



Sunnyvale

## Neighborhood Grant Program

### Guidelines & Eligibility Criteria Calendar Year 2024

**Application Deadline: Friday, October 20, 2023, by 5 p.m.**

Thank you for your interest in the Neighborhood Grant Program. Please review the following guidelines and eligibility criteria to determine if your group qualifies. Funding requests will be considered as part of an annual competitive application process. Each neighborhood group is eligible to apply for a grant of up to \$1,500.

### Program Mission

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.

### Who Is Eligible to Apply?

Applicants must be representatives of a neighborhood group or groups and be registered as an active Neighborhood Association by the time of their proposed event.

### Project and/or Event Eligibility

#### All proposed project and/or events must:

- Focus on one or more of the following areas:
  1. Increase communication among neighbors
  2. Build bridges between cultural groups (i.e., ethnicity, age, socio-economic, etc.)
  3. Improve the physical condition of the neighborhood or
  4. Enhance neighborhood pride and identity
- Be neighborhood-focused, initiated and supported by residents living in the neighborhood.
- Occur between January 1 and December 31, 2024
- Successful applicants must acknowledge City of Sunnyvale as a funder of the neighborhood project or event in all marketing and outreach materials, including but not limited to fliers, social media, posters, etc.

#### Projects and/or events that are not eligible include:

- Activities that are political in nature, including but not limited to, the support or opposition of a proposed initiative, ballot measure, policy position or candidate.
- Payment of outstanding debts
- Services which are primarily commercial, religious or political in nature
- Permanent improvements to any non-City owned structure or property
- In most cases, operating expenses such as ongoing salaries, utilities and rent expenses

Creative ideas for neighborhood projects are encouraged! Projects could 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 fundraising activities/events.

## Evaluation Guidelines

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