u> <u>4pm to 6pm</u> 1 Janet C 2 Madeleine Yang 3 Jennifer Yang 4 Cordelia Yang</p> <p><u>Station Manager: Grayson Davis</u> <u>6pm to 8pm</u> 1 Gema B 2</p>	<p><u>Station Manager: Maggie Batek</u> <u>6pm to 8pm</u> 1 Shaan Smith 2 Jaidyn Blanton 3 Davianah Bell</p> <p><u>Face Painting</u> <u>Station Manager: Maggie Batek</u> <u>4pm to 6pm</u> 1 Laura Lizarazo 2 Kristi Nyhus 3 Kailyn Nyhus 4 Sarah Cheyette 5 Jacqueline Cheyette</p>	<p>2 Alexa Ardrey</p> <p><u>Station Manager: Michael Raman</u> <u>6pm to 8pm</u> 1 Zia Ardrey 2 Alexa Andrey</p> <p><u>Cowboy Face Off (within the tent)</u> <u>Station Manager: Michael Raman</u> <u>4pm to 6pm</u> 1 Sage T 2 Luis C</p>
<p><u>Drop off/Parking Attendants/Pick Up</u> <u>Station Manager: Grayson Davis</u> <u>4pm to 6pm</u> 1 Zhagfar Turehanova 2 Abdyrakhman Turehanova</p> <p><u>Station Manager: Grayson Davis</u> <u>6pm to 8pm</u> 1 Sean Pipkins 2 Lucas Pipkins</p>	<p><u>Station Manager: Maggie Batek</u> <u>6pm to 8pm</u> 1 Laura Lizarazo 2 Sarah Cheyette 3 Jacqueline Cheyette</p> <p>4</p> <p>5</p>	<p><u>Station Manager: Michael Raman</u> <u>6pm to 8pm</u> 1. Pato Neme 2</p> <p><u>Bull Horn (within the tent)</u> <u>Station Manager: Michael Raman</u> <u>4pm to 6pm</u> 1 Jade T 2 Jadin T</p> <p><u>Station Manager: Michael Raman</u> <u>6pm to 8pm</u> 1 Zhagfar Turehanova 2 Abdyrakhman Turehanova</p>
<p><u>Bounce House</u> <u>Station Manager: Grayson Davis</u> <u>4pm to 6pm</u> 1. John Hegarty 2. Madison Hegarty</p>		

Station Manager: Grayson Davis

6pm to 8pm

2 Madeleine Yang

3 Jennifer Yang

4 Cordelia Yang

# SFASA *Spring* *Spectacular!*

*May 31, 2025*  
*1:00-3:00 pm*

*DJ*  
*Paddleboats*  
*Sack Races*  
*Crafts*

*Raffle*  
*Silent Auction*  
*Games &*  
*Activities*  
*Food and Drink*





## 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, available here (need link to guidelines document).

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](mailto: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](mailto:ncs@sunnyvale.ca.gov)

**Event Name:** Spring Concert

**Date(s)/Time(s) of Event:** Sunday May 17, 2026, 3PM

**Sponsoring Organization(s):** Cupertino Symphonic Band

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

**Grant Amount Requesting from the City of Sunnyvale:** \$ 1639.39

*(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:** [REDACTED]

**Title:** Board Member

**Organization:** Cupertino Symphonic Band

**Email:** [REDACTED] **Phone Number:** [REDACTED]

**Address:** [REDACTED]

## Event Details

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

Annual Spring Concert performed by the Cupertino Symphonic Band.  
Scheduled/reserved for May 17, 2026, 3PM, Sunnyvale Community Center  
Ballroom

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

Yes. May 21, 2023, May 19, 2024, and May 18, 2025. Sunnyvale  
Community Center Ball Room.

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?

The Cupertino Symphonic Band (CSB) provides free concerts throughout the year in Cupertino, Sunnyvale, and other south bay area communities.

Our goals are to foster the musical talent and education of its members, encourage youth to learn and play musical instruments, and provide quality musical entertainment to the community.

CSB performances allow the entire community to listen and enjoy all types of live music. The concerts also allow the children in the community to see all the different wind and percussion instruments up close. This in turn may spark interests in youth to begin learning a musical instrument.

Everyone of all ages is invited to attend our concerts.

## Marketing & Promotion

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

This event is multi-city wide. CSB Concerts welcome everyone from the Peninsula and South Bay Areas. Everyone is invited.

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

Past concerts in Sunnyvale, San Jose, and Cupertino have had 150-300 attendees.

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.

CSB posts concert announcements on the major social media sites, South Bay Area community newspapers run by the Bay Area News Group (San Jose Mercury News), i.e. the Sunnyvale Sun, Cupertino Courier, etc. Email announcements are sent to CSB email lists, band member's friends & family, etc. We also run announcements on Sunnyvale, Cupertino, and Los Altos city cable TV Channels via KMTV15. Concert flyers are also posted at local public libraries and community centers.

## 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.

About the Cupertino Symphonic Band:

- Originally founded by Cupertino High alumni in 1989. Open to all wind and percussion players, with members from many south bay cities.
- 45 active members, from diverse backgrounds – teachers, engineers, designers, nurses, students, writers, and retirees.
- All volunteer members, board, and elected officers. Conductor is a school performing arts teacher.
- Free performances throughout the year in Cupertino and Sunnyvale including Cupertino Earth Day, Cupertino Summer Concert Series, Veteran's & Memorial Day services in Santa Clara, July 4th Parade in Morgan Hill, and more.
- Non-profit, funded by member dues and donations.

## Event Logistics and Budget

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

We have already reserved (and paid for) the SCC Ball Room for the May 17, 2026 concert. Our concert coordinator will arrange any final details a few weeks before the performance, such as seating arrangements, etc. with the Ball Room staff.

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?

CSB has been performing 4 or more concerts a year in Sunnyvale, Cupertino, San Jose, and other venues since 1989. CSB (a non-profit) has been mostly funded through donations, member dues, and occasional city grants. The band has an 8 person board of directors, with years of experience managing our ~~concerts. Our finances are managed by our treasurer overseen by 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?

No, not required for the SCC Ballroom. SCC Ballroom reservation form and payment receipt attached.

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?

CSB has allocated funds for the remaining costs for the May concert from our 2025-2026 annual budget. The Sunnyvale Grant request will help defray some of the May 2024 SCC Ball Room concert costs.

**Application Section #10: Event Summary Expenses:**

Total Expenses	\$3278.77 (details in next table)
Anticipated Revenue	\$0
Net Cost	\$3278.77
Volunteer Assistance Info (No reimbursement)	45 musicians, 2 food/drink managers. 94 Hours, = \$3,773.16 @ \$40.14/Hr.
Expenses Donated or In-kind	\$0
50% Funding amount request from city (Excludes Volunteer Assistance).	\$1639.39

**Detailed Expenses: (Est.)**

SCC Ballroom rental	\$880 paid and reserved.
Sheet Music	\$300
Conductor Stipend	\$400
Concert Programs Printing	\$180
Publicity signs, balloons	\$60
Coffee, cups, sugar, etc.	\$40
8 weeks liability insurance	\$438.77 (2852.00 annually)
8 weeks rehearsal space rental	\$980 (122.50 weekly)
<b>TOTAL</b>	<b>\$3278.77</b>

# FACILITY SALES RECEIPT

Attachment 3  
Page 34 of 94

Receipt # **910358**  
Payment Date: 06/16/2025  
Household: [REDACTED]  
Hm Ph: (224)501-2035

CUPERTINO SYMPHONIC BAND

Recreation Center  
550 E. Remington Dr  
Sunnyvale CA 94088-3707  
Phone: (408)730-7350  
Sunnyvale.ca.gov

## Reservation Updated: Recreation Center, Recreation Center Ballroom

Address: 550 E. Remington Dr, Sunnyvale, CA, 94088-3707  
Reserv. Contact: **Cupertino Symphonic Band**  
Phone Number: **(224)501-2035**  
Reserv. Number: 82065  
Status: Firm  
Purpose: Cupertino Symphonic Band

<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Sun 05/17/2026 1:00P to 5:00P	0.00	880.00	0.00	0.00	880.00
	<b>Deposit:</b>	500.00	500.00	500.00	0.00

