



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

**Application Deadline: ENTER DATE HERE**

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 **<DATE>** by **<TIME>**. 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, [ncs@sunnyvale.ca.gov](mailto:ncs@sunnyvale.ca.gov) or visit **<website address>**.