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REPORT TO SUBCOMMITTEE

SUBJECT

Review and Approve Community Events and Neighborhood Grant Program Processes for FY 2017/18

BACKGROUND

Each year, the City of Sunnyvale allocates funding to support community events and neighborhood groups through two programs: the Community Event Grant Program (CEGP) and the Neighborhood Grant Program (NGP). For FY 2016/17, the City Council approved Community Event grants in the amount of \$10,200 and Neighborhood Grants in the amount of \$6,248. In addition, the City Council approved the allocation of \$900 from the Council Service Level Set Aside Fund to address additional needs in the NGP.

The Community Event and Neighborhood Grant Distribution Subcommittee (Subcommittee), consists of three members of the City Council charged with conducting an annual grant review process that includes: 1) setting a meeting schedule; 2) reviewing the efficiency of the annual grants allocation process and making recommendations for any changes to the full Council as needed; and 3) serving as the official grant review committee.

The Subcommittee generally meets twice a year - once in February to review and confirm or amend the grant allocations process and again in May/June to review the applications. Based on this review, the Subcommittee develops funding recommendations that are subsequently submitted to the full City Council for final action.

The purpose of this report is to seek Subcommittee approval of the grant application materials for FY 2017/18 and to obtain authorization to distribute if materials are approved.

Should the Subcommittee wish to propose changes to the existing grant process, a report from the Subcommittee would be scheduled for City Council consideration on March 7.

EXISTING POLICY

Council Policy 7.2.1, Community Engagement - Goals and Policies
Council Policy 7.2.18, Special Events

ENVIRONMENTAL REVIEW

N/A

DISCUSSION

The CEGP provides funding to non-profit or not-for-profit groups hosting free and open to the public

community events in Sunnyvale.

The NGP provides funding to neighborhood groups for events or programs to help build community engagement, develop a sense of pride and ownership and/or improve the quality of life in their neighborhoods. The attachments to this report provide more information to help the Subcommittee better understand the grant allocations process timeline and the two programs guidelines and eligibility criteria.

In order to initiate the process, the Subcommittee shall review the materials, propose changes as appropriate and authorize staff to initiate the application process. Should the Subcommittee wish to amend the application materials, the recommended changes must be forwarded to the City Council for their approval. The date tentatively scheduled for this review would be March 7, 2017.

There are two potential changes that the Subcommittee may wish to consider: 1) request that staff conduct a preliminary review of all grant applications and provide a summary report to the Subcommittee at the grant allocations meeting in the Spring; and 2) revisit the eligibility criteria for neighborhood grants to clarify the eligibility of projects proposed by homeowner associations.

Preliminary Review

In prior years, staff has simply compiled a listing of the grant applications and the dollars requested. Given that all members of this year's Subcommittee are new to the process, the Subcommittee may wish to direct staff to review the applications and identify questions the Subcommittee may wish to address in reviewing the grant applications as they relate to meeting eligibility requirements. Depending on the number of applications received, the review process can be time-consuming. The Subcommittee may wish to consider a preliminary review by staff in order to expedite the process.

Eligibility of Projects

During the City Council approval of the proposed funding recommendations of the FY 2016/17 Neighborhood Grants, a concern was raised regarding the eligibility of funding projects from homeowner associations given that residents already pay homeowners dues for improvement projects. The Subcommittee may wish to revisit the eligibility criteria to clarify or amend the relevant provisions.

The Subcommittee has the discretion to recommend changes as deemed appropriate. However, changes would require approval by the full City Council.

PUBLIC CONTACT

Public contact was made through posting of the Subcommittee agenda on the City's official-notice bulletin board, on the City's website, and the availability of the agenda and report in the Office of the City Clerk.

ALTERNATIVES

1. Accept the process as is with no recommended changes to the existing process.
2. Recommend changes to the process and bring to the full City Council for consideration.

3. Take other action as determined by Subcommittee.

RECOMMENDATION

Staff makes no recommendation.

Prepared by: Alisha Rodrigues, Community Services Coordinator

Reviewed by: Daniel Wax, Superintendent of Community Services

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

ATTACHMENTS

1. FY 2017/18 Proposed Timelines
2. CEGP Guidelines & Eligibility Criteria
3. CEGP Application
4. NGP Guidelines & Eligibility Criteria
5. NGP Application