Fee Details:	<u>Fee Description</u>	<u>Amount</u>	<u>Count</u>	<u>Discount</u>	<u>Sales Tax</u>	<u>Total Fee</u>
	Ballroom Prime Time Hours (2023 and Beyond Rate)	220.00	4.00	0.00	0.00	880.00
	Deposit	500.00	1.00	0.00	0.00	500.00

Special Questions:  
Event Type: Rental  
Web Event: Yes  
Is this a catered event? No  
Serving Alcohol? If yes, deposit is \$1, 000: No  
Link to Reservation #: 82065  
Display Reservation on WebTrac: Yes  
Maintenance Comment Code:  
Reservation Comment Code:  
Does a security guard need to be scheduled? No

Processed on 06/16/25 @ 2:33pm by RLC

Total New Fees	0.00
Discount Applied	0.00
Old Balances Included	1,380.00
<b>Total Due</b>	<b>1,380.00</b>
Total Deposit Fees Paid	500.00
Total Fees Paid	0.00
<b>Total Paid</b>	<b>500.00</b>
Balance From Receipt	880.00

# FACILITY SALES RECEIPT

Attachment 3  
Page 35 of 94

Receipt # **910358**  
Payment Date: **06/16/2025**  
Household: **[REDACTED]**

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## Household Balance Information

Overall Household Credit Balance Available	0.00
Overall Household Balance Due	880.00

---

Payment of: 500.00 Made By:VISA Auth: **[REDACTED]** With Reference: **[REDACTED]**

Signature Captured Electronically

---

Authorized Signature

---

Date



State of California  
Franchise Tax Board  
PO Box 1286  
Rancho Cordova CA 95741-1286

CUPERTINO SYMPHONIC BAND  
PO BOX 2692  
CUPERTINO CA 95015

Date: 07.27.15  
Case: 28720568547147600  
Case Unit: 28720568547147603  
In reply refer to: 760:TS:F120

—

Regarding	: Tax-Exempt Status
Organization's Name	: Cupertino Symphonic Band
CCN	: 9766733
Purpose	: Educational
R&TC §	: 23701d
Form of Organization	: Unincorporated Association
Accounting Period Ending	: 06/30
Tax-Exempt Status Effective	: 02/01/1994

## Exempt Determination Letter

We have determined the organization is tax-exempt from California franchise or income tax as stated in the above Revenue and Taxation Code (R&TC) section (§).

To retain tax-exempt status, the organization must be organized and operating for nonprofit purposes within the provisions of the above R&TC section. An inactive organization is not entitled to tax-exempt status.

We have based our decision on the information submitted and the assumption that the organization's present operations will continue unchanged or conform to those proposed in the organization's application. In order for us to determine any affect on the tax-exempt status, the organization must immediately report to us any change in:

- Operation
- Character
- Purpose
- Name
- Address

Our determination may no longer be applicable, if these changes occur:

- Material facts or circumstances relating to the organization application.
- Relevant statutory, administrative, or judicial case law.
- Federal interpretation of federal law in cases where our decision was based on such interpretation.

It is the organization's responsibility to be aware of these changes should they occur. This paragraph constitutes written advice, other than a chief counsel ruling, within the meaning of

R&TC §21012(a)(2).

For filing requirements, get Pub. 1068, *Exempt Organizations - Filing Requirements and Filing Fees*. Go to [ftb.ca.gov](http://ftb.ca.gov) and search for **1068**.

This exemption is for state franchise or income tax purposes only. For information regarding sales tax exemption, contact the State Board of Equalization at 800.400.7115, or go to their website at [boe.ca.gov](http://boe.ca.gov).

Theresa L. Schock  
Telephone: 916.845.4171  
Fax: 916.843.0932

cc: Nancy Sheets

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
2 CUPANIA CIRCLE  
MONTEREY PARK, CA 91755-7406

Date: SEP 12 1994

THE CUPERTINO SYMPHONIC BAND  
P O BOX 160262  
CUPERTINO, CA 95016-0262

DEPARTMENT OF THE TREASURY

Employer Identification Number:  
93-1055362  
Case Number:  
954157181  
Contact Person:  
CAROLYN TSCHOPIK  
Contact Telephone Number:  
(213) 725-7002  
Accounting Period Ending:  
December 31  
Foundation Status Classification:  
509(a) (2)  
Advance Ruling Period Begins:  
July 14, 1990  
Advance Ruling Period Ends:  
December 31, 1994  
Addendum Applies:  
Yes

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c) (3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in section 509(a) (2).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a) (1) or 509(a) (2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we

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THE CUPERTINO SYMPHONIC BAND

will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social securities taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If you are required to file a return you must file it by the 15th day of the fifth month after the end of your annual accounting period. We charge a penalty of \$10 a day when a return is filed late, unless there is reasonable

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THE CUPERTINO SYMPHONIC BAND

cause for the delay. However, the maximum penalty we charge cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. We may also charge this penalty if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should keep records to show that funds are spent only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), you must have evidence that the funds will remain dedicated to the required purposes and that the recipient will use the funds for those purposes.

If you distribute funds to individuals, you should keep case histories showing the recipients' names, addresses, purposes of awards, manner of selection, and relationship (if any) to members, officers, trustees or donors of funds to you, so that you can substantiate upon request by the Internal Revenue Service any and all distributions you made to individuals. (Revenue Ruling 56-304, C.B. 1956-2, page 306.)

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

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THE CUPERTINO SYMPHONIC BAND

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



Richard R. Orosco  
District Director

Enclosure(s) :  
Addendum  
Form 872-C

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THE CUPERTINO SYMPHONIC BAND

Addendum

This is to advise you that income from advertising may constitute unrelated business taxable income as defined in section 512 of the Internal Revenue Code. According to section 511 of the Code, any domestic or foreign organization exempt under section 501(a) of the Code must file Form 990-T, Exempt Organization Business Income Tax Return, by the fifteenth day of the fifth month after the end of the organization's tax year, if it has gross income from an unrelated trade or business of \$1,000 or more.

Form **872-C**  
(Rev. 12-89)

Department of the Treasury—Internal Revenue Service  
**Consent Fixing Period of Limitation Upon  
Assessment of Tax Under Section 4940 of the  
Internal Revenue Code**  
(See instructions on reverse side.)

OMB No. 1545-0056

To be used with Form  
1023. Submit in  
duplicate.

Under section 6501(c)(4) of the Internal Revenue Code, and as part of a request filed with Form 1023 that the organization named below be treated as a publicly supported organization under section 170(b)(1)(A)(vi) or section 509(a)(2) during an advance ruling period.

The Cupertino Symphonic Band  
*(Exact legal name of organization as shown in organizing document)*  
P.O. Box 160262 Cupertino, CA 95016-0262  
*(Number, street, city or town, state, and ZIP code)*

} and the

District Director of  
Internal Revenue, or  
Assistant Commissioner  
(Employee Plans and  
Exempt Organizations)

Consent and agree that the period for assessing tax (imposed under section 4940 of the Code) for any of the 5 tax years in the advance ruling period will extend 8 years, 4 months, and 15 days beyond the end of the first tax year.

However, if a notice of deficiency in tax for any of these years is sent to the organization before the period expires, the time for making an assessment will be further extended by the number of days the assessment is prohibited, plus 60 days.

Ending date of first tax year 12/31/90  
*(Month, day, and year)*

Name of organization (as shown in organizing document)  The Cupertino Symphonic Band	Date  7/11/90
Officer or trustee having authority to sign  Signature ► [REDACTED]	
For IRS use only  [REDACTED]	

6 1994

Internal Revenue Service

Western Region

Exempt Organizations

**IMPORTANT!**

**FACTS ABOUT THIS DETERMINATION LETTER**

**IMPORTANCE OF RETAINING THIS DETERMINATION LETTER:**

1. This determination letter will not be reissued and must be retained as part of your permanent tax records.
2. An updated determination letter will only be issued if your organization submits a new application and pays another user fee.
3. This determination letter, along with copies of the application filed, annual returns, and all books and records should be delivered to the new officers of the organization as changes in officers occur.

