



**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: Traditions of Sunnyvale

Name of Individual Submitting Application: Jennie Wu

Individual's Email: Jwu@traditionsofsunnyvale.org Phone: 415-794-8776

Name of Proposed Project: Block party and scavenger hunt

Grant Amount Requesting from the City of Sunnyvale: \$ 580
(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 group is Traditions of Sunnyvale Association which runs along La Rochelle Terrace and Porpoise Bay Terrace. We have 160 units in our community.

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?

We primarily raise funds from HOA dues but due to reserves needed for maintenance and repair we have no formal budget for community events.

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?

This event will be a scavenger hunt for markers that will end with a community social:

- Residents will have a list of questions and riddles that when solved correctly take them to different areas of the neighborhood, but also out to historic or local city landmarks. If solved correctly, the participant will arrive at the location where they will collect a marker which they will and turn in at the finish line indicating how many puzzles they solved. This will help participants explore the neighborhood area, learn about the history or our city, get exercise and fresh air and meet other members of the neighborhood and community.
- Residents will be teamed up with other neighbors to encourage people to meet new people
- The hunt will start at noon and answer sheets will be turned in by 3pm and the winners and social event will start. We will have food booths, games and activities setup at different areas of the complex. We will also have information tables setup on recycling, water conservation and safety and we will integrate the food to ensure foot traffic to these tables.

This event will benefit residents by building encouraging neighbors to get to know each other while also encouraging healthy living and awareness of our neighborhood. We expect 80 people to attend and benefit from this event.

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?

This is a proposed event and we will advertise this in the newsletters and email blasts that go out to our community. I believe 80 residents support this considering for other events we have had similar turn outs. Only about 30 will participate in the hunt but 80 will come out to see the winners and socialize.

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. Create newsletter article to advertise the event and get RSVPs for scavenger hunt team creation	Jennie Wu	6/17
2. Work with committee members to research local landmarks and create scavenger hunt list	Social Committee	7/17
3. Secure food from local vendors	Jennie Wu	7/17
4. Email blast reminder of event and confirmation of team assignments	Jennie Wu	8/17
5. Visit websites to get information on water conservation, safety and recycling and create FAQs to hand out at event	Miguel Sanchez	8/17
6.		
7.		
8.		
9.		
10.		
11.		
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

This event will encourage neighbors to get out of their homes and walk around and explore and learn new facts about the area. It will enhance our pride and identity as a community.

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

Based on the attendance and feedback from residents.

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 provide volunteers from the community to help create the scavenger hunt map and research areas that are walking distance that participants will visit along their hunt and organize and setup the day of the event.

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.

If this event is a success we hope that this will be an annual event to get the neighborhood together. We hope if this event is successful we can get community approval to allocate more budget from hoa funds in the future.

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: Jennie Wu

E-mail: jwu@traditionsofsunnyvale.org Phone Number: (415)9448776

Address: _____

Signature: Jennifer Yee Date: 4/7/17

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: Mike Merow

E-mail: mmerow@traditionsofsunnyvale.org Phone Number: ()

Address: _____

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: Miguel Sanchez (President)

E-mail: msanchez@traditionsofsunnyvale.org Phone Number: ()

Address: _____

Responsibilities: President and Social Committee Member

Signature: Miguel Sanchez Date: 4/7/17

Name: Carmen Chakmakjian

E-mail: cchakmakjian@traditionsofsunnyvale.org Phone Number: ()

Address: _____

Responsibilities: Social Committee and VP

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. Food & refreshments/local food trucks	\$ 500	\$
2. Prizes (\$20 gift card per winning team member to local stores) - 4 ppl/team	\$ 80	\$
3.	\$	\$
4.	\$	\$
5.	\$	\$
6.	\$	\$
7.	\$	\$
8.	\$	\$
9.	\$	\$
Total Expenses	\$ 880	\$
Amount Requested from the City of Sunnyvale	\$	

Other Sources of Support

Volunteer Hours (valued at \$27.59/hour, per <i>independentsector.org</i>)	\$ 1375
Donated Materials/Services (food, supplies, equipment)	\$ 50
Other Funding Received (other grants, collected dues, donations)	\$
Other:	\$
Other:	\$
Total Neighborhood Association Contribution	\$ 1425

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