



**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.

.....
Name of Neighborhood Group or Association: Sunnyvale Neighborhood Including Arbor and La Linda

Name of Individual Submitting Application: Kirstin Sims

Individual's Email: kirkra@gmail.com Phone: (650) 759-9170

Name of Proposed Project: 2017 National Night Out and Little Libraries in SNAIL

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?

See attached

City of Sunnyvale Neighborhood Grant Program

Application for FY 2017/18

Sunnyvale Neighbors of Arbor Including La Linda (SNAIL)

Grant Application – 2017

PROJECT: 2017 National Night Out and Little Library in SNAIL

Date: April 1, 2017

Name of Neighborhood Group or Association: Sunnyvale Neighbors of Arbor Including La Linda (SNAIL)

Name of Proposed Project: 2017 National Night Out and Little Library in SNAIL

Grant Amount Requested from the City of Sunnyvale: \$500 for 2017 National Night Out and \$500 for Little Library in SNAIL (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?***

In 1995, a group of neighbors living between Borregas and Mathilda Avenues formed the Sunnyvale Neighbors of Arbor, Including La Linda (SNAIL) as a neighborhood association covering approximately 300 households. Currently, SNAIL's boundaries are Fair Oaks, Mathilda, Maude, and Ahwanee Avenues and it has over 1,300 households within its boundaries. The neighborhood was built in the early 1950's as a modest tract of mostly single-family homes. The Columbia Middle School, Community Center and Park are located within the neighborhood boundaries.

SNAIL was initially formed to address the issues of neighborhood preservation/absentee landlord issues, Moffett Air Field usage and air traffic control. The SNAIL neighborhood association continues to meet and now focuses on three specific areas: promote neighborhood watch for public safety, interact with City and community officials regarding neighborhood issues (i.e.: traffic control, utilities improvements), and encourage social interaction between new and old residents.

- 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?***

SNAIL is an active civic group that partners with the City of Sunnyvale to maintain the esthetics of the neighborhood, promote safety, and reduce crime. We elect our four Executive Board members annually from our members. We are an official 501c(4) organization registered with the Ca Secretary of State.

All of our activities are focused on bringing together the residents of the neighborhood, and promoting pride in our neighborhood and city. We have a variety of activities for adults, children, families, and seniors. We encourage socializing through activities such as Summer BBQ's, Chinese New Year Dinner, holiday parties, monthly meetings with guest speakers, our annual

neighborhood wide garage sale, and National Neighborhood Night Out. All events are well attended by a variety of ages.

SNAIL has many volunteers committed to making our neighborhood a success. We have no paid staff. SNAIL has approximately 50 volunteer Block Representatives who hand deliver our monthly newsletters.

We help support the local community by providing services such as volunteering at the North County Homeless shelter during winter months to feed the homeless. Annually we decorate our street trees with red bows. We promote many events for Bishop elementary and Columbia middle school and other citywide activities through our monthly newsletter. Many SNAIL neighbors volunteer or attend their events.

Our annual budget is approximately \$5,000.

To raise funds, we sell advertising space in our monthly newsletter and have an annual neighborhood garage sale.

Project Description:

3. Describe your proposed project and/or event. Make sure to include the following:

- a. How it will benefit the residents in your neighborhood and/or your neighborhood association?**
- b. How many people or households you are expecting to attend or benefit from the project or event?**

2017 National Night Out Project

Our proposed project is to continue SNAIL's participation in the National Night Out project. National Night Out is an annual event held on the first Tuesday in August to heighten awareness of the importance of neighborly collaboration with each other and Public Safety to report suspicious activity. Over 200 residents have attended our recent National Night Out events. We make this activity very attractive to residents: We provide a festival event with a BBQ, a live band, a jump-house and face-paint for the children. Families of all ages especially enjoy the festivities and it keeps them involved with neighborhood issues, activities and helps them know their neighbors. We expect to continue to see upwards of 200 residents attend this event. We use a sign-in sheet to track attendance.

Our participation in National Night Out increases communication between our residents and support the City's efforts for safe neighborhoods. There are no other organizations that provide this type of service within our neighborhood boundaries. It helps promote familiarity with and concern for fellow SNAIL residents. It helps neighbors feel more connected and comfortable with Public Safety in Sunnyvale

Little Library in SNAIL

Our proposed project is to start a Little Library program within the SNAIL neighborhood, which could grow into a network of Little Libraries throughout the SNAIL community. Little Library programs inspire a love of reading for all ages and backgrounds and support the community by fostering neighborhood book exchanges.