**FUTURE CONTACTS WITH THE INTERNAL REVENUE SERVICE:**

1. YOUR ORGANIZATION MUST contact the Internal Revenue Service, if the name or address of your organization changes. Write to:

Internal Revenue Service  
EP/EO Division  
Attention: EOMF Coordinator  
2 Cupania Circle  
Monterey Park, CA 91754

2. YOUR ORGANIZATION MUST file an annual information return (if due). Failure to do so can lead to loss of exempt status. (See annual return instructions of Publication 557 for additional information).

## *Charitable Contributions - Substantiation and Disclosure Requirements*

**UNDER THE NEW LAW, CHARITIES WILL NEED TO PROVIDE NEW KINDS OF INFORMATION TO DONORS.** Failure to do so may result in denial of deductions to donors and the imposition of penalties on charities.

Legislation signed into law by the President on August 10, 1993, contains a number of significant provisions affecting tax-exempt charitable organizations described in section 501(c)(3) of the Internal Revenue Code. These provisions include: (1) new substantiation requirements for donors, and (2) new public disclosure requirements for charities (with potential penalties for failing to comply). Additionally, charities should note that donors could be penalized by loss of the deduction if they fail to substantiate. **THE SUBSTANTIATION AND DISCLOSURE PROVISIONS APPLY TO CONTRIBUTIONS MADE AFTER DECEMBER 31, 1993.**

Charities need to familiarize themselves with these tax law changes in order to bring themselves into compliance. This Publication alerts you to the new provisions affecting tax-exempt charitable organizations. Set forth below are brief descriptions of the new law's key provisions. The Internal Revenue Service plans to provide further guidance in the near future.

### *Donor's Substantiation Requirements*

**Documenting Certain Charitable Contributions.** — Beginning January 1, 1994, no deduction will be allowed under section 170 of the Internal Revenue Code for any charitable contribution of \$250 or more unless the donor has contemporaneous written substantiation from the charity. In cases where the charity has provided goods or services to the donor in exchange for making the contribution, this contemporaneous written acknowledgement must include a good faith estimate of the value of such goods or services. Thus, taxpayers may no longer rely solely on a cancelled check to substantiate a cash contribution of \$250 or more.

The substantiation must be "contemporaneous." That is, it must be obtained by the donor no later than the date the donor actually files a return for the tax year in which the contribution was made. If the return is filed after the due date or extended due date, then the substantiation must have been obtained by the due date or extended due date.

The responsibility for obtaining this substantiation lies with the donor, who must request it from the charity. The charity is not required to record or report this information to the IRS on behalf of donors.

The legislation provides that substantiation will not be required if, in accordance with regulations prescribed by the Secretary, the charity reports directly to the IRS the information required to be provided in the written substantiation. At present, there are no regulations establishing procedures for direct reporting by charities to the IRS of charitable contributions made in 1994. Consequently, charities and donors should be prepared to provide/obtain the described substantiation for 1994 contributions of \$250 or more.

There is no prescribed format for the written acknowledgement. For example, letters, postcards or computer-generated forms may be acceptable. The acknowledgement does not have to include the donor's social security or tax identification number. It must, however, provide sufficient information to substantiate the amount of the deductible contribution. The acknowledgement should note the amount of any cash contribution. However, if the donation is in the form of goods or services, the

The written substantiation should also note whether the donor organization provided any goods or services in consideration, in whole or in part, for the contribution and, if so, must provide a description and good-faith estimate of the value of the goods or services. In the new law these are referred to as "quid pro quo contributions."

Please note that there is a new law requiring charities to furnish disclosure statements to donors for such quid pro quo donations in excess of \$75. This is addressed in the next section regarding Disclosure By Charity.

If the goods or services consist entirely of intangible religious benefits, the statement should indicate this, but the statement need not describe or provide an estimate of the value of these benefits. "Intangible religious benefits" are also discussed in the following section on Disclosure By Charity. If, on the other hand, the donor received nothing in return for the contribution, the written substantiation must so state.

The present law remains in effect that, generally, if the value of an item or group of like items exceeds \$5,000, the donor must obtain a qualified appraisal and submit an appraisal summary with the return claiming the deduction.

The organization may either provide separate statements for each contribution of \$250 or more from a taxpayer, or furnish periodic statements substantiating contributions of \$250 or more.

Separate payments are regarded as independent contributions and are not aggregated for purposes of measuring the \$250 threshold. However, the Service is authorized to establish anti-abuse rules to prevent avoidance of the substantiation requirement by taxpayers writing separate smaller checks on the same date.

If donations are made through payroll deductions, the deduction from each paycheck is regarded as a separate payment.

A charity that knowingly provides false written substantiation to a donor may be subject to the penalties for aiding and abetting an understatement of tax liability under section 6701 of the Code.

### *Disclosure by Charity of Receipt of Quid Pro Quo Contribution*

Beginning January 1, 1994, under new section 6115 of the Internal Revenue Code, a charitable organization must provide a written disclosure statement to donors who make a payment, described as a "quid pro quo contribution," in excess of \$75. This requirement is separate from the written substantiation required for deductibility purposes as discussed above. While, in certain circumstances, an organization may be able to meet both requirements with the same written document, an organization must be careful to satisfy the section 6115 written disclosure statement requirement in a timely manner because of the penalties involved.

A quid pro quo contribution is a payment made partly as a contribution and partly for goods or services provided to the donor by the charity. An example of a quid pro quo contribution is where the donor gives a charity \$100 in consideration for a concert ticket valued at \$40. In this example, \$60 would be deductible. Because the donor's payment (quid pro quo contribution) exceeds \$75, the disclosure statement must be furnished, even though the deductible amount does not exceed \$75.

Separate payments of \$75 or less made at different times of the year for separate fundraising events will not be aggregated for purposes of the \$75 threshold. However, the Service is authorized to develop anti-abuse rules to prevent avoidance of this disclosure requirement in situations such as the writing of multiple checks for the same transaction.

ductible for federal income tax purposes is limited to the excess of any money (and the value of any property other than money) contributed by the donor over the value of goods or services provided by the charity, and

- (2) provide the donor with a good-faith estimate of the value of the goods or services that the donor received.

The charity must furnish the statement in connection with either the solicitation or the receipt of the quid pro quo contribution. If the disclosure statement is furnished in connection with a particular solicitation, it is not necessary for the organization to provide another statement when the associated contribution is actually received.

The disclosure must be in writing and must be made in a manner that is reasonably likely to come to the attention of the donor. For example, a disclosure in small print within a larger document might not meet this requirement.

In the following three circumstances, the disclosure statement is not required.

- (1) Where the only goods or services given to a donor meet the standards for "insubstantial value" set out in section 3.01, paragraph 2 of Rev. Proc. 90-12, 1990-1 C.B. 471, as amplified by section 2.01 of Rev. Proc. 92-49, 1992-1 C.B. 987 (or any updates or revisions thereof);
- (2) Where there is no donative element involved in a particular transaction with a charity, such as in a typical museum gift shop sale;
- (3) Where there is only an intangible religious benefit provided to the donor. The intangible religious benefit must be provided to

the donor by an organization organized exclusively for religious purposes, and must be of a type that generally is not sold in a commercial transaction outside the donative context. An example of an intangible religious benefit would be admission to a religious ceremony. The exception also generally applies to minimum tangible benefits, such as wine, provided in connection with a religious ceremony. The intangible religious benefit exception, however, does not apply to such items as payment for tuition for education leading to a recognized degree, or for services, or consumer goods.

A penalty is imposed on charities that do not meet the disclosure requirements. For failure to make the required disclosure in connection with a quid pro quo contribution of more than \$75, there is a penalty of \$10 per contribution, not to exceed \$5,000 per fundraising event or mailing. The charity may avoid the penalty if it can show that the failure was due to reasonable cause.

Please note that the prevailing basic rule allowing donor deduction only to the extent that the payment exceeds the fair market value of the goods or services received in return still applies generally to quid pro quo contributions. The \$75 threshold pertains only to the obligation to disclose and the imposition of the \$10 per contribution penalty, not the rule on deductibility of the payment.



