



City of Sunnyvale Neighborhood Grant Program

Application for FY 2016/17
(Please print or type)

Office Use Only

Date Received: _____

Application

Completed: _____

Deadline for Applications: Friday, May 20, 2016 by 5 p.m.

Important note: applications are being accepted, pending Council's budgetary approval.

Applications may be submitted by mail, email, fax or in person. Submit completed application (including all project team signatures) to: Community Services Division, located at the Sunnyvale Community Center, 550 E. Remington Drive, Sunnyvale, CA 94087. Email: ncs@sunnyvale.ca.gov or Fax (408) 730-7754. For questions, please call (408) 730-7599.

Date: 5/19/16

Name of Neighborhood Group or Association: Hazelheads

Name of Proposed Project: Hazelhead Block Party: Formalizing Neighborhood Association

Grant Amount Requested from the City of Sunnyvale: \$ 800
(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?

Sunnyvale Ave, Hazelton Ave, Bayview & Arques

Formed in 2010

~25 Households

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?

Neighborhood watch

annual block party

holiday celebrations

We are planning to formalize our neighborhood association later in the year, & this grant money would help us to start organizing.

So far activities have been funded out-of-pocket by neighbors.

Project Description:

3. Briefly describe your proposed project. How will it benefit the residents in your neighborhood and/or your neighborhood association? What will the project "look like" when it is completed?

Annual block party, potluck style. In the past we have had a fire truck, k-9 unit, shave ice truck, bouncy house, bubble machine & BBQ. the street (Hazelton) is closed.

We have had a lot of new neighbors, especially families move into the neighborhood. I have used the block party as an opportunity to get to know them better. This year we can also discuss creating a formal neighborhood association.

We hope we will have a formalized neighborhood association, double our participating households at the end of the party.

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

The association was already created. With growing interest we would like to formalize the neighborhood association. We plan to advertise through flyers, online media platforms like NextDoor & Zvite. We have about 50 neighbors based on last year's attendance.

Project Plan:

5. Using the chart below, list the specific activities needed to carry out your project including an estimated date of completion for each activity. (All projects must be completed by June 1, 2017).

Activity	Person(s) Responsible	Completion Date (mo/yr)
<i>Example:</i> Create flyers/email for advertising National Night Out Celebration	Jane Smith	08/16
1. Create flyers/invite for block party	Rachel Steger	7/16
2. create email distribution list	Rachel Steger	7/16
3. street permit	Mei-Lin Pang	7/16
4. Fire Truck /K-9	Mei-Lin Pang	7/16
5. Shave Ice	Mei-Lin Pang	7/16
6. Bouncy House	Laurie Thomas	7/16
7. Create list of yearly events	Laurie Thomas	7/16
8.		
9.		
10.		
11.		
12.		

6. Describe how your project 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

Hazelheads is a unique association of multicultural, socioeconomically diverse families. We strive to meet regularly via various events & want to grow these activities: neighborhood watch, block party, garage sale, book exchange.

7. How will you determine the completed project has been successful?

By doubling our current NH activity participating to 50 NHs, within a year & formalizing our association events.

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

party supplies - tables, chairs, canopies, etc

families supply food (sides, dessert, other entrees)

~~that~~ volunteers will donate time to organize various events

9. Please explain how your organization intends to operate this 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.

Our goal would be to use some events (garage sale, bake sale) as well as yearly suggested donations of \$5-10 per NH. The formal association would manage funds & provide 2 hours volunteer time for planning & events.

Project Team:

While you may have many community members working on this project, 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 the success of this project.

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 15, 2017.

Project Leader Name: Laura Thomas
Address: 286 Hazelton Ave
Phone Number: (415) 350-9395 **E-Mail:** lauriest@yahoo.com
Signature: [Signature] **Date:** 5/19/16

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: Mei-Lin Pang
Address: 240 Hazelton Ave
Phone Number: (347) 207-9975 **E-Mail:** mpang77@gmail.com
Signature: [Signature] **Date:** 5/19/16

Other Project Team Members – List additional neighborhood residents who will work on this project. What will their responsibilities be? (Examples of responsibilities might include: coordinating volunteers, outreach to residents, etc.)

Name: Rachel Steger
Address: 270 Hazelton Avenue
Phone Number: (510) 387-7551 **E-Mail:** rachelmsteger@gmail.com
Responsibilities: Media / Outreach
Signature: [Signature] **Date:** 5/19/16

Name: _____
Address: _____
Phone Number: () _____ **E-Mail:** _____
Responsibilities: _____
Signature: _____ **Date:** _____

**City of Sunnyvale
Neighborhood Grant Program
2016/17 Project Budget Form**

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 15, 2017.**

Project Expenses

Activity	Estimated Costs	Actual Costs
1. Black Party Street Permit & Holiday Party	\$ 25 - 30	\$
2. Snacks & Soda	\$ 250	\$
3. Bounce House	\$ 100 - 150	\$
4. Flyers & Newsletter (all events)	\$ 50	\$
5. Party Supplies - Black Party re-useables	\$ 100	\$
6. Black Party Food (large items)	\$ 100	\$
7. Holiday Party Food (large items)	\$ 100	\$
8.	\$	\$
9.	\$	\$
Total Expenses	\$	\$

Amount Requested from the City of Sunnyvale	\$
--	-----------

Other Sources of Support

Volunteer Hours (valued at \$26.87/hour, per independentsector.org)	\$
Donated Materials/Services (food, supplies, equipment)	\$
Other Funding Received (other grants, collected dues, donations)	\$
Other	\$
Other	\$
Total Neighborhood Association Contribution	\$

Thank you for completing your application for the Neighborhood Grant Program!