



City of Sunnyvale

Notice and Agenda Summary Community Event and Neighborhood Grant Distribution Subcommittee

Wednesday, September 20, 2017

9:00 AM

Council Conference Room, 456 W. Olive
Ave., Sunnyvale, CA 94086

CALL TO ORDER

ROLL CALL

CONSENT CALENDAR

- 1 [17-0924](#) Approve the Minutes of the April 28, 2017 Community Event and Neighborhood Grant Distribution Meeting.

Recommendation: Approve the minutes of the April 28, 2017 Community Event and Neighborhood Grant Distribution Meeting as submitted.

Attachments: [Meeting Minutes of 4/28/2017](#)

ORAL COMMUNICATIONS

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

PUBLIC HEARING/GENERAL BUSINESS

If you wish to speak to a public hearings/general business item, please fill out a speaker card and give it to the City Clerk. You will be recognized at the time the item is being considered by Council. Each speaker is limited to a maximum of three minutes.

- 2 [17-0827](#) Review the Community Events and Neighborhood Grant
Program Eligibility Guidelines

Recommendation: Staff makes no recommendation.

Attachments: [Draft Minutes of April 28, 2017 Subcommittee Meeting](#)
[CEGP Eligibility Guidelines](#)
[NGP Eligibility Guidelines](#)

INFORMATION ONLY

ADJOURNMENT

Notice to the Public:

Any agenda related writings or documents distributed to members of this meeting body regarding any item on this agenda will be made available for public inspection in the Office of the City Clerk located at 603 All America Way, Sunnyvale, California during normal business hours and in the Council Conference Room on the day of the meeting, pursuant to Government Code §54957.5.

Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact the Office of the City Clerk at (408) 730-7483. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (29 CFR 35.106 ADA Title II)



City of Sunnyvale

Agenda Item

17-0924

Agenda Date: 9/20/2017

SUBJECT

Approve the Minutes of the April 28, 2017 Community Event and Neighborhood Grant Distribution Meeting.

RECOMMENDATION

Approve the minutes of the April 28, 2017 Community Event and Neighborhood Grant Distribution Meeting as submitted.



City of Sunnyvale

Meeting Minutes - Draft Community Event and Neighborhood Grant Distribution Subcommittee

Friday, April 28, 2017

10:00 AM

West Conference Room, 456 W. Olive
Ave., Sunnyvale, CA 94086

CALL TO ORDER

Superintendent Dan Wax called the meeting to order at 10:02 a.m. in the West Conference Room.

ROLL CALL

Present: 2 - Member Larry Klein
Member Russ Melton
Absent: 1 - Member Nancy Smith

Member Smith (excused)

SELECTION OF TEMPORARY CHAIR

Member Klein nominated Member Melton to serve as temporary chair. Member Melton accepted the nomination.

Vote on selection of temporary chair:

Yes: 2 - Member Klein
Member Melton

No: 0

Absent: 1 - Member Smith

CONSENT CALENDAR

- 1 [17-0497](#) Approve the Minutes of the February 8, 2017 Community Event and Neighborhood Grant Distribution Meeting.

Member Klein moved, and Chair Melton seconded approval of the consent calendar as presented. The motion carried by the following vote:

Yes: 2 - Member Klein
Member Melton

No: 0

Absent: 1 - Member Smith

ORAL COMMUNICATIONS

None.

PUBLIC HEARING/GENERAL BUSINESS

- 2** [17-0505](#) FY 2016/17 Community Event Grant Program and
Neighborhood Grant Program Grantee Recap

Superintendent Wax provided the Subcommittee with an overview of the FY 2016/17 Community Event Grant Program and Neighborhood Grant Program.

Member Klein inquired on the submittal process for final reports from grant recipients. Staff indicated that expense receipts and final reports are due by June 16. It was also noted that expense receipts and final reports may be submitted prior to June 16.