Department of the Treasury  
Internal Revenue Service  
Publication 1771 (11-93)  
Catalog Number 20054Q

Internal Revenue Service  
1111 Constitution Avenue, NW  
Washington, D.C. 20224

Bulk Rate  
Postage and Fees Paid  
IRS  
Permit No. G-48

# CUPERTINO SYMPHONIC BAND



September 2025

# Our story

originally founded by Cupertino High alumni in 1989. Open to all wind, brass, and percussion players, with members from many South Bay cities. active members from diverse backgrounds – teachers, engineers, designers, nurses, students, actors, and retirees.

volunteer members, board, and elected officers. Conductor is a Performing Arts school teacher.

See concert performances throughout the year, including July 4th parade.

Non-profit, funded by member dues and donations.



Summer Concert,  
Memorial Park Amphitheater

# Annual Spring Concert

## Cherryvale Community Center Ballroom





## 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, available here (need link to guidelines document).

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](mailto: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](mailto:ncs@sunnyvale.ca.gov)

---

**Event Name:** 2026 Sunnyvale Diwali Festival

**Date(s)/Time(s) of Event:** Oct 25 2026

**Sponsoring Organization(s):** South Asian Cultural Association Of Sunnyvale

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

**Grant Amount Requesting from the City of Sunnyvale:** \$ 20,000

*(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:** [REDACTED]

**Title:** President

**Organization:** South Asian Cultural Association Of Sunnyvale

**Email:** [REDACTED] **Phone Number:** [REDACTED]

**Address:** [REDACTED]

## Event Details

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

The event is a celebration of Diwali, "Festival of Lights". It includes:

- \* cultural performances including music and dance,
- \* Kids zone activities including coloring, lamp painting, live art demo and magic show, workshops
- \* vendors showcasing south asian artisan products, clothes, handicrafts and jewelry
- \* food for sale from food trucks and possibly local businesses

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

This event was held at Sunnyvale Community Center on  
Oct 30 2021,  
Oct 15 2022,  
Oct 21 2023,  
Oct 26 2024

at Sunnyvale Downtown on  
Oct 5 2025

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?

South Asian Cultural Association of Sunnyvale (SACAS) was formed to highlight cultural diversity and promote inclusion in the city of Sunnyvale. Diwali is a festival of lights and one of the major festivals celebrated in India and other South Asian countries. Diwali symbolizes the spiritual "victory of light over darkness, good over evil, and knowledge over ignorance". Given the large number of people settled in Sunnyvale of South Asian descent, this celebration promotes camaraderie among this community and solidarity with other cultures and enriches the quality of life for all residents in our community.

This free event has been growing in popularity with residents of Sunnyvale and neighboring cities.

## Marketing & Promotion

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

This is free event open to all who wish to attend. There is no specific target audience; the wide range of activities ensures that it is appealing to a broad range of people.

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

At next year's event, we are expecting 5000 people to attend over the course of the day; this rough estimate is based on the popularity of the event with the attendees and the number of people who bought free RSVP tickets online at eventbrite and other ticketing sites.

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.

The event will be marketed via: 1) Meta & google advertising 2) eventbrite and sulekha sites 3) printed flyers at local libraries and businesses 4) social media postings on Facebook, Nextdoor etc. 5) City's communication channels 6) Radio Ads in south asian channels 7) Display ads at city businesses 8) asking vendors to repost to their followers 9) city's banner hanging sites

## 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.

South Asian Cultural Association of Sunnyvale (SACAS) was formed to highlight cultural diversity and promote inclusion in the city of Sunnyvale. This is a completely volunteer led organization. The dynamic pool of volunteers, core members and the board members are the members of this organization; there are no explicit membership requirements. There is no yearly budget; budget is allocated per event.

## Event Logistics and Budget

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

For the events we have conducted so far, we made sure that day-of-event rules and restrictions with respect to garbage, recycling and environment, safety, fire prevention, DPS presence etc. were all followed by undergoing inspections, hiring appropriate teams (e.g. to ensure zero-waste) and getting all relevant permits (e.g Event day and food permit). We will follow all these rules and get all the permits again for 2026 to ensure a well-planned and 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?

We adjust the programming based on fund raising and grants. For the past events, we were funded through grants and sponsorships, and hopefully with a bigger grant and better fund raising, we will be able to organize a larger and more successful event next year

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?

We have not submitted yet but will be submitting the special event application early next year

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?

We are requesting grant funding from the city to partially support the expenses for Diwali event. The rest of the funding will come from corporate and other sponsorships, as was the case for past events.



A 501©3 Sunnyvale based resident-organized nonprofit to promote diversity and inclusion

### South Asian Cultural Association of Sunnyvale (SACAS)

#### Budget for 2026 Sunnyvale Diwali Celebration

Total Expenses	55,500	47,500
Cultural Program Organizing	3,000	
City Permits	4,000	
Event LED	4,000	
Event Facilities Management (tents, equipment, stage, portable, generator rental)	20,000	
Signs and Banners	3,000	repeat in row 18 below
Stage Audio/Sound, Lighting	3,500	
Volunteer Management	1,500	
Security and other pros	3,500	
Waste management	2,500	paid by City
Insurance	2,500	paid by City
Marketing (banners, ads, flyers)	6,000	
Miscellaneous / Admin costs	2,000	
<b>Total Revenue</b>	<b>55,500</b>	
<b>Generated Revenue</b>	<b>29,500</b>	

Local Business Sponsorship	16,000
Vendor booths	11,000
Individual donations (with corporate matching)	2,500
<b>Donations and City contribution</b>	<b>26,000</b>
Donations - In-kind	2,000
Funding requested from the City	20,000
Estimate of the City Services Required (As grant recipient)	4,000

SACAS Volunteers Contribution	Hours	\$ (@ \$40.14/hour)
Cultural programming	800	29,856
Fund raising	100	3,732
Marketing	600	22,392
Event Management	2000	74,640
<b>Total Volunteer Assistance</b>	<b>3500</b>	<b>130,620</b>



## Community Events Grant Program Application

Calendar Year 2026, Fall Cycle

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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](mailto:ncs@sunnyvale.ca.gov) or call 408-730-7599.

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Attn: Recreation Services Administration  
550 E. Remington Dr., Sunnyvale CA 94087

*Email:* [ncs@sunnyvale.ca.gov](mailto:ncs@sunnyvale.ca.gov)

---

<b>Event Name:</b>	Ellis International Festival
<b>Date(s)/Time(s) of Event:</b>	May 8, 2026
<b>Sponsoring Organization(s):</b>	Ellis Elementary School PTA
<b>Is there a Co-Sponsor? If yes, organization name.</b>	N/A

**Grant Amount Requesting from the City of Sunnyvale:** \$ 2500

*(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

<b>Name:</b>	<input type="text"/>	
<b>Title:</b>	PTA President	
<b>Organization:</b>	Ellis Elementary School PTA	
<b>Email:</b>	<input type="text"/>	<b>Phone Number:</b> <input type="text"/> 9 <input type="text"/>
<b>Address:</b>	<input type="text"/>	

## Event Details

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

International Night is a celebration of the international heritage of the Sunnyvale community, as represented at Ellis Elementary School.

It consists of 3 main parts:

**Country booths (15+):**

Volunteers from the Sunnyvale Ellis community share elements of their heritage through informational posters and food samples on a dedicated country booth.

**Community Performances (10+):**

Parents and students put on short performances (3-6 min) reflecting their heritage, e.g. dances, fashion shows, singing.

**Passports + Prizes:**

Children are given passports to the event. As they visit the booths, they can earn passport stamps for answering questions about the countries represented at the event. Completing a passport entitles the child to an event-themed prize.

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

Yes, at Ellis Elementary School, on May 9, 2025, May 3, 2024, April 28, 2023, and for several years 2019 and prior. The hiatus was due to COVID.

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?

This event fosters community unity through a celebration of cultural diversity and shared values of inclusivity and respect for all cultures. Sunnyvale is known for its rich cultural diversity, and the Ellis community in particular is especially representative of the diversity of Sunnyvale. The Ellis International Festival wants to echo this. It provides a platform for students and families to showcase and share their cultural heritage with fellow school families and the surrounding community, creating an atmosphere of cultural exchange and understanding. Through cultural performances, exhibits, food and interactive activities, the festival highlights the mosaic of cultures that enrich our community.

