



**City of Sunnyvale
Neighborhood Grant Program
Application
Fiscal Year 2017/18**

Office Use Only

Date Received: _____

Application

Completed: _____

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

Thank you for your interest in the Neighborhood Grant Program. Please make sure you thoroughly reviewed the grant guidelines and eligibility criteria to determine if your group qualifies for funding. 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. Applicants will be notified of award decisions in July 2017.

Complete applications may be submitted in the following ways:

Mail or Drop-Off in Person:

Sunnyvale Community Center (Recreation Center Front Desk)

Attn: Alisha Rodrigues

550 E. Remington Dr., Sunnyvale CA 94087

Email: ncs@sunnyvale.ca.gov or Fax: 408-730-7754.

For questions, contact Alisha Rodrigues at ncs@sunnyvale.ca.gov or 408-730-7599.

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Name of Neighborhood Group or Association: Hazelhead Association

Name of Individual Submitting Application: Laurie Thomas

Individual's Email: Lauriesf20@gmail.com Phone: (415) 350-9395

Name of Proposed Project: NA Block Party with Little Library Launch

Grant Amount Requesting from the City of Sunnyvale: \$ 1,000.00

(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?

Our original Hazelhead association was originally formed in 2010 and covered just Hazelton Ave. However in 2016 we expanded to include Sunnyvale Ave, Arques, Bayview and Hazelton Avenues. While we currently have 20 active households on our neighborhood list but we are already growing our membership this year and expect to more double that by year end. We are also looking to more actively engage with Bishop Elementary and expand our boundary to Maude to include the school.

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?

Our association is formalizing this year and will be gathering donations (recommended when you join our association) and via advertisements in our bi-monthly newsletter. As we are a young association, we want to engage with anyone interested within our neighborhood association boundaries. We are looking to grow our membership and expand our events that will help drive our annual budgets including ad space in our newsletter, membership donations, local community events (like sponsored dinners). We also hope to partner with Bishop Parents Association to cross promote our efforts.

Project Description:

3. Describe your proposed project and/or event. Make sure to include the following:
- How it will benefit the residents in your neighborhood and/or your neighborhood association?
 - How many people or households you are expecting to attend or benefit from the project or event?

Our annual block party in August each year brings together a group of over 50 residents to celebrate our community and also to give thanks to our local officers in uniform including firefighters, and policemen. We also hope to welcome any local civic officials this year.

We expect with our formalization and expanded neighborhood association boundaries we will draw over 100 residents this year. As part of giving back to our community, we would like to launch a little library (or two) on Hazelton Ave, a perfect location near Bishop school. We will host an event where members can help paint it and we can brand it for the neighborhood association. Books can be donated for the little library. The benefits of this project will be bringing our community together to get to know one another (including Sunnyvale officers), gather more members for our neighborhood association by gathering emails and growing awareness of our NA activities but also giving back to the community via the little library.

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

The Block Party has been an annual event since 2010 and drives most of our growth. In addition to the flyers, this year we will have our newsletter and official meetings that will help us spread word. Additionally we expect around a 100 residents given our expanded NA territory and interest in attending a block party.

We also want to showcase a new library box at the event so residents attending the block party can see how we are engaging with the community and ask them to bring books to donate and help spread the word about the library box.

Project Plan:

5. Using the chart below, list the specific activities needed to carry out your project and/or event including an estimated date of completion for each activity. (All projects must be completed by June 1, 2018).

Activity	Person(s) Responsible	Completion Date (mo/yr)
<i>Example:</i> Create flyers/email for advertising the BBQ	Jane Smith	08/17
1. Library Box Ordered, Painted and Posted	Laurie Thomas (and team)	08/17
2. Bounce House Scheduled	Laurie Thomas	07/17
3. Newsletter for Block party Announcement (Email and Print)	Daniel Howard	07/17
4. Flyers for the Block Party: Create, Post and Hand-out	Block Party Committee	07/17
5. Snow Cone Truck Scheduled	Laurie Thomas	07/17
6. Sunnyvale Permit	Trevor Thomas	07/17
7. Save the Date and Formal Invite (Evite)	Daniel Howard	07/17
8. Basic Supplies Ordered and readied	Block Part Committee	07/17
9. Schedule Sunnyvale K9, Fire Rig and Police Officers	Laurie Thomas	07/17
10. Sunnyvale Grant	Laurie Thomas	05/17
11. Volunteers Organized (set-up, clean up etc.)	Laurie Thomas	07/17
12.		

6. Describe how your project and/or event 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

The block party will bring together a larger group of residents given our expanded territory allowing us to meet, mingle and gather more emails for our newsletter and grow our membership base. It will also feature how we are giving back to the community with the Little Library. We are excited about the opportunity to bring our neighborhood residents together and give back to the community (by donations to the library).

7. How will you determine the completed project and/or event has been successful?

We will measure success by ensuring we have our annual Block Party in August 2017 and increasing our attendance of bringing 100+ residents to the block party, the launch of the little library, expanding our membership and active participation in the association and email list for the newsletter.

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

We will use a similar system to last year by asking all the attendees to contribute a potluck item. In addition we will also attendees to donate "gently used" or new books for the little library. We expect about 20 hours in volunteer time towards setting up the little library, setting up the for the block party, clean up and distribution of the flyers.

9. Please explain how your organization intends to operate this project and/or 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.

This is our first year we have formalized. Our first meeting was held in March 2017. However we expect to grow via bi monthly meetings (where we can ask for donations), newsletters that will include ads and other sponsored events that will help us raise money for future years.

Project Team:

While you may have many community members working on this project and/or event, 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 this project.**

1. 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, 2018.

Project Leader Name: Laurie Thomas

E-mail: Lauriesf20@gmail.com Phone Number: (415) 350-9395

Address: 286 Hazelton Ave

Signature: _____ Date: _____

2. 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: Laurie Thomas

E-mail: Lauriesf20@gmail.com Phone Number: ()

Address: 286 Hazelton Ave

Signature: _____ Date: _____

3. Other Project Team Members - List additional neighborhood residents who will work on this project and what their responsibilities will be? (i.e. coordinating volunteers, outreach to residents, creation of marketing materials, etc.)

Name: Daniel Howard

E-mail: _____ Phone Number: ()

Address: _____

Responsibilities: _____

Signature: _____ Date: _____

Name: _____

E-mail: _____ Phone Number: ()

Address: _____

Responsibilities: _____

Signature: _____ Date: _____

City of Sunnyvale

Neighborhood Grant Program

2017/18 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, 2018.**

Project Expenses

Activity	Estimated Costs	Actual Costs
1. Unfinished Little Library (estimate for two boxes and shipping)	\$440.00	\$
2. Juming House	\$200.00	\$
3. Kona Ica	\$200.00	\$
4. Sunnyvale Permit	\$20.00	\$
5. Flyers for event and newsletter	\$50.00	\$
6. Paint for Boxes	\$20.00	\$
7. Basic Supplies (Plates, Cups, Water etc.)	\$100.00	\$
8.	\$	\$
9.	\$	\$
Total Expenses	\$1,030.00	\$
Amount Requested from the City of Sunnyvale	\$ 1,000.00	

Other Sources of Support

Volunteer Hours (valued at \$27.59/hour, per <i>independentsector.org</i>)	\$ 689.75
Donated Materials/Services (food, supplies, equipment)	\$300
Other Funding Received (other grants, collected dues, donations)	\$
Other:	\$
Other:	\$
Total Neighborhood Association Contribution	\$999.75

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