Member Klein reported that the City of Sunnyvale is a sponsor of the Magic of Sunnyvale event; however, the Subcommittee did not award FY 2016/17 grant funds to Sunnyvale Downtown Association for their Magic of Sunnyvale event. He inquired on the City's sponsorship for the event. Staff indicated that the event was sponsored with funds from the Economic Development Division.

Chair Melton opened the item for public hearing and there being no public comments closed the public hearing.

- 3** [17-0450](#) Consideration of FY 2017/18 Community Events and
Neighborhood Grant Program Applications

Superintendent Wax reported that for FY 2017/18, the recommended budget for distribution through the Grants process is \$10,250 for Community Event Grant Program and \$6,278 for the Neighborhood Grant Program. Staff noted that all applications submitted for the Community Event Grant Program came from a single applicant, the Sunnyvale Downtown Association. To streamline the process, the Subcommittee may wish to consolidate the requests into one grant agreement.

Chair Melton inquired about policy and/or past precedent regarding advocacy groups and home owner associations applying for the Neighborhood Grant Program. Staff provided a brief overview of the program's project eligibility and criteria.

Member Klein noted similar project outcomes for some of the Neighborhood Grant Program applications and inquired if staff has examined the possibility of purchasing items in bulk. Director Bojorquez indicated that staff has identified certain grant applications that provide an opportunity for staff to work with applicants in an effort to maximize funds. For example, the Free Little Libraries program available through the Friends of the Library that can be leveraged to offset certain expenditures or the use of Community Services' outdoor movie screen. Based on the Subcommittee's recommendations, staff will work with the Neighborhood Associations to leverage City resources to the extent possible.

Director Bojorquez provided the Committee with a brief overview of the Community Event Grant Program applications. Members shared their recommendations for disbursement of Community Event grant funds.

Chair Melton stated that there were no members of the public present to speak.

Member Klein moved, and Chair Melton seconded, to 1) combine the four grant applications from the Sunnyvale Downtown Association into a single grant agreement in order to streamline required paperwork; 2) recommend \$10,250 in Community Event Grants be awarded to Sunnyvale Downtown Association and that 3) funds be used for eligible expenses identified within the four grant applications with flexibility across the four grant line items expenditure. The motion carried by the following vote:

Yes: 2 - Member Klein
Member Melton

No: 0

Absent: 1 - Member Smith

Discussion ensued regarding applications from advocacy groups and home owner associations. Staff provided a brief overview of the program eligibility and criteria.

Chair Melton stated that there were no members of the public present to speak.

Chair Melton moved, and Member Klein seconded, to remove from FY 2017/18 consideration the applications from Sunnyvale Sustainable and Affordable Living Coalition and SaveMySunnySky.

Member Klein offered a friendly amendment that next year the Subcommittee evaluate the Neighborhood Grant guidelines to clarify eligibility and criteria specific to advocacy groups and home owner associations. Chair Melton accepted the amendment.

The motion carried by the following vote:

Yes: 2 - Member Klein
Member Melton

No: 0

Absent: 1 - Member Smith

Director Bojorquez provided the Committee with a brief overview of the Neighborhood Grant applications. Members shared their recommendations for disbursement of Neighborhood Grant funds.

Member Klein moved, and Chair Melton seconded, to recommend Neighborhood Grants in the amount of \$6,278 as included in the FY 2017/18 Recommended Budget and \$900 from the Council Service Level Set Aside Fund, itemized as follows:

\$1,000	Cherry Chase NA for Cultural and Social Improvement
\$750	Cherryhill NA for Cherryhill Heritage
\$750	Cumberland South NA for 4th of July Parade and Potluck
\$478	Hazelheads Association for Block Party w/Little Library Launch
\$1,000	Lakewood Village NA for LVNA Villager
\$250	Ponderosa Park NA for Outdoor Movie Night
\$1,000	SNAIL NA for National Night Out and Little Libraries
\$600	Sunnyarts NA for Community Pride Building
\$450	Valley Forge Neighborhood Group for Block Party

\$500	Evelyn Glen HOA for A Taste Around the World (Council Set Aside Fund)
\$400	Traditions of Sunnyvale Association for Block Party and Scavenger Hunt (Council Set Aside Fund)
\$7,178	Total

The motion carried by the following vote:

Yes: 2 - Member Klein
Member Melton

No: 0

Absent: 1 - Member Smith

Member Klein suggested to staff that future budgets for the Neighborhood Grants Program be in even dollar amount increments.