This program would continue to aid SNAIL in its mission to promote community and encourage

social interaction between new and old residents, across all ages. This program will benefit all residents and continue to encourage children and adults to read, gain easy access to books and hopefully foster additional sense of community.

The \$500 would be used as seed money to start this project as a pilot and begin to grow a Little Library community within SNAIL. The seed money would be used to purchase supplies and build –up to 3 library boxes to be placed within SNAIL.

The SNAIL neighborhood has one little library located on Borregas at the corner of East Ferndale. It is successful as it is already being used by middle and elementary school age children who have picked and dropped off books. By adding more Little Libraries, we wish to continue to promote the interest and enjoyment of reading with both children and adults.

- 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?***

2017 National Night Out Project

We chose to National Night Out as our project as it is the most successful activity of all of our neighborhood events. This activity has the largest participation of SNAIL residents and we want to continue to increase the interest of the residents in our neighborhood association activities and city events.

We promote visibility of this event for months in our monthly newsletter. We also promote it online via NextDoor and our SNAIL.org website. We do outreach in the neighborhood by hand delivering our newsletters to the unrepresented streets in our neighborhood usually twice a year. The residents who attend the monthly meetings agreed it is important to continue to reach out to unrepresented streets.

We typically have around 200 residents participate. We use sign-in sheet to track attendance at National Night Out.

Little Library in SNAIL

SNAIL represents over 1300 residents. Over the years there have been multiple requests to start a Little Library program in SNAIL, but no one took the leadership role. This past year, a SNAIL homeowner placed a Little Library on their property, which has created visibility and, in turn, more interest in the program. Many people walk through the community and you can see multiple people stopping to visit this one Little Library. So far this one unit has been a success. Based on this unit's success and the request for more Libraries within the neighborhood, the SNAIL association decided to find a way to create more of them and try to spread them out through the neighborhood.

We started to promote interest in this project through the SNAIL monthly newsletter to encourage the use of the existing Little Library and to determine future locations of Little Libraries. The SNAIL association has voted to promote and support this project.

- 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)***

2017 National Night Out Project

Activity	Person(s) Responsible	Completion Date (mo/yr)
Create Promotional Flyers for National Night Out/Newsletter coordination	Denise Perez	06/17
Invite Public Safety, City Council, Neighborhood Preservation	Tarik Peterson	06/17
Invite SNAP to set up a table	Tarik Peterson	06/17
Permit for Street Closure	Tarik Peterson	06/17
Order Jump-house	National Night Out Team	06/17
Order Port-a-potty	National Night Out Team	06/17
Order Tables and Chairs	National Night Out Team	06/17
Coordinate Food/Supplies Pick-up	National Night Out Team	07/17
Wrap-Up/Evaluation SNAIL's September and October General Meetings	SNAIL Board	10/17

Little Library in SNAIL

Activity	Person(s) Responsible	Completion Date (mo/yr)
Promote in SNAIL newsletter	Kirstin Sims	03/17
Identify homes	Kirstin Sims	06/17
Gather supplies	Little Library Team	07/17
Determine date to build units / build units	Little Library Team	08/17
Install units	Little Library Team	09/17
Wrap-Up / Evaluation	SNAIL Board	03/18

6. Describe how your project focuses on one or more of the following areas:

- a. Increasing communication among neighbors
- b. Building bridges between cultures
- c. Improving the physical condition of the neighborhood
- d. Enhancing neighborhood pride and identity

2017 National Night Out Project

We feel providing National Night Out to the community supports goals 6a, 6b and 6d. This program provides an additional opportunity for communication amongst the residents to promote familiarity with and concern for fellow SNAIL residents and with Public Safety in Sunnyvale. This program has been beneficial to enhancing the foundation of a strong neighborhood association and community. The National Night Out event promotes neighborhood connection. It helps bring together neighbors from different cultures. It enhances neighborhood pride and identity. The SNAIL National Night Out event is known across the city as one of the best and we work hard to make it a great event all of SNAIL can be proud of.

Little Library in SNAIL

This program allows SNAIL to build community amongst neighbors, bridge culture gaps, improve the neighborhood and enhance neighborhood pride. The program will accomplish this by:

- 1) having workshop days where people who would like a Little Library, can work together to build the units;
- 2) Cross age and culture gaps by encouraging discussion about books and the libraries and the trading of books;
- 3) The libraries are decorated by the owners and are seen as artwork and enhancements to the property;
- 4) This would give visibility within the neighborhood that we are a community, with a sense of support for each other, support of education and togetherness. It allows the neighbors to continue to shape the direction of the neighborhood – to promote learning, reading and community.