## Marketing & Promotion

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

The event is open to the Sunnyvale community, and is typically attended by families and community members near Ellis in the Heritage district. In previous years we have advertised via flyering in the community and downtown, as well as via school flyers in the Sunnyvale School District.

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

The approximate attendance of the 2024 and 2025 events were 800 - 1000. We aim to stay at ~1000 attendees as we plan to follow a similar level of publicity used in recent year's events. City funding allows us to support an event of this size, reaching a greater fraction of the community.

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.

We advertise on school social media platforms including Facebook, Class Dojo (district teacher/parent tool, Peach Tree (Sunnyvale School district wide email platform) and on the new school marquee outside the school. We will also promote the event at local businesses (coffee shops, etc) and flyering in the school and neighborhood.

## 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.

The PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children. We currently have 130+ members at Ellis PTA representing 750 students and their families.

See attached budget PDF.

Website: <https://sites.google.com/ellispta.org/web/>  
Facebook: <https://www.facebook.com/EllisElementary/>

## Event Logistics and Budget

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

The event has a senior project lead with experience running events hosting 800-1000 people, as well as teacher leads, parent country leads and dozens of experienced volunteers. Food Safety: Providing safe food handling supplies for the volunteers, and dedicated tents for country food sampling. Family Safety: The event is coordinated with the school staff to ensure school safety concerns and rules are followed, to prepare the grounds ahead of time, ensure there are ample bathroom access, waste-disposal options, clean up afterwards.

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?

The PTA board proposes a budget and release of funds to the PTA association which votes to approve these measures. Reimbursements require signed approval of the PTA president and secretary, and checks must be signed by the Treasurer and Financial Secretary. All previous events have kept within budget.

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?

Yes, for grant years 2024 and 2025. The application for 2024 (submitted Oct 2023) was approved for a CEGP grant.

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?

The ELLIS PTA will supply the required funds to ensure this event is hosted safely and represents the community of Sunnyvale. The additional grant will enable us to increase the subsidies provided to the families sharing their culture with the community through food and decorations. These funds will reduce the burden on the families who provide in-kind donations and the Ellis PTA, allowing the PTA to offer additional educational events.

# Ellis International Night Budget

<b>ELLIS PTA 2025-2026 Income and expenses.....</b>	<b>2</b>
<b>Event Budget and Volunteer Estimates.....</b>	<b>3</b>
<b>Volunteer assistance.....</b>	<b>4</b>

# ELLIS PTA 2025-2026 Income and expenses

2025-26

**Unit Name:** Ellis PTA

**Location:** 550 E. Olive Avenue, Sunnyvale

**July 1, 2025 to June 30, 2026**

ESTIMATED INCOME	2025-26
Interest with Savings Account	\$15.00
CD interest	\$235.00
PTA membership cash	
PTA Membership Unit Portion (\$3.90 per member)	\$600.00
Other Income	\$15.00
Volunteer payment hours	\$500.00
A-thon fundraiser	\$47,000.00
Direct Appeal	\$25,000.00
Eat for Ellis	\$2,500.00
Spirit Wear / Online shop	\$250.00
Events	\$500.00
Raffle	\$0.00
Online Auction	\$2,000.00
Grant Income	\$0.00
Funds Not Belonging:	\$0.00
<b>TOTAL INCOME</b>	<b>\$78,615.00</b>

ESTIMATED EXPENSES	2025-26
Operating Expenses	\$9,650.00
A-thon fundraiser	\$23,000.00
Direct Appeal Fundraiser	\$1,000.00
Events (Concession Items)	\$500.00
Online / Staff auction	\$300.00
After School	\$10,000.00
Assemblies	\$19,500.00
Field Trips - \$30/student	\$24,600.00
PTA run Programs	\$11,450.00
Scholastic News & Science Spin / Enrichment Publications	\$6,300.00
School Programs	\$4,950.00
Science program - \$15/student	\$12,300.00
Support Staff Grants	\$4,300.00
Teacher Grants - \$20 / student	\$16,400.00
Funds Not Belonging	0
<b>TOTAL EXPENSES</b>	<b>\$144,250.00</b>

# Event Budget and Volunteer Estimates

Total expenses - \$5,050  
Anticipated revenue (if applicable) - none  
Net cost (total expenses less anticipated revenue) : \$5,050

## Expense Budget:

### Food related:

Servingware (plates/napkins) for 1000 attendees:	\$200
Beverages for 1000 attendees:	\$300
Booth supplies (posters, tape, etc) for 10 countries:	\$400
Food/appetizers for 15 countries @\$150/ea:	\$2250
	\$3150

### Decorations/Prizes:

Decorations (tablecloths, flags, etc):	\$200
Passport printing 500ct:	\$200
Passport stamps 10ct:	\$100
Prizes (stickers, international treats) 300ct:	\$400
	\$900

### Infrastructure:

Tables (5):	\$300
10x10 tents (5):	\$600
	\$900

**Total Budget:** \$5050

## Volunteer assistance

### Volunteer Roles

- Event Lead: 60 hrs (4 hrs/wk for 10 weeks + 20 hrs in event lead-up)
- Planning volunteers: 50 hrs (5 helpers x 2 hrs/wk for 5 wks)
- Country Parent Leads: 200hrs (20 leads, 10 hrs/lead)
- Setup: 20 hrs (10 volunteers x 2 hrs)
- Tear down: 10 hrs (10 volunteers, 1 hr)
- Table volunteers: 180 hrs (20 tables x 3 volunteers/table x 3 hrs)
- Day-of coordinators: 15 hrs (3 people x 5 hrs)
- Performances : 100hrs (20 performances x 10 hrs prep/performance)

**Total volunteer hours:** 635

**Total volunteer value (\$40.14):** \$25488.90

## In-kind donations

Previous years have included in-kind donations via borrowing equipment such as tents (~10), tables (~5), and a stage from a local events organizer., approximate value \$500.

## Funding Request

Event Summary:

Budget: \$5050

Volunteer: \$25488.90

**Funding amount being requested from City of Sunnyvale:** \$2500



## 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, available here (need link to guidelines document).

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](mailto: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](mailto:ncs@sunnyvale.ca.gov)

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**Event Name:** International Pet Appreciation Celebrateion

**Date(s)/Time(s) of Event:** June 6th, 2026, 11:00 am - 2:00 pm

**Sponsoring Organization(s):** Duo Duo Animal Welfare Project

**Is there a Co-Sponsor? If yes, organization name.** No

**Grant Amount Requesting from the City of Sunnyvale:** \$ 1500

*(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:** [REDACTED]

**Title:** Executive Director

**Organization:** Duo Duo Animal Welfare Project

**Email:** [REDACTED] **Phone Number:** [REDACTED]

**Address:** [REDACTED]

## Event Details

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

We like to organize an International Pet Appreciation Celebration event to show the world that dogs and cats deserve respect, protection, and a place in our hearts, and how the pets make our lives better every single day.

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

Yes, June 1, 2025 in the Las Palmas park.

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?

We encourage all the Sunnyvale pet lovers to come to our event.

## **Marketing & Promotion**

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

No, we welcome people who love dogs and cats from all the neighborhood to join us.

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

50 based on the past experience.

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.

We will promote our event via social media. We also hosted Sunnyvale Pet Parade in the past and we will promote our event to all the parade attendees.

## **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.

Duo Duo Project is based in Sunnyvale. Our mission is to end animal cruelty around the world. Our focus currently is to end the brutal dog and cat meat trade in China. We're making real progress and working all year-round to ensure that dogs and cats are seen as family rather than food.

We are an all volunteers organization. Our volunteers are from all over the bay area and our Youth team is lead by a Sunnyvale high school student.

## Event Logistics and Budget

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

We will have people RSVP to have a correct head count. It's an indoor event in one of Sunnyvale's Recreation facility.

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?

We have a strong young volunteer team and our social media and Eventbrite accounts have many followers accumulated for many years.

We have organized successful Pet Parade events and gala in Sunnyvale.

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?

Not yet because we are not sure which venue to reserve at this time.

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?

We believe this event will be another popular event for Sunnyvale pet lovers. And we like to let our participants know Sunnyvale City is part of it.

We will get the remaining funding from donations and from sponsors.

