



## 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](mailto:ncs@sunnyvale.ca.gov) or Fax (408) 730-7754. For questions, please call (408) 730-7599.

Date: April 26th 2016

Name of Neighborhood Group or Association: Ortega Park Neighbourhood Association (OPNA)

Name of Proposed Project: OPNA National Night Out - NNO August 2016

Grant Amount Requested from the City of Sunnyvale: \$ \$900  
(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?

OPNA was formed in 2000. OPNA boundaries are Wolfe to Sunnyvale-Saratoga and Fremont to Homestead. It has about 300 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?

The National Night Out is our annual event where we meet each year. Last year our budget was \$1120. Part of the funding came from the city (\$500) and rest were raised from local businesses and residents of our neighborhood.

**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?

This event has become our annual get-together for the neighborhood. It gives us an opportunity to meet new residents and catchup/stay in-touch with each-other. Attendance from the public safety office is an added benefit. Last year we developed a tactic to keep us all safe by “Watching for each other” program.

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?

This is the annual project and works best for a large neighborhood like ours to come together as a part of the National Night Out celebrations happening across the country on the same night.

**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. Flyers/Emails	Mansi Patel Rachana Shah	07/16
2. Event Organization (booking space, activities)	Paula Patel Rani Parikh	07/16
3. Food Planning and Ordering/delivery	Mansi Patel Ruchika Agrawal	08/16
4. Kids activities	Minakshi Jain SrideviGodith	08/16
5. Actual Event	Mansi, Amitha, Ruchika, Sridevi	08/16
6.		
7.		
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

Event planning, will need coordination among neighbors. Our neighborhood is very diverse thus provide us with an opportunity to learn about other cultures.

Last year during NNO we learned about ways to keep the neighborhood safe from the public safety officers and we implemented "Neighborhood Watch" program.

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

Number of Attendees more than 100

Local Police attendance

Neighborhood mingling

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

Volunteer hours by multiple neighbors greater than 40

Donated supplies for the Kids Art Activities

Potluck

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.

If we don't get the grant, we will try to get more food items in Potluck. We will have to cut down some of the kids activities.

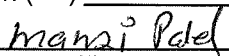
Other options include, local neighborhood funds and approaching local businesses for food/supplies donation.

**Project Team:**

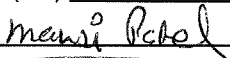
While you may have many community members working on this project, project team leads will be critical to the project's success.

**Please note that each member of the project team will need to sign the application acknowledging their commitment to the success of this project.**

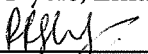
**Project Leader** - The Project Leader serves as the primary point of contact for the grant application process. The Project Leader also has fiduciary responsibilities and is responsible for submitting a final project report to the City. The final report, including eligible receipts and invoices showing payment is due within 30 days of project/event conclusion and no later than June 15, 2017.


**Project Leader Name:** Mansi Patel  
**Address:** 1307 bobwhite Ave, Sunnyvale CA 94087  
**Phone Number:** ( ) 4087385634 **E-Mail:** mansi.amol@gmail.com  
**Signature:**  **Date** 5/1/2016

**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:** Mansi Patel  
**Address:** 1307 Bobwhite Ave Sunnyvale CA 94087  
**Phone Number:** ( ) 4087385634 **E-Mail:** mansi.amol@gmail.com  
**Signature:**  **Date** 5/1/2016

**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:** Rachana Shah  
**Address:** 560 Belfast Ct, Sunnyvale CA 94087  
**Phone Number:** ( ) 4082308028 **E-Mail:** rachana\_shah@yahoo.com  
**Responsibilities:** Flyers, Emails  
**Signature:**  **Date** 5/1/2016

**Name:** Rani Parikh  
**Address:** 1360 Bobolink Cir Sunnyvale CA 94087  
**Phone Number:** ( ) 4082414594 **E-Mail:** rani\_suchin@yahoo.com  
**Responsibilities:** Food Planning, kids activities planning  
**Signature:**  **Date** 5/1/2016

**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. Neighborhood flyers, Info Sharing at the event	\$ \$100	\$
2. Snacks, Drinks, etc	\$ \$150	\$
3. Kids Jumper	\$ \$250	\$
4. Pizza	\$ \$300	\$
5. Misc - Table clothes, paper products, etc	\$ \$50	\$
6. Kids activity (face painting) supplies	\$ \$50	\$
7.	\$	\$
8.	\$	\$
9.	\$	\$
<b>Total Expenses</b>	<b>\$ \$900</b>	<b>\$</b>
<b>Amount Requested from the City of Sunnyvale</b>	<b>\$ \$900</b>	

**Other Sources of Support**

Volunteer Hours (valued at \$26.87/hour, per <i>independentsector.org</i> )	\$ \$1,074.80
Donated Materials/Services (food, supplies, equipment)	\$ \$500
Other Funding Received (other grants, collected dues, donations)	\$
Other	\$
Other	\$
<b>Total Neighborhood Association Contribution</b>	<b>\$ \$1,574.80</b>

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