ADJOURNMENT

The meeting adjourned at 11:47 a.m.



City of Sunnyvale

Agenda Item

17-0827

Agenda Date: 9/20/2017

REPORT TO SUBCOMMITTEE

SUBJECT

Review the Community Events and Neighborhood Grant Program Eligibility Guidelines

BACKGROUND

Each year, the City of Sunnyvale allocates funding to support community events and neighborhood groups through two programs: the Community Events Grant Program (CEGP) and the Neighborhood Grant Program (NGP) based on funding recommendations from the Community Event and Neighborhood Grant Distribution Subcommittee (Subcommittee).

The Subcommittee consists of three members of the City Council charged with conducting an annual grant review process that includes: 1) setting a meeting schedule; 2) reviewing the efficiency of the annual grants allocation process and making recommendations for any changes to the full Council as needed; and 3) serving as the official grant review committee.

During the FY 2017/18 grant application review meeting on April 28, 2017, the Subcommittee recommended evaluating and clarifying the program eligibility guidelines for both programs prior to the FY 2018/19 grant process. Draft meeting minutes from that Subcommittee meeting are included as Attachment 1. On June 20, 2017 at the City Council meeting, councilmembers also acknowledged the importance of evaluating the eligibility guidelines.

The purpose of this report is to provide the Subcommittee with a summary of the current program eligibility guidelines and to seek recommendations to further clarify what groups and organizations are eligible and the type of events or projects to which they can apply and receive grant funds. Should the Subcommittee wish to propose changes to the existing grant eligibility guidelines, a report from the Subcommittee would be scheduled for City Council consideration on October 17, 2017.

EXISTING POLICY

Council Policy 7.2.1, Community Engagement - Goals and Policies
Council Policy 7.2.18, Special Events

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378 (b) (4) in that it is a fiscal activity that does not involve any commitment to any specific project which may result in a potential significant impact on the environment.

DISCUSSION

Below is an overview of the FY 2017/18 eligibility guidelines for the two grant programs.

Community Events Grant Program (CEGP)

Applications for the CEGP must be submitted by a non-profit or not-for-profit organization. Religious organizations are eligible to apply; however, the funds may not be used for a religious purpose including for the promotion of any sect, church, creed, or sectarian organization, nor to conduct any religious service or ceremony.

Events eligible to receive grant funding must:

- be held within Sunnyvale City limits,
- be of a citywide nature and be free and open to the public,
- demonstrate an ability to draw a crowd of at least 500 people,
- occur during the fiscal year calendar that the grant was awarded, and
- not be a fundraiser event.

See Attachment 2 for complete program eligibility guidelines for the CEGP.

Neighborhood Grant Program (NGP)

Applications for the NGP must be submitted by representatives of a neighborhood group. Preference is given to neighborhood associations, mobile home associations, and neighborhood groups that are interested in becoming a neighborhood association.

Events and projects eligible to receive grant funding must:

- Be neighborhood-focused, initiated and supported by residents living in the neighborhood and focus on one or more of the following areas:
 1. Increasing communication among neighbors;
 2. Building bridges between cultural groups
 3. Improving the physical condition of the neighborhood; or
 4. Enhancing neighborhood pride and identity.
- Not be political in nature, including but not limited to, the support of a proposed initiative, ballot measure or candidate.

See Attachment 3 for complete program eligibility guidelines for the NGP.

FY 2017/18 Grant Review Process and Funding Decisions

For FY 2017/18, the recommended budget for distribution through the grants process was \$10,250 for the CEGP and \$6,278 for the NGP.

