



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: April 26, 2016

Name of Neighborhood Group or Association: Valley Forge Neighborhood Group

Name of Proposed Project: Valley Forge Block Party

Grant Amount Requested from the City of Sunnyvale: \$ 605
(Maximum grant amount is \$1,000)

Neighborhood Group/Association Background:

- When was your neighborhood group or association formed and why? What are the geographic boundaries of your group? How many households are included?
The Valley Forge Neighborhood Group was formed in 2000 to bring about a better sense of community.
The boundaries are: Valley Forge bordered by Lime and Yorktown.
There are 48 households including Valley Forge Drive, Gooseberry Court, and parts of Westchester Dr.
- 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?
Our neighborhood block party brings all the neighbors together and is an opportunity for everyone to meet new neighbors. We setup a SNAP table to talk about emergency readiness for our community. This grant is our only funding.

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?

Our neighborhood block party brings neighbors together and their children along with welcoming new residents to the neighborhood. Our event will offer food, music, games and the firemen in the neighborhood bring their fire truck. We get barricades and cones to block the street for safety. We also collect names and email addresses on a roster to ensure that we have neighbors on our email communications. Finally we discuss and provide information about neighborhood safety from SNAP.

For our community we ask for canned food donations for the Sunnyvale food bank. We had a really good donation from the community in 2015. Included both canned goods and checks.

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 neighborhood tradition that has been going on for over 10 years.

Kick-off for the annual event begins with our Ladies of Valley Forge Group that gets together every other month. We discuss dates for the event and get everyone involved in making this event a success. We create fliers and distribute in mailboxes along with communicating in our email group.

Last year we had about 60 people including children in attendance. We also invited the Sunnyvale Fire Department and they came by as well.

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. Planning meeting with our Ladies of Valley Forge	Patricia Grant	04/16
2. Communicate a Save-The-Date email	Patricia Grant	06/16
3. Call firehouse to order fire truck	Solette Westerburg	07/16
4. Finalize games for kids	Susan Packer	08/16
5. Finalize music for event	Kevin Lawrence	08/16
6. Solicit Flyers	Suchitra Kolipak	08/16
7. Order barricades and cones	Linda Romano	08/16
8. Pick-up food	Paul Grant	09/16
9. Block Party Event	All	09/16
10. Clean up	All	09/16
11. Return barricades and cones	Linda Romano	09/16
12. Deliver canned goods	Pat Gfrorer	09/16

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

Our annual block party is a great time for all neighbors to come together to get reacquainted with one another and to meet new neighbors and seeing all the different cultures that make up our neighborhood.

The event also promotes open discussions on neighborhood safety and "SNAP". It also promotes a sense of family and community and adds to the pride of our neighborhood.

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

Everyone comes back every year to participate and all the neighbors contribute to its success. We continue to promote the SNAP program during the other months to keep the community communications going as well. Our annual block party is the reminder for everyone for such important programs.

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

We typically have about 15-20 volunteers all of which freely give their time to make this event a success. During the event everyone helps in any way they can.

Donations include: canned food, prizes for kids, flyers

People donate plates, napkins, bring out their tables and chairs to share with others.

For those items not fulfilled by the grant, we rely on neighborhood support.

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.

We truly believe the grant/funding helps pull the community together and makes it a safer neighborhood. If we do not have a grant for this event, we will try a potluck or ask for money from neighbors to support the event.

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: Patricia Grant
Address: 1082 Valley Forge Drive
Phone Number: () 650-862-9781 **E-Mail:** cascubagirl@gmail.com
Signature: Patricia Grant **Date:** 4/25/16

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: Patricia Grant
Address: 1082 Valley Forge Drive
Phone Number: () 650-862-9781 **E-Mail:** cascubagirl@gmail.com
Signature: _____ **Date:** _____

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: Pat Gfrorer
Address: 1085 Valley Forge Drive
Phone Number: () (408) 736-7751 **E-Mail:** patgfrorer@comcast.net
Responsibilities: _____
Signature: Patricia G. Gfrorer **Date:** 4/26/16

Name: Tricia Lawrence
Address: 1081 Valley Forge Drive
Phone Number: () (408) 732-3988 **E-Mail:** tricial400@gmail.com
Responsibilities: _____
Signature: Tricia Lawrence **Date:** 4/30/16

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. Food - main dish	\$ 500	\$
2. Soda and water	\$ 40	\$
3. Ice	\$ 20	\$
4. Pinata and candy/games for kids	\$ 45	\$
5.	\$	\$
6.	\$	\$
7.	\$	\$
8.	\$	\$
9.	\$	\$
Total Expenses	\$ 605	\$
Amount Requested from the City of Sunnyvale	\$ 605	

Other Sources of Support

Volunteer Hours (valued at \$26.87/hour, per <i>independentsector.org</i>)	\$ 537.40
Donated Materials/Services (food, supplies, equipment)	\$ 600.00
Other Funding Received (other grants, collected dues, donations)	\$
Other	\$
Other	\$
Total Neighborhood Association Contribution	\$ 1,137.40

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