



# City of Sunnyvale

## Agenda Item-No Attachments (PDF)

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### **REPORT TO COUNCIL**

#### **SUBJECT**

Approve Recommendation from the Community Event Grant Distribution Subcommittee to Initiate the 2016 Grant Procedure and Process

#### **BACKGROUND**

The Community Event Grant Distribution Subcommittee, a three-member Council Subcommittee, follows a structured annual time line, including member selection/confirmation, review of grant criteria, review of received grant applications and subsequent recommendation to the City Council.

Councilmembers are confirmed to the Grant Subcommittee during the City Council Appointments to Intergovernmental and Internal Assignments, Council Subcommittees, and Community Member Appointments process. If there are Subcommittee vacancies, the Mayor appoints new members.

Following the Grant Subcommittee member selection/confirmation, members receive a memo from staff including the previous year's grant eligibility and evaluation criteria, drafts of the grant applications and a proposed grant process time line. During the Subcommittee's first annual meeting, typically in February, the eligibility and evaluation criteria, grant applications and grant process time line are reviewed and the Subcommittee makes a recommendation to the Council to approve or update the criteria and time line.

A second Subcommittee meeting occurs, typically in June, to review all received grant applications and creates funding recommendations for approval by the City Council.

Since FY 2013/14 Council has approved grant funding budgets of \$10,000 for community event grants and \$6,125 for neighborhood grants. Although the Subcommittee can bring recommendations for grant funding in excess of the aforementioned budget amounts, the Subcommittee discussions typically begin with these funding budget amounts in mind. The purpose of this memorandum is to seek Council approval of the application packet and to authorize staff to initiate the process for FY2016/17.

#### **EXISTING POLICY**

Council Policy 7.2., Community Engagement- Goals and Policies  
Council Policy 7.2.18, Special Events

#### **ENVIRONMENTAL REVIEW**

The action being considered does not constitute a "project" with the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378 (b) (4) in that it is a fiscal activity that does not involve any commitment to any specific project which may result in a potential significant impact on the environment.

## **DISCUSSION**

The Community Event Grant Distribution Subcommittee met on February 24, 2016 to review the Memorandum to the Community Events Grant Distribution Subcommittee (Attachment 1). As a result of their review and discussion of the memorandum, the Subcommittee recommended that Council approve the proposed grant process time line as written. In addition, the Subcommittee proposes presenting their grant funding recommendations as an agenda item for the June 28, 2016 Council meeting (Attachment 2).

## **FISCAL IMPACT**

There is no current fiscal impact with respect to this report. The proposed action is approval of a time line and setting of a date to return with grant recommendations. Allocation of grant funds will be considered as part of the FY 2016/17 budget process.

## **PUBLIC CONTACT**

Public contact was made by posting the Council agenda on the City's official-notice bulletin board outside City Hall, at the Sunnyvale Senior Center, Community Center and Department of Public Safety; and by making the agenda and report available at the Sunnyvale Public Library, the Office of the City Clerk and on the City's website.

## **SUBCOMMITTEE RECOMMENDATION**

The Community Event Grant Distribution Subcommittee recommends that the Council approve the grant procedure and process, including eligibility evaluation criteria, application and time line, as outlined in the Memorandum to the Community Events Grant Distribution Subcommittee dated February 9, 2016 (Attachment 2 to this report) to initiate the 2016 Grant Procedure and Process. The Subcommittee will present their final grant distribution recommendations to the City Council during the June 28, 2016 City Council meeting, following the adoption of the Fiscal Year 2016/17 Budget.

Submitted by: Tara Martin-Milius, Subcommittee Chair

Reviewed by: Cynthia E. Bojorquez, Director of Library and Community Services

Reviewed by: Walter Rossmann, Assistant City Manager

Reviewed by: Deanna J. Santana, City Manager

## **ATTACHMENTS**

1. Memorandum to the Community Events Grant Distribution Subcommittee
2. Draft Minutes of the Community Event Grant Distribution Subcommittee Meeting of February 24, 2016