The Sunnyvale Downtown Association (SDA) was the only organization that applied for the CEGP, submitting applications for four of their signature events. Council accepted the Subcommittee's recommendation to combine the four grant applications into a single grant agreement and award

\$10,250 to SDA to be used for eligible expenses identified within the four events at their discretion.

Thirteen applications were submitted for the NGP - nine from neighborhood groups, two from Sunnyvale homeowner's associations (HOA) and two from advocacy groups. The Council approved the Subcommittee's recommendation to approve grants in the amount of \$6,278 to fund all nine neighborhood groups and to allocate \$900 from the Council Service Level Set Aside Fund to fund the two HOA's. The two advocacy groups were removed from consideration based on the Subcommittee's interpretation of the program eligibility guidelines.

During the FY 2017/18 grant review process, the Subcommittee recommended that the program eligibility guidelines be re-evaluated to clarify and provide direction to staff on the following:

- Eligibility of homeowner associations to receive grant funding, acknowledging that these homeowners pay property taxes and other resident taxes equal to other residents and that dues for homeowners associations are generally limited to repairs, maintenance, and common area services. At issue is whether homeowner associations should be eligible to receive grant funds and if so, how the City distinguish between those projects deemed appropriate for grant funding and those projects that could potentially be funded by a particular homeowner's association fee structure or whether these residents are being deprived equal access to tax funded programs for which they pay toward.
- Should the program allow for projects or events that span multiple neighborhoods? The current guidelines limit projects to a single neighborhood and a review of policy relative to collaborative efforts could be considered.
- Should proposals that seek to build community through advocacy be eligible for funding? During the FY16/17 grants process, a proposal was submitted that sought funding to organize the neighborhood about the issue of airport noise. The Subcommittee expressed concerns about funding projects with the potential to segment the community on a particular policy issue. In the end, the Subcommittee did not fund the project, but did suggest that the issue be re-evaluated for future cycles.

Staff will be working with the City Attorney's office with respect to the issues related to the eligibility of homeowner associations with the goal of providing guidance to the Subcommittee at their meeting. In addition to the items noted above, it is recommended that the Subcommittee review all provisions of the grant program guidelines to identify any additional areas for revision.

Should the Subcommittee wish to propose changes, a report from the Subcommittee would be scheduled for City Council consideration on October 17, 2017.

FISCAL IMPACT

No fiscal impact is anticipated with the proposed review of eligibility criteria as the amount of available funding will be addressed separately during the normal budget process.

PUBLIC CONTACT

Public contact was made through posting of the Subcommittee agenda on the City's official-notice bulletin board, on the City's website, and the availability of the agenda and report in the Office of the

City Clerk.

ALTERNATIVES

1. Continue with the grant eligibility guidelines as currently written.
2. Recommend changes to the guidelines and bring to the full City Council for consideration.
3. Take other action as determined by Subcommittee.

RECOMMENDATION

Staff makes no recommendation.

Prepared by: Alisha Rodrigues, Community Services Coordinator II

Reviewed by: Daniel Wax, Superintendent of Community Services

Reviewed by: Cynthia E. Bojorquez, Director of Library and Community Services

Reviewed by: Walter C. Rossmann, Assistant City Manager

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Draft Minutes of April 28, 2017 Subcommittee Meeting
2. CEGP Eligibility Guidelines
3. NGP Eligibility Guidelines



City of Sunnyvale

Meeting Minutes - Draft Community Event and Neighborhood Grant Distribution Subcommittee

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CALL TO ORDER

Superintendent Dan Wax called the meeting to order at 10:02 a.m. in the West Conference Room.

ROLL CALL

Present: 2 - Member Larry Klein
Member Russ Melton
Absent: 1 - Member Nancy Smith

Member Smith (excused)

SELECTION OF TEMPORARY CHAIR

Member Klein nominated Member Melton to serve as temporary chair. Member Melton accepted the nomination.