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

2017 National Night Out Project

The success of this project would be demonstrated by the continued commitment in maintaining the integrity of our neighborhood and through attendance at our neighborhood meetings and activities. Additionally, we hope that this activity will continue to promote neighborhood watch for safety and crime prevention. "Spreading the word" through our newsletters, social activities and volunteer projects increase our visibility with the community of Sunnyvale. Our neighborhood volunteers are an asset to the community at large and other Sunnyvale neighborhood associations are now emulating our efforts.

We believe that we can measure our success by the overall physical appearance of the neighborhood, increased participation in neighborhood activities, reduction in crime, and linked support for the city of Sunnyvale civic activities.

Little Library in SNAIL

The success of this project will be demonstrated by the community building and installing these libraries throughout the neighborhood and in neighbors' continued use and enjoyment of them.

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

2017 National Night Out Project

Approximately 25 volunteers will be primary participants to make National Night Out a positive and successful activity. We estimate other neighborhood volunteers will assist us by the distribution of newsletters and flyers and be providing potluck food dishes at the event. We estimate 80 hours of volunteer time will be used.

Little Library in SNAIL

Volunteers will donate materials, paint, tools, labor and time (~20 hours) to build units. Volunteers

will also donate books for the completed units.

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.***

2017 National Night Out Project

If the City of Sunnyvale is unable to provide grant assistance, SNAIL will continue to participate in National Night Out, but downsize the activity.

Little Library in SNAIL

Once the libraries are created, they should be self-sufficient as neighbors will continue to borrow/exchange/return and add new books to the libraries. Limited funding for this project would delay activities.

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.

2017 National Night Out Project

Project Leader Name: Diane Gleason

Address: 550 E. Arbor Ave, Sunnyvale CA 94085

Phone Number: (650-353-1575) E-Mail: GleasonDiane@yahoo.com

Signature: Diane K Gleason Date April 6, 2017

Little Library in SNAIL

Project Leader Name: Kirstin Sims

Address: 663 Madrone Ave, Sunnyvale CA 94085

Phone Number: (650-759-9170) E-Mail: kirkra@gmail.com

Signature: KS Date 06 Apr 2017

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: Kirstin Sims

Address: 663 Madrone Ave, Sunnyvale CA 94085

Phone Number: (650) 759-9170 E-Mail: SNAILtreasurer@snail.org

Signature:  Date 06 Apr 2017

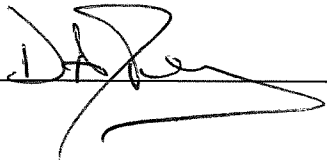
Other Project Team Members – List additional neighborhood residents who will work on this project.
What will their responsibilities be? (Examples of responsibilities might include: coordinating volunteers, outreach to residents, etc.)

Name: Denise Perez

Address: 564 Manzanita Ave. Sunnyvale CA 94085

E-Mail: snaileditor@snail.org

Responsibilities: Newsletter and Flyer creation and distribution

Signature:  Date 4/6/2017

BUDGET FORM
SNAIL
2017 National Night Out

Project Expenses	Estimated Costs	Actual Costs
1,400 Promotional Flyers	\$ 160.	
Tables (25 each @\$ 6.00) and Chairs (110 each @ \$1.50)	\$ 360	
Entertainment for children (ex: jump house, clown, balloon artist, etc.)	\$ 600	
Port-A-Potty with Wash Station(1 each)	\$ 175.	
Event Insurance	\$ 600.	
City Permit	\$ 25.	
Food	\$ 400	
Paper plates, flatware, napkins, serving dishes, water cups	\$ 100.	
Balloons/promotional items/paper supplies (tape, markers)	\$ 150.	
Total estimated expenses	\$ 1,970.	
Amount requested from the City of Sunnyvale	\$ 500	

Volunteer hours (valued at \$26.87/hour, per independentsector.org)	\$ 2,207.20
Donated materials/supplies from SNAIL members (food, supplies)	\$ 300.
Live Band	\$ 600.
Total Neighborhood Contribution	\$5,077.20

BUDGET FORM
SNAIL
Little Library in SNAIL

Project Expenses

Project Expenses	Estimated Costs	Actual Costs
Purchase kits for 1 – 3 units (~\$200 each)	\$ 600	
Total estimated expenses	\$ 600.	
Amount requested from the City of Sunnyvale	\$ 500.	

Other Sources of Support

Volunteer hours ((valued at \$27.59/hour, per independentsector.org)	\$ 551.80
Donated Materials/Services (food, supplies, equipment)	\$ 600.
Other Funding Received (other grants, collected dues, donations)	\$
Total Neighborhood Contribution	\$1751.80