



Sunnyvale

## Neighborhood Grant Program Application

**Fiscal Year 2019/20**

**Application Deadline: April 19, 2019, by 5 p.m.**

Thank you for your interest in the Neighborhood Grant Program. Please make sure you thoroughly reviewed the grant guidelines and eligibility criteria to determine if your group qualifies for funding. Funding requests will be considered as part of an annual competitive application process. Neighborhood Grant Program funding will be determined by City Council during the adoption of the FY 2019/20 Budget. If Council approves the funding, each neighborhood group is eligible to apply for and receive a grant of up to \$1,000. Applicants will be notified of award decisions in July 2019.

### Complete applications may be submitted in the following ways:

*Mail or Drop Off in Person:*

Sunnyvale Public Library (Library Administration, Second Floor)

Attn: Jennifer Acuña

665 W. Olive Avenue, Sunnyvale, CA 94086

*Email:* [ncs@sunnyvale.ca.gov](mailto:ncs@sunnyvale.ca.gov) or *Fax:* 408-735-8767

For questions, contact Jennifer Acuña at [ncs@sunnyvale.ca.gov](mailto:ncs@sunnyvale.ca.gov) or 408-730-7599.

**Name of Neighborhood Group or Association:**

Cumberland South Neighborhood Association

**Name of Individual Submitting Application:**

Sarin Thomas

**Individual's Email:**

**Phone:**

**Name of Proposed Project:**

14th Annual 4th of July Parade and Pot Luck

**Grant Amount Requesting from the City of Sunnyvale:**

\$ 850

*(Maximum grant amount is \$1,000)*

## Neighborhood Group/Association Background

1. When was your neighborhood group or association formed and why? What are the geographic boundaries of your group? How many households are included?

We formed in 2005 due to a rash of burglaries in the neighborhood and the need to form a group to communicate. Our boundaries are Mary, Hollenbeck, Remington and recently we extended to Quetta on the North side. We have over 400 households in our association and we reach out via a Yahoo! Group and also flyers when we have an event.

2. Describe your neighborhood group's activities and the resources that support those activities. If yours is a formal association, what is the annual budget? How do you raise funds?

We have two activities that we do annually and others when inspired by our members. We expect to spend around \$850 on our 4th of July Parade and Pot luck plus lots of contributions. Our holiday caroling event doesn't cost much (we meet for cider and sweets and carol around the neighborhood). We have asked for donations to support our 4th of July activities in the past. When we collect donations, we have a "pot" to collect money and ask our neighbors to contribute. Neighbors also contribute time, food and equipment to these events.

See past events pictures here: <http://www.georgehamma.com/Holidays>

## Project Description

3. Describe your proposed project and/or event. Make sure to include the following:
  - How it will benefit the residents in your neighborhood and/or your neighborhood association?
  - How many people or households you are expecting to attend or benefit from the project or event?

We LOVE this event and our neighbors look forward to it every year. It is a BASH! It is really the only time we all see each other and enjoy the diversity of our neighborhood. This is the event that makes everyone feel neighborly as so much of the year we are all busy and barely have time to meet and greet. New neighbors and old neighbors alike love this event as they get to meet people and feel like a part of a caring community. Many who move away still come back to participate. We have events for the kids (bouncy house, tattoos, face painting, etc.), a parade of kids, pets, elderly people, etc. led by Public Safety, delicious food, music, patriotism and so much more!

Every year we purchase 250 name tags and we always RUN OUT! So we know we have more than 250 attendees at our parade.

See our past events photos here:

<http://www.georgehamma.com/Holidays>

4. How did you choose this project and/or event? Describe the outreach you have done to generate awareness and support in your neighborhood around the project and/or event. How many neighbors are in support and how did you determine that number?

This has been a July 4th tradition in our neighborhood and this will be our 14th year organizing the July 4th in our parade. Last year Reid Myers organized this event for our neighborhood. We advertise with the CumberlandSouth Yahoo! mailing list and also by distributing flyers around the neighborhood. At this point since it is our 13th year organizing this parade most people in the neighborhood knows about this event and look forward to attending the event and also has the neighborhood pride in organizing and celebrating this event. Last year we had about 30 directly involved helpers and 100s of people contributing.

Jeni Shortes used to organize a similar parade and picnic in Sunnysvale when she grew up here. SADLY, she moved away last year, but our neighbors don't want this event to go away because she did and last year we all kicked in to make it another success. We have put together teams to help organize so it doesn't all fall on a couple of people.

We advertise with flyers and emails to our neighbors. We have 17 different street reps who distribute on each of our streets to ensure those not on our Yahoo! Group still get their invitation. At this point, most people know about this event and even work around it. My family used to travel every 4th of July but now we schedule our trips around this event!

Last year we had about 30 directly involved helpers, plus 100s of people contributing!

