



Sunnyvale

# Neighborhood Grant Program Application Fiscal Year 2018/19

**Application Deadline: May 2, 2018, 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 2018/19 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 2018.

## 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 Drive, Sunnyvale, CA 94087

Email: [ncs@sunnyvale.ca.gov](mailto:ncs@sunnyvale.ca.gov) or Fax: 408-730-7754.

For questions, contact Alisha Rodrigues at [ncs@sunnyvale.ca.gov](mailto:ncs@sunnyvale.ca.gov) or 408-730-7599.

Name of Neighborhood Group or Association: Valley Forge Neighborhood Group

Name of Individual Submitting Application: Patricia Grant

Individual's Email:

Name of Proposed Project: Valley Forge Block Party

Grant Amount Requesting from the City of Sunnyvale: \$ 600.00

(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?

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.



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 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. 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 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 a visit from the local fire department and the firemen in the neighborhood bring their fire truck for show and awareness. Neighbors come together and will bring tables and chairs to share, tents to shield the sun. We have barricades and cones to block the street for safety.

The benefits of this event allows all the neighbors to come together for this event every year. Everyone pitches in to help which is great to see. We also collect names and email addresses on a roster to ensure that we have neighbors on our email communications. We discuss and provide information about neighborhood safety from SNAP, which they setup a tent every year to educate and inform residents of up and coming training classes. For our community we ask for canned food donations for the Sunnyvale food bank. We had a really good donation from the community in 2017. Included both canned goods and checks from neighbors.

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 neighborhood tradition that has been going on for over 12 years. Kick off for the annual event begins with our Ladies of Valley Forge Group that gets together every three months to discuss relevant neighborhood activities. We discuss dates for the event and get everyone involved in making this event a success. We create fliers and distribute along with communicating in our email group. Last year we had almost 50 people including children in attendance based on our attendance roster.



## 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.

Activity	Person(s) Responsible	Completion Date (MO/YR)
<i>Example: Create flier/email for barbecue</i>	Jane Smith	08/18
1. Planning meeting with the Ladies of Valley Forge gathering	Patricia Grant	4/18
2. Send "Save the Date" email	Patricia Grant	6/18
3. Call firehouse to order fire truck	Solette Westerburg	7/18
4. Finalize games for kids	Susan Packer	8/18
5. Finalize music for event	Kevin Lawrence	9/18
6. Solicit fliers	Suchitra Kolipak	8/18
7. Order barricades and cones	Linda Romano	8/18
8. Pick up food	Patricia Grant	9/18
9. Block Party Event	All	9/18
10. Cleanup	All	9/18
11. Return barricades and cones	Linda Romano	9/18
12. Deliver canned goods	Pat Gfrorer	9/18



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

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 and allows neighbors to sign up for emergency preparedness classes.

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 and/or event has been successful?

Attendance in 2017 was higher than the previous year, which shows an interest and the great news is that when neighbors see me out and about the neighborhood, I always get asked about the annual street party. Everyone comes back each year and actively participates. All of the neighbors contribute to its success. Also starting with our Christmas Ladies of Valley Forge gathering, everyone is talking about the up and coming event.

We continue to promote the SNAP program during the other months to keep the community communications going as well as our Ladies of Valley Forge social events.

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 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: fliers for the event and time to create and distribute, side dish to share with everyone, tables, chairs and umbrella's to share with others, music, trash cans. Most importantly people donate canned food and checks for Sunnyvale Community Services. For those items not fulfilled by the grant, we rely on neighborhood support.

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.

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.



**Neighborhood Grant Program  
Project Budget Form Fiscal Year 2018/19**

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 14, 2019.**

**Project Expenses**

Activity	Estimated Costs	Actual Costs
1. Food	\$450	\$
2. Soda, Juice, Water, Ice	\$60	\$
3. Pinata, candy and games for kids	\$70	\$
4. Propane tank refill	\$20	\$
5.	\$	\$
6.	\$	\$
7.	\$	\$
8.	\$	\$
9.	\$	\$
<b>Total Expenses</b>	<b>\$600</b>	<b>\$</b>
<b>Amount Requested from the City of Sunnyvale</b>	<b>\$600</b>	

**Other Sources of Support**

Volunteer Hours (valued at \$28.46/hour, per <i>IndependentSector.org</i> )	\$711.50
Donated Materials/Services (food, supplies, equipment)	\$600.00
Other Funding Received (other grants, collected dues, donations)	\$
Other:	\$
Other:	\$
<b>Total Neighborhood Association Contribution</b>	<b>\$1,311.50</b>