City of Sunnyvale
Neighborhood Grant Program

Grant Guidelines & Eligibility Requirements

Thank you for your interest in the Neighborhood Grant Program. Applications for Fiscal Year 2011/12 Neighborhood Grants are due by **5 p.m. Friday, May 20, 2011.**

Important note: applications are being accepted, pending Council's budgetary approval.

Mission of the Neighborhood Grant Program

Grant funds are the City's investment in strengthening neighborhood groups, improving the quality of life in local communities, and encouraging neighborhood groups or associations to become increasingly self-reliant. The mission of the Neighborhood Grant Program is to:

- Build community engagement in Sunnyvale;
- Help residents develop a sense of pride and ownership in their neighborhoods; and
- Continue to develop collaborative partnerships between Sunnyvale's neighborhoods and City Hall.

For FY2011/12, City Council may approve a total of $10,000 to be allocated for the Neighborhood Grant Program. If Council approves the funding, each neighborhood group is eligible to apply for and receive a grant of up to $1,000.

Project Eligibility

To be eligible to be considered for a Neighborhood Grant, the following criteria must be met:

- Applicants must be representatives of a neighborhood group. Preference is given to neighborhood associations, mobile home associations, and neighborhood groups that are interested in becoming a neighborhood association and joining the City's Neighborhood Registry.
- Projects must be neighborhood-focused, initiated and supported by residents living in the neighborhood. Projects must benefit the neighborhood.
- Projects must focus on one or more of the following areas:
    a. Increasing communication among neighbors;
    b. Building bridges between cultural groups (inc. ethnicity, age, socio-economic, etc.);
    c. Improving the physical condition of the neighborhood; or
    d. Enhancing neighborhood pride and identity.
- Projects must not be political in nature, including, but not limited to the support of a proposed initiative, ballot measure or candidate.
- Projects must begin after grant approval notification in July 2011 and be completed no later May 31, 2012.
- Applicants must submit a completed and signed Neighborhood Grant Application by the posted application deadline.

Criteria

Grant applications will be evaluated on the criteria listed below:

- Is the project realistic within the given timeframe?
- Does the project focus on one or more of the following **four** areas?
    - Increasing communication among neighbors
    - Building bridges between different cultural groups
    - Improving the physical condition of the neighborhood
    - Enhancing neighborhood pride and identity
- Is the project well developed (clear project description, detailed project plan, adequate resources allocated, community need addressed)?
- Is the project an appropriate use of City funds?
- Will the project strengthen the neighborhood group and foster self-reliance?
- How many residents will benefit from the project?
- Will the completed project have any negative impact on residents, businesses, the City, or bordering neighborhoods?
- Is there adequate neighborhood support (resident participation, volunteer time, resources, etc.) for this project?

Application Process

To apply for a grant, complete the attached application and submit to the following address by **5 p.m. Friday, May 20, 2011:**

Attention: Community Resources, Office of the City Manager
City of Sunnyvale
603 All America Way
Sunnyvale, CA 94088

FAX 408 730-7696

Creative ideas for neighborhood projects are encouraged! Projects that have worked well in other cities include (but are not limited to): youth programs, volunteer projects, seed money for neighborhood special events that encourage neighbors to get to know each other, or neighborhood association fund raising activities/events.

A committee of City staff members will read and review each application. Final funding decisions will be made in July 2011. Each applicant will be notified of the result of the evaluation of their proposal. Applications received by the review committee which do not meet the eligibility and criteria requirements will be rejected. If the total amount of funds granted does not meet or exceed the program limit, rejected applications may be allowed to be re-submitted at the discretion of the Assistant City Manager. If a rejected application is re-submitted for review, it must meet the eligibility and criteria requirements and may be eligible to receive a maximum grant equal to or less than the remaining available funds.

The Neighborhood Grant is reimbursable; meaning that any approved funds must first be spent by the grantee and receipts/invoices showing payment submitted to the City of Sunnyvale within 30 days of the project/event conclusion. Upon review of eligible receipts/invoices, the City will send a reimbursement to the grantee.

Neighborhood groups must complete their projects/events by May 31, 2012. A final report describing the project and use of funds is due to the City within 30 days of the project/event conclusion and no later than June 15, 2012 for projects/events completed by May 31, 2012.

For more information, please contact the Program Coordinator, at (408)730-7472 or visit *Neighborhoods.inSunnyvale.com.*