Vote on selection of temporary chair:

Yes: 2 - Member Klein
Member Melton

No: 0

Absent: 1 - Member Smith

CONSENT CALENDAR

- 1 [17-0497](#) Approve the Minutes of the February 8, 2017 Community Event and Neighborhood Grant Distribution Meeting.

Member Klein moved, and Chair Melton seconded approval of the consent calendar as presented. The motion carried by the following vote:

Yes: 2 - Member Klein
Member Melton

No: 0

Absent: 1 - Member Smith

ORAL COMMUNICATIONS

None.

PUBLIC HEARING/GENERAL BUSINESS

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Neighborhood Grant Program Grantee Recap

Superintendent Wax provided the Subcommittee with an overview of the FY 2016/17 Community Event Grant Program and Neighborhood Grant Program.

Member Klein inquired on the submittal process for final reports from grant recipients. Staff indicated that expense receipts and final reports are due by June 16. It was also noted that expense receipts and final reports may be submitted prior to June 16.

Member Klein reported that the City of Sunnyvale is a sponsor of the Magic of Sunnyvale event; however, the Subcommittee did not award FY 2016/17 grant funds to Sunnyvale Downtown Association for their Magic of Sunnyvale event. He inquired on the City's sponsorship for the event. Staff indicated that the event was sponsored with funds from the Economic Development Division.

Chair Melton opened the item for public hearing and there being no public comments closed the public hearing.

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criteria.

Member Klein noted similar project outcomes for some of the Neighborhood Grant Program applications and inquired if staff has examined the possibility of purchasing items in bulk. Director Bojorquez indicated that staff has identified certain grant applications that provide an opportunity for staff to work with applicants in an effort to maximize funds. For example, the Free Little Libraries program available through the Friends of the Library that can be leveraged to offset certain expenditures or the use of Community Services' outdoor movie screen. Based on the Subcommittee's recommendations, staff will work with the Neighborhood Associations to leverage City resources to the extent possible.

Director Bojorquez provided the Committee with a brief overview of the Community Event Grant Program applications. Members shared their recommendations for disbursement of Community Event grant funds.

Chair Melton stated that there were no members of the public present to speak.

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Discussion ensued regarding applications from advocacy groups and home owner associations. Staff provided a brief overview of the program eligibility and criteria.

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Member Klein offered a friendly amendment that next year the Subcommittee evaluate the Neighborhood Grant guidelines to clarify eligibility and criteria specific to advocacy groups and home owner associations. Chair Melton accepted the amendment.

The motion carried by the following vote:

Yes: 2 - Member Klein
Member Melton

No: 0

Absent: 1 - Member Smith

Director Bojorquez provided the Committee with a brief overview of the Neighborhood Grant applications. Members shared their recommendations for disbursement of Neighborhood Grant funds.

Member Klein moved, and Chair Melton seconded, to recommend Neighborhood Grants in the amount of \$6,278 as included in the FY 2017/18 Recommended Budget and \$900 from the Council Service Level Set Aside Fund, itemized as follows:

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\$7,178	Total

The motion carried by the following vote:

Yes: 2 - Member Klein
Member Melton

No: 0

Absent: 1 - Member Smith

Member Klein suggested to staff that future budgets for the Neighborhood Grants Program be in even dollar amount increments.

ADJOURNMENT

The meeting adjourned at 11:47 a.m.



City of Sunnyvale Community Events Grant Program Guidelines & Eligibility Criteria Fiscal Year 2017/18

Application Deadline: Friday April 7, 2017 by 5 p.m.

Thank you for your interest in the Community Events Grant Program. Please review the following guidelines and eligibility criteria to determine if your group qualifies. Funding requests will be considered as part of an annual competitive application process. While the City will accept applications through Friday April 7, 2017 by 5 p.m., the exact amount of grant funding available will be determined by City Council when the FY 2017/18 Budget is adopted in June 2017.