## Project Plan

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

Activity	Person(s) Responsible	Completion Date (MO/YR)
<i>Example: Create flier/email for barbecue</i>	Jane Smith	08/19
1. Project leader - Communications, Request for money from City	Sarin Thomas	07/19
2. Flyers, Plates, Cups, Napkins filled, Fire Truck coordination	Reid Myers, Betsy Mitton	07/19
3. Permit/Cones for street closure	Sarin Thomas	07/19
4. Set up	Carlo Holquin, Todd Mitton	07/19
5. Decorations, Bouncy House coordination	Landis Coutzoukis, Lorraine Noronha	07/19
6. Kids Activities	Tobi Elman, Yael Halperin	07/19
7. Drinks, Sno Cone Mgmt	Adam Elman, Betsy Mitton	07/19
8. Clean up	Sandy Holquin, Todd Mitton	07/19
9. Name Tags/ Sign In	Reid Myers, Grace Anne Weiler	07/19
10. Music	David Brutman, Adam Elman	07/19
11. Photos	George Hamma	07/19
12.		

6. Describe how your project and/or event focuses on one or more of the following areas:

- Increasing communication among neighbors
- Building bridges between cultures
- Improving the physical condition of the neighborhood
- Enhancing neighborhood pride and identity

This event increases communication, bridges cultures, and enhances neighborhood pride and identity. It is the one time of year we all get out and meet each other, and it gives us an opportunity to have pride in our neighborhood and in our kids. People work together- everyone pitches in and neighbors help neighbors. It builds bridges between cultures because people bring ethnic food (we request it!) and then everyone gets excited about the food that is specific to all these different countries. It's amazing! The parade is touching as there is so much diversity in our neighborhood- with everyone celebrating America's diversity on this day! The work that goes into this event also brings people together and improves communication. Everyone wants to do their part- and they reach out to participate. It has really made our neighborhood special and it's exciting that even though the main organizers had to move, people are willing to pitch in and continue to make this event happen after 10 years running.

7. How will you determine the completed project and/or event has been successful?

The turnout will determine if we were successful. Last year we had over 250 people so I'd definitely call that a SUCCESS!

Everyone talks about how great this event is! We all look forward to it every year—the kids love to decorate their bikes and scooters and the adults love to see the kids. Dogs come and play- everyone eats and it's great. So if people show up, and have fun and have neighborly comradery – we are successful.

See our past event pictures here

<http://www.georgehamma.com/Holidays>

8. What resources will your neighborhood group contribute to support the project and/or event (i.e., number of volunteer hours, donated materials if any, etc.)?

Every year we have lots of volunteers but this year it will be even more of a group effort. Some of the donations of time and material include: Canopies/tables, Food, Chairs and tables to eat on, Garbage cans, Music and sound system, Time printing and distributing flyers, Time calling the city getting the block blocked off and getting the fire truck, People's bathrooms and yards for play space, Time setting up and breaking down, Time ordering and manning the bouncy houses and sno cone machine

9. Please explain how your organization intends to operate this project and/or event in future years without grant assistance from the City. Your explanation should include a goal of sustainability and independence from grant funds within four years or less. Attach additional sheets if needed.

We have had years in the past where we didn't get grant funds. In this case, we need to ask for monetary donations for our event. We also need to try to do a bit less...so people don't feel obligated to pay. If we know in advance that we won't have any funds- we will send emails and let people know on our flyer that we need donations. People are willing. But it's really a wonderful thing to be sponsored by the city as it shows that community is a priority for Sunnyvale.

## Project Team

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

**1. Project Leader** - The Project Leader serves as the primary point of contact for the grant application process. The Project Leader also has fiduciary responsibilities and is responsible for submitting a final project report to the City. The final report, including eligible receipts and invoices showing payment is due within 30 days of project/event conclusion and no later than June 14, 2020.

**Project Leader Name:** Sarin Thomas

Email: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Treasurer** - The treasurer tracks expenses, files receipts, oversees the budget and submits a final financial report to the City. The Project Leader may also serve as the Project Treasurer.

*Note: The City of Sunnyvale reserves the right to audit grant award funds.*

**Treasurer Name:** Betsy Mitton

Email: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Name:** Tobi Elman

Email: \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Neighborhood Grant Program

## Project Budget Form Fiscal Year 2019/20

Please list the project's expenses using the form below. All expense-related activities listed on your application must be included in your budget form. **Note: This is a reimbursement grant. All eligible receipts and invoices showing payment must be submitted for reimbursement within 30 days of project/event conclusion and no later than June 14, 2020.**

### Project Expenses

Activity	Estimated Costs	Actual Costs
1. Bouncy House - Entertainment	\$ 400	\$
2. Sno Cone Machine, supplies - Entertainment	\$ 100	\$
3. Plates, Napkins, Utensils (300 people)	\$ 75	\$
4. Decoration, table cloths etc.	\$ 75	\$
5. Supplies - face painting, kids entertainment	\$ 100	\$
6. Misc - drinks, name tags, cones/barricades delivery etc.	\$ 100	\$
7.	\$	\$
8.	\$	\$
9.	\$	\$
Total Expenses	\$ 850	\$
Amount Requested from the City of Sunnyvale	\$ 850	

### Other Sources of Support

Volunteer Hours (valued at \$28.46/hour, per IndependentSector.org)	\$ 1423
Donated Materials/Services (food, supplies, equipment)	\$ 900
Other Funding Received (other grants, collected dues, donations)	\$
Other:	\$

Other:	\$
<b>Total Neighborhood Association Contribution</b>	<b>\$ 2323</b>