## 2026 Sunnyvale Pet Appreciation Celebration Budget

Organizer: Duo Duo Project

Name of Contact: [REDACTED]

Date of Event: 6/6/2026

How many people expected: 50

Hours: 11:00 am to 2:00 pm

### **Expenses: \$3,000:**

Venue fee: \$400

Services (Entertainment/photography, etc): \$800

Marketing and printing: \$300

Food and drinks: \$1000

Prizes and awards: \$500



## 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, available here (need link to guidelines document).

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*Email:* [ncs@sunnyvale.ca.gov](mailto:ncs@sunnyvale.ca.gov)

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<b>Event Name:</b>	Sunnyvale Pride Fest
<b>Date(s)/Time(s) of Event:</b>	June 13, 2026
<b>Sponsoring Organization(s):</b>	NA
<b>Is there a Co-Sponsor? If yes, organization name.</b>	NA

**Grant Amount Requesting from the City of Sunnyvale:** \$ 5,000

*(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

<b>Name:</b>		
<b>Title:</b>	Event Coordinator	
<b>Organization:</b>	Sunnyvale Presbyterian Church	
<b>Email:</b>		<b>Phone Number:</b> 
<b>Address:</b>		

## Event Details

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

We are a group of volunteers passionate about organizing LGBTQ+ community events. We organize the annual Sunnyvale Pride Fest, an LGBTQ+ Pride Festival. In 2026, we plan to organize the event on June 13, 2026 at Plaza Del Sol Park in Sunnyvale, CA. The fund awarded will be used to help pay for event expenses such as event permits, entertainment, and resource fair equipment. We plan to have drag artists, queer musicians, dancers, singers, and other entertainment. There will also be a resource fair where non-profit organizations and businesses can share resources to the attendees and residents of Sunnyvale.

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

Yes, June 14, 2025 at Plaza Del Sol Park in Sunnyvale, CA.

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?

Sunnyvale Pride Fest is a family-friendly event. Our event is a celebration of the LGBTQ+ community during national Pride month. We plan to invite businesses and non-profit organizations that are based in Sunnyvale.

**Goals and Community Impact:**

The Sunnyvale Pride Fest event is committed to:

- 1.) Creating a safe, inclusive space for attendees, fostering unity and belonging across communities from diverse identities and backgrounds.
- 2.) Promoting visibility, community development, and representation by providing artists, activists, and speakers from diverse LGBTQ+ community to platform and share their skills, talents, and stories.
- 3.) Connecting attendees with vital resources, including health services, mental wellness support, housing assistance, and legal aid for marginalized groups.
- 4.) Driving economic impact by attracting visitors to local businesses, hotels, restaurants, and cultural sites, generating hundreds of thousands of dollars in revenue for Sunnyvale's economy.

## Marketing & Promotion

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

The Sunnyvale Pride Fest is a citywide event celebrating the LGBTQ+ community especially the residents of the city of Sunnyvale.

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

500 attendees. This estimate is based on last year.

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.

In order to advertise the event, we will use the following strategies:

- Posting flyers at different businesses
- Paid social media advertisement
- Placing our event graphics on newsletter
- Tabling at many community events in Sunnyvale
- We will be emailing our event graphics to many non-profit organizations to help us promote the event.
- Partnering with local radio, television stations and transit agency to place public service announcement advertisements and in-kind advertisements

+

## 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.

Mission and goals: We are a group of volunteers passionate about organizing LGBTQ+ community events. We organize the annual Sunnyvale Pride Fest, an LGBTQ+ Pride Festival.

We estimated a total budget of \$10,000 not including \$30,000 of in-kind donation.

## Event Logistics and Budget

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

We have plenty of volunteers through the Sunnyvale Presbyterian Church members and other LGBTQ+ community members. They will help us make our event safe and well executed.

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?

Our event will be free to the public. We are fundraising and looking for sponsors to help fund the event.

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?

We have not submitted the event permit yet as we are still securing funding.

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?

Through fundraising and sponsorship from different organizations, businesses, and companies which will help us fund our event.

One reason we are requesting funding from the city is to get insurance waived if our event is co-sponsored by the City of Sunnyvale. Another reason is that we believe a Pride event is important to the city of Sunnyvale and its residents and having the support of a grant helps to show that Sunnyvale is serious about being a queer friendly and positive city.

<b>Expenses</b>	<i>Items</i>	<i>Anticipated Cost</i>
	Event Permit	\$1,000
	Portable Bathrooms	\$1,500
	Event Signage	\$1,500
	Marketing Flyers and postcards	\$1,000
	Equipment Rental	\$2,000
	Entertainment	\$2,000
	Volunteer Food and Drinks	\$500
	Entertainment Food and Drink	\$500

*Total Monetary Expenses* \$10,000.00

In-kind Radio Advertisement	\$10,000.00
In-kind Television Advertisement	\$10,000.00
In-kind Transit Advertisement	\$10,000.00

*Total In-kind Expenses* \$30,000.00

#### **Revenue**

Free event	0
------------	---

**Net Cost** \$40,000

#### **Volunteer Assistance**

<i>Roles</i>	<i>Hours</i>	<i>Multiply Volunteer Hours</i>
Set up	2	80.28
Clean up	2	80.28
Kids Area attendant	4	160.56
Pick up equipment	2	80.28

#### **Funding request**

Grant Funding Request	\$5,000
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## 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, available here (need link to guidelines document).

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*Email:* [ncs@sunnyvale.ca.gov](mailto:ncs@sunnyvale.ca.gov)

---

<b>Event Name:</b>	SUNNyvale Community Block Party
<b>Date(s)/Time(s) of Event:</b>	Saturday, August 29, 2026 11am-2pm
<b>Sponsoring Organization(s):</b>	Sunnyvale Swim Club
<b>Is there a Co-Sponsor? If yes, organization name.</b>	No

**Grant Amount Requesting from the City of Sunnyvale:** \$ 5760

*(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

<b>Name:</b>	<input type="text"/>	
<b>Title:</b>	Ways & Means Director	
<b>Organization:</b>	Sunnyvale Swim Club	
<b>Email:</b>	<input type="text"/>	<b>Phone Number:</b> <input type="text"/>
<b>Address:</b>	<input type="text"/>	

## Event Details

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

Sunnyvale Swim Club (SUNN) is a nonprofit organization (501c) that mainly serves the residents of Sunnyvale and the surrounding communities. We are a competitive swim club sanctioned by the USA Swimming Association and our members are all student athletes, ranging in age from 5 to 18 years, with some collegiate alumni.

SUNN plans to host a community event that has a 'county fair' like environment, featuring free food, games, and interactive information booths for residents of the City of Sunnyvale, student athletes of SUNN Swimming, and participants of our Summer Splash Program.

The event will be held outdoors at a Sunnyvale city park, from 10 AM to 3 PM on a weekend day in August 2026. SUNN plans to provide free pizza, ice cream/popsicles, snacks and drinks, while supplies last.

Informational and activity booths will be created and hosted by SUNN's student athletes and volunteers. Student athletes will research the topic of interest and how the guests can benefit from the experiences and take advantage of the opportunities provided by the City of Sunnyvale to live healthy lives and be more productive and positive residents of Sunnyvale.

We will recruit a representative from the Red Cross, the City of Sunnyvale Aquatics, our coaches, our high school athletes, our college athletes, and some of our parents that swim to talk about swimming for safety, sport and lifetime fitness. These representatives will be posted at educational booths.

We will also include other key aspects of Sunnyvale such as the Sunnyvale Public Library, Sunnyvale Downtown, Sunnyvale Farmers Market, etc. We plan to invite other Sunnyvale-based organizations to also provide informational booths.

(See attachment for additional information.)

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

Yes, we held this event on Saturday, September 20, 2025 from 11am-2pm at Washington Park. We estimated between 600-700 guests attended based on crowd size and amount of food served. We had a mix of SUNN families and non-member residents of Sunnyvale, allowing many friends and families to get together and have fun while learning about Sunnyvale and the importance of water safety.

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?

The goals of the event are to celebrate the achievements of the student athletes, fulfill SUNN's core value of being a "pillar of the local community" by bonding with non-member residents of Sunnyvale, introducing them to the sports of swimming and how it can build a healthy lifestyle and the life skills to be productive and successful members of the community, which is our Mission Statement.