Program Mission

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

Who is Eligible to Apply?

- The sponsoring organizations must be non-profit or not-for-profit. Applicants must attach a copy of non-profit documentation if the organization has such documentation.
- Funds may be granted to religious organizations as long as the funds are not used for a religious purpose including for the promotion of any sect, church, creed, or sectarian organization, nor to conduct any religious service or ceremony. This eligibility criterion is an attempt to preserve separation of church and state while still allowing religious organizations to be eligible for grant funds.
- Organizations that are collaborating with the City in co-sponsoring an event are eligible to apply for grant funding, however, grant funds can only be used to defray expenses incurred by the co-sponsoring organization(s) rather than the City.
- Grants will not be awarded to organizations owing a debt to the City.
- Grants will not be awarded to individuals.
- The sponsoring organization must demonstrate the ability to produce a well-planned, safe event and demonstrate strong financial management and effective management controls, including cost-effectiveness.

Event Eligibility and Evaluation Guidelines

- All proposed events must:
 - be held within Sunnyvale City limits,
 - be of a citywide nature,
 - demonstrate an ability to draw a crowd of at least 500 people,
 - be free and open to the public, and
 - occur between July 2017 and June 1, 2018.

- Fundraiser events are not eligible for grant funding. A “fundraiser” is defined as any event that solicits funds from attendees either through direct ticket sales or asking for a donation. Furthermore, any subcommittee or sub-organization of the sponsoring organization is barred from asking for funds in the form of raffle tickets, silent auction bids or items of similar intent.
- The event should encourage celebrations of community which focus on the character, diversity and quality of Sunnyvale and provide vitality and identity to the community.
- Higher priority will be given to encouraging new events as well as supporting existing events that have been highly successful in the past, subject to other grant criteria.
- The review team will consider the financial and budgetary capabilities of the sponsoring organization, the extent to which City funds will be leveraged with other funding sources, and the need for City funding. Community event grant funding from the City will represent no more than 40 percent of the total event budget, including the value of in-kind goods and services but excluding the value of volunteer time.
- Grant funding is not intended to be an ongoing funding source for the event. Funding in one year is not a guarantee of future funding. All applications are subject to a fresh review vis-à-vis competing applications each year.

Application Process and Next Steps

Submitting an Application: To apply for a community event grant, complete the attached Community Event Grant Program application and submit by Friday April 7, 2017 by 5 p.m. Incomplete applications or ones that are not submitted by the deadline will not be considered during this year’s grant review process.

When submitting the application, applicants must also:

- Submit an event budget, including an estimate of City services required.
- Include a four-year event sustainability plan.
- Identify other co-sponsors of the event. All co-sponsors must be approved by the City.

Application Review and Funding Decisions: A Council subcommittee will review each application. The Council subcommittee may choose to contact the applicant for more information or clarification regarding the details of the application during the review period and/or request an interview with any applicant. Final funding decisions will be made in June 2017 by the full City Council. Grant applicants will be notified, in writing, of final funding decisions in July 2017.

All grant awardees will be required to submit the following to the City of Sunnyvale within 30 days after your event was held and no later than June 15, 2018, whichever comes first:

1. A final report describing the project and use of funds.
2. All original receipts/invoices and an itemized description of each expense, for reimbursement.

Reimbursements: This program is reimbursable, meaning that any approved funds must first be spent by the grantee and receipts/invoices showing payment must be submitted to the City of Sunnyvale. Upon review of eligible receipts/invoices, the City will send a reimbursement to the grantee. The reimbursement process takes approximately 2 – 4 weeks.

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

Special Event Permit and Use of City Facilities: All special events in Sunnyvale must also submit a Special Events Permit Application prior to the event date. To learn more about the City of Sunnyvale Special Events Permit Process, visit EventApplication.inSunnyvale.com. Applicant will be required to obtain required permits, clearances, insurance, and event authorization and pay any relevant fees in a timely manner. If you are proposing to use a City facility, applicant must submit a request in accordance with standard rental procedures.

City Co-sponsorship: Grant recipients (and their sponsors, if applicable) are entirely responsible for planning, promoting, and staffing their event. Grant approval does not equate to co-sponsorship from City of Sunnyvale. The City will not be involved in planning, promoting, or staffing the event, and is not considered a co-sponsor of the event. However, grant recipients should acknowledge the support of the City of Sunnyvale where appropriate (e.g. event marketing materials, etc.).

If City staff time is requested (such as public safety officers, etc.), please contact the relevant department to obtain a cost estimate, and include the cost estimate in your proposed budget. Staff participation is contingent upon their consent to participate, regardless of whether or not funds are granted.

Grant Spending Guidelines: Grant recipients must attempt to expend all grant funding within City limits. Grant funds must be used only for the event applied for, but may be used for any costs, including costs payable to the City. The City will not waive any fees for services associated with the event.

Questions and More Information

For questions or more information, please contact Alisha Rodrigues, Community Services Coordinator, at 408-730-7599 or ncs@sunnyvale.ca.gov.



City of Sunnyvale Neighborhood Grant Program Guidelines & Eligibility Criteria Fiscal Year 2017/18

Application Deadline: Friday April 7, 2017 by 5 p.m.

Thank you for your interest in the Neighborhood Grant Program. Please review the following guidelines and eligibility criteria to determine if your group qualifies. Funding requests will be considered as part of an annual competitive application process. Neighborhood Grant Program funding will be determined by City Council during the adoption of the FY 2017/18 Budget. If Council approves the funding, each neighborhood group is eligible to apply for and receive a grant of up to \$1,000.

Program Mission

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

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

Who is Eligible to Apply?

- Applicants must be representatives of a neighborhood group. Preference is given to neighborhood associations, mobile home associations, and neighborhood groups that are interested in becoming a neighborhood association.

Project and/or Event Eligibility

All proposed project and/or events must:

- Focus on one or more of the following areas:
 1. Increasing communication among neighbors;
 2. Building bridges between cultural groups (including: ethnicity, age, socio-economic, etc.);
 3. Improving the physical condition of the neighborhood; or
 4. Enhancing neighborhood pride and identity.
- Be neighborhood-focused, initiated and supported by residents living in the neighborhood.
- Not be political in nature, including but not limited to, the support of a proposed initiative, ballot measure or candidate.
- Occur between July 2017 and June 1, 2018.

Creative ideas for neighborhood projects are encouraged! Projects that have worked well in other cities include (but are not limited to): youth programs, volunteer projects, seed money for neighborhood special events that encourage neighbors to get to know each other, or neighborhood association fund raising activities/events.

Evaluation Guidelines

Grant applications will be evaluated on the criteria listed below:

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

Application Process and Next Steps

To apply for a neighborhood grant, complete the attached Neighborhood Grant Program application and submit by Friday April 7, 2017 by 5 p.m. Applications not submitted by this deadline or submitted incomplete will not be considered during this year's grant review process.

A Council subcommittee will review each application. The Council subcommittee may choose to contact the applicant for more information or clarification regarding the details of the application during the review period. Final funding decisions will be made in June 2017 by the full City Council. Grant applicants will be notified, in writing, of final funding decisions in July 2017.

All grant awardees will be required to submit the following to the City of Sunnyvale within 30 days of the project or event conclusion and no later than June 15, 2018, whichever comes first:

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

The Neighborhood Grant is reimbursable, meaning that any approved funds must first be spent by the grantee and receipts/invoices showing payment must be submitted to the City of Sunnyvale. Upon review of eligible receipts/invoices, the City will send a reimbursement to the grantee. The reimbursement process takes approximately 2 – 4 weeks.

Questions and More Information

For questions or more information, please contact Alisha Rodrigues, Community Services Coordinator, at 408-730-7599 or ncs@sunnyvale.ca.gov.