The SUNNyvale Community Block Party will be open to all residents of Sunnyvale, the athletes of SUNN Swim Club, the Summer Swim Team, and the Summer Splash Program, and their families.

We will run ice-breaker or team building games to introduce our guests to each other, and hopefully start the process of building friendships and just to have fun! This is how you start learning about the identity of individuals in Sunnyvale, thus the City of Sunnyvale itself.

Guests will have an opportunity to visit our education booths. Our "Neighbors and History of Sunnyvale" booth will bring to light Sunnyvale's cultural diversity. It will show the differences and similarity of our culture and demographics. Educated, we can then all celebrate each other's culture.

Our audience for the "Water Safety" booth is young kids and their families. The objective of the booth is to teach how to be safe around water, the first step towards supporting life or "vitality" in the community.

Our next audience will be school age children who may benefit from the sport of competitive swimming. Our booth, "SUNN Swim Club and Summer Splash Achievements", will show our guests how participating in competitive sport such as swimming will not only increase over all health and vitality of our children, but also that of the parents, who participate by volunteering with SUNN and just from being outside in the outdoors as a spectator. We will also show that swimming teaches discipline, grit and other life skills that can lead to personal success.

Our last booth, "Aquatic Activities: Youth and Adults", will introduce the idea of sport as a lifelong journey to maintain overall health for young adults to seniors. We will essentially advertise the opportunities offered by our own city of Sunnyvale so that our guests can take advantage of these opportunities.

SUNN Swim Club's goal is to create or bolster the identity of being an active, healthy person, from childhood to adulthood, as an identity for the Sunnyvale residents. Through learning about each other, and playing team oriented games, we hope to build a stronger sense of community amongst our neighbors.

Our free raffle drawing will encourage participants to learn from the booths. Participants earn a ticket by visiting all the booths. A set of raffle tickets will be picked at random to win free prizes.

## Marketing & Promotion

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

Our target audiences are school age children and their family and friends/neighbors in Sunnyvale. Education about water safety and the health benefits through aquatics should be available to the entire community, and we believe SUNN can be this vehicle. (See attachment for additional information.)

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

We expect 500-700 people to attend, based on our 2025 attendance record for the event held in September 2025.

(See attachment for additional information.)

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.

Our main method of advertisement is to engage the non-member residents of Sunnyvale through our relationships with the community. We will ask every athlete to do their best to bring at least one friend or neighbor from the community as a personal guest.

In addition, to target marketing to residents of Sunnyvale, we will advertise through flyers and posters posted online (via social media, PeachJar, etc.) and physical locations (based on permission from local library, schools, churches, businesses). (See attachment for additional information.)

## 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.

Sunnyvale Swim Club (SUNN) is a nonprofit organization (501c) that mainly serves the residents of Sunnyvale, established in 1979. We are a competitive swim club sanctioned by the USA Swimming Association.

SUNN mission is to foster a safe and positive culture where athletes develop the essential life skills to be productive and successful people. Our core values are that we lead with integrity, encourage responsibility in our members, embody passion for our sport, and have a strong work ethic beyond the end result.

(See attachment for additional information)

## Event Logistics and Budget

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

SUNN Swimming is used to organizing large events, running swim meets, graduation, and picnics safely. These events may have as many as 500 participants and spectators. To ensure the event runs well and safely, SUNN has two board members, the Meet Director and the Ways and Means Director, who supervises a team of parent volunteers to run these events. The team provides monitors to ensure appropriate safe behaviors on pool decks. We also have a designated person to direct traffic. (See attachment for additional information)

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?

Please see attachment for detailed response.

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?

No; we have not yet submitted because our steering committee was still confirming available date and venue in August 2026, but plan to submit the Special Event application once the details and park reservations are finalized.

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?

We will obtain the remaining funding for our event through SUNN's general fund.

We are requesting grant funding from the City because this event benefits the residents of Sunnyvale. We received the grant in 2025 and held our event, which was positively received by all attendees, vendors, and trash/recycling staff. We are requesting the grant funding from the City to continue our ability to provide Sunnyvale residents this free community event and opportunity to experience and learn.

**Balance Sheet**  
**SUNN Swimming**  
**As of August 31, 2025**

<b>Distribution account</b>	<b>Total</b>
Assets	
Current Assets	
Bank Accounts	
Cash Boxes	0.00
Charles Schwab Investment	195,592.87
US Bank Checking	62,279.76
US Bank Money Market	1,103.63
<b>Total for Bank Accounts</b>	<b>\$258,976.26</b>
Accounts Receivable	
Accounts receivable	0.00
<b>Total for Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
Prepaid Expenses	12,563.47
Undeposited Funds	0.00
<b>Total for Other Current Assets</b>	<b>\$12,563.47</b>
<b>Total for Current Assets</b>	<b>\$271,539.73</b>
Fixed Assets	
Accumulated Depreciation	0.00
Equipment	0.00
<b>Total for Fixed Assets</b>	<b>\$0.00</b>
Other Assets	
Payroll Clearing	0.00
<b>Total for Other Assets</b>	<b>\$0.00</b>
<b>Total for Assets</b>	<b>\$271,539.73</b>
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts payable	0.00
<b>Total for Accounts Payable</b>	<b>\$0.00</b>
Credit Cards	
Other Current Liabilities	
Accrued Expenses	41,647.75
<b>Total for Other Current Liabilities</b>	<b>\$41,647.75</b>
<b>Total for Current Liabilities</b>	<b>\$41,647.75</b>
Long-term Liabilities	
PPP Loan	0.00
<b>Total for Long-term Liabilities</b>	<b>\$0.00</b>

<b>Total for Liabilities</b>	<b>\$41,647.75</b>
Equity	
Opening Balance Equity	95,051.08
Unrestrict (retained earnings)	-70,328.97
Net Income	205,169.87
<b>Total for Equity</b>	<b>\$229,891.98</b>
<b>Total for Liabilities and Equity</b>	<b>\$271,539.73</b>

Cash Basis Tuesday, October 07, 2025 07:53 PM GMTZ

Internal Revenue Service  
District Director

Date: MAR 18 1999

Sunnyvale Swim Club  
P. O. box 2580  
Sunnyvale, CA 94087

Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

**Person to Contact:**

Andrea Switser 31-00972

Customer Service Representative

**Telephone Number:**

877-829-5500

**Fax Number:**

513-684-5936

**Federal Identification Number:**

Dear Sir or Madam:

This is in response to your letter dated February 22, 1999, requesting a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in June 1983 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

-2-

Sunnyvale Swim Club  
[REDACTED]

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



C. Ashley Bullard  
District Director

**ATTACHMENT TO CEGP APPLICATION 2026**  
**(Event Name: SUNNyvale Community Block Party)**

**RESPONSE TO QUESTION 1 (Continued):**

Additionally, we will offer other fun activities such as bounce house, face painting, and organized games.

The following are list of our proposed activity or educational booths (there will probably be more):

**Booth 1 Water Safety:**

Educational in nature, we will have posters demonstrating the hazards of the waters, whether the pool or beach. We will inform the guest about the rate of drowning, the common scenario of drowning, the concept of dry drowning - the symptoms to watch for, and hazards of digging beach sandpits.

We will provide information to Sunnyvale's classes, private or public, that teach basic swim lessons to be water safe, such as Sunnyvale's SafeSplash classes held at Fremont Swim Complex or the British Swim School at the 24 Hrs Fitness in Sunnyvale. We will acquire permission from these entities prior to the event.

<https://www.safesplash.com/>

<https://britishswimschool.com/palo-alto/24-hour-fitness-sunnyvale/>

SUNN does not provide basic swim lessons, but this skill is very important to the community, and so we want to provide free advertisement for these programs.

**Booth 2. Aquatic Activities, Youth and Adults:**

This booth will feature Sunnyvale's Aquatic offerings: swim lessons, recreation swim, water fitness, and lifeguard training. The booth will show how living active lives through swimming can be healthy.

**Living a healthy life through aquatic sports is not just through competition for the young, but rather a lifelong journey for all ages.** We will use the following

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Sunnyvale City website as our primary source.

[https://www.sunnyvale.ca.gov/recreation-and-community/classes-and-activities/  
aquatics](https://www.sunnyvale.ca.gov/recreation-and-community/classes-and-activities/aquatics)

**Booth 3: SUNN Swim Club and Summer Splash Achievements**

SUNN swimmers achieve in the pool, as well as in the classroom. Our student athletes are top athletes, from being ranked in the community to state competitions. Our students are also academically successful, with multiple seniors swimmers admitted to top universities in the country. Our students also play active roles in the community by volunteering. **We plan to celebrate their achievements in this booth, showing our commitment to our mission of developing our student athletes to “become productive and successful people”.** We want to show to the community that the sport of swimming can bolster life skills that can lead to successful lives. SUNN also offers scholarships for academic achievement as a commitment to this mission.

**Booth 4: Neighbors and History of Sunnyvale**

SUNN strives for diversity. Sunnyvale is a diverse community and our team reflects our residents. The sport of swimming requires a significant cost due to pool rentals fees. We understand that not all households can afford to participate. **SUNN offers scholarships based on financial need. We plan to celebrate our diversity by showing off the history of Sunnyvale and how it has changed in the last 45 years that SUNN has been a part of the community.** We plan to use Sunnyvale Demographic Data USA to provide some demographic data.

<https://datausa.io/profile/geo/sunnyvale-ca/>

**Booth 5: Food and Drinks Station:**

SUNN intends to provide free food and drinks for the event. We plan to purchase prepared food and drinks to hand out to guests.

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**Games:**

**One goal of this picnic celebration is to bring the community together. Many of the guests will be non-SUNN members from the community. We plan several team oriented games to break the ice and create conversations between strangers.**

**RESPONSE TO QUESTION 4 (Continued):**

While SUNN's membership is diverse, we hope to target flyers to lower income communities citywide, such as churches and community centers, as we do provide financial based scholarships.

**RESPONSE TO QUESTION 4a (Continued):**

Before we held our September 2025 event, our goal was to reach at least 550 guests for our event. With a membership of 400 active student athletes and an average of 75 participants for Summer Splash, a conservative goal from these groups is 50%, resulting in about 240 athletes. These athletes will be accompanied by at least one parent, resulting in about 480 participants.

Our main method of advertisement is to engage the non-member residents of Sunnyvale through our relationships with the community. We will ask every athlete to do their best to bring at least one friend or neighbor from the community as a personal guest. Assuming a 25% success rate, we should increase our number by 60 guests, resulting in a total of 540 participants

Through widespread advertisements through flyers and posters and community events, we hope to draw about 50 additional guests, which will bring the total participants to 590 guests.

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**RESPONSE TO QUESTION 5 (Continued):**

We will also advertise through tabling at the free speech section at community events, such as the Sunnyvale Farmer's Market. We will include event details on our team's webpage, <https://sunn.org>. We also plan to put up a banner at Butcher's Corner.

Within SUNN, we inform our team via the club's event calendar on our website, and also communicate to our team through coach announcements, emails and weekly newsletters, and ask that they share the event via word of mouth.

Our goal this year is to finalize all marketing documents and have them posted no later than 1 month before the event.

**RESPONSE TO QUESTION 6 (Continued):**

The final core value that we want to emphasize is that "SUNN is a fundamental pillar of the local community. Our team is united to provide an inclusive and positive environment for our athletes. The SUNN family not only provides a safe place to practice, but also creates a fun atmosphere where classmates, friends, and mentors all grow as people." Nearly all of our student athletes are residents of the City of Sunnyvale. **Thus, engaging with our community to bring a positive effect to the residents of Sunnyvale is important for us. This event allows us to do just that.**

Our team hosts daily practices at pools in the City of Sunnyvale: Fremont Swim Complex, Sunnyvale Middle School, Columbia Middle School, and Washington Park Pool. Every year, we organize and host 3-4 swim meets that are sanctioned by the USA Swimming at the Fremont Swim Complex. These events may have as many as 300 participants and 200 spectators. During these swim meets, we provide food, and a support environment to ensure a well run and safe event. Our total membership is currently over 400 student athletes.

Each year, SUNN hosts the SUNN Summer Swim Team, a 10 weeks swim program aimed at novice swimmers to help improve their swim skills, their confidence in the water, and to meet new friends across the Sunnyvale community. The goal is to introduce the sport of competitive swimming to the participants and to improve their level of safety in the water. On average, we have about 75 participants for this program yearly.

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Our organizational budget annual budget for 2024-2025 was \$1,206,000. For this year, we had a net gain of \$7713.

Please see attached, Sunnyvale Swim Club's most recent financial and bank statements.

For more information regarding SUNN, please visit our webpage:

<https://www.sunn.org/page/about-sunn>

**RESPONSE TO QUESTION 7 (Continued):**

We plan to hold the event at Washington Park or another Sunnyvale park or outdoor sporting facility. We will follow any requirements related to special event permitting and code of conduct for these facilities. For this event, we will provide a similar monitoring system to ensure safe behavior. The monitors wear a bright orange safety vest for easy identification.

We will identify several possible parking options for our guests at the venue and nearby. Our Meet Director or their surrogates will have access to a loudspeaker system to communicate to the guests. Direction can be given to the guest through this system to guide them throughout the day or if there is an emergency.

To ensure food safety, we will provide ingredient information, including allergy warnings.

During the summer, the weather can be dangerously hot outdoors. We will provide multiple event tents for shade and multiple water stations. We will aim to set up most of our activity under the shades of trees or tents.

Finally, will we provide a first aid station to provide basic care or triage.

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**RESPONSE TO QUESTION 8:**

Established 46 years ago, SUNN has been financially solvent and has steadily growing membership over the years. The business side of SUNN is run by our Board of Directors, which is voted by the membership on an annual basis. Our Board of Directors includes our head coach, Bob Hill, a pillar in the Bay Area swim community, who has been in his position for 12 years. Our current Board of Directors is currently headed by individuals who are in management of local Fortune 500 companies, and have experience in accounting.

Our organization managerial strength was demonstrated by our response to COVID-19 in 2020. COVID-19 resulted in severe restrictions to many businesses, including our own. Operational costs skyrocketed, yet restrictions decreased participation and thus revenue. Many local swim clubs became bankrupt and folded. However, SUNN survived COVID through increasing membership dues, application for government grants, donations, as well as careful management of our cost. We were able to stay financially solvent through two years of restricted activities related to COVID-19. Despite these challenges, we were still able to offer safe swim activities and maintain full employment of our staff through the COVID years.

While many swim clubs in the Bay Area folded or reduced in size, SUNN not only survived COVID, **but expanded by 30% in the following few years.**

For this event, the cost to SUNN will mostly be related to supplying food and beverages, advertisement costs, staffing and venue rental related fees. We plan to purchase food and drinks from local wholesalers, such as Costco, to keep costs down.

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**RESPONSE TO QUESTION 10: Proposed Budget**

**Proposed Event Budget for 2026 SUNNyvale Community Block Party**

Service/Item	Quantity	Pay Rate/Cost	Cost (\$)
Facility Rental	6 hours	\$100/hr	600
SUNN Staffing	10 Staff members x 5 hours	\$30 per staff per hour	1500
Food/Snacks	575 people	\$10/person	5750
Fun Activities: Bounce House, Face Painting, Crafting, Photobooth	1 Bounce House 4 Face painters 2 Crafts 1 Photobooth	1 x \$ 500 \$100/hr x 3 hours \$25/hr x 3 hours 1 x \$400	1350
Raffle Drawing Prizes	5 prizes	\$200	200
Game Prizes	stickers/toys	\$100	100
Event Supplies		\$100	100
Balloons/ Decoration		\$200	200
Marketing	Banner cost and placement fee, printing flyers, Peachjar Advertising	\$1300	1300
Canopies, Tables, Chairs		Club Own: 0	0
City/County Event Permits & Fees	Special Event Permit, Temporary Food Permit	\$1500	1500
Trash/Recycling Service		\$1000	1000
Event Insurance	1 day	\$800	800
Volunteers	10 x 6 hours	\$40.14	2408
<b>Total Cost</b>			<b>16,808</b> \$12,600
<b>Net Cost (Total - Volunteer Cost)</b>			<b>14,400</b>
Sunnyvale Grant		40% of Net Cost (minus volunteer cost)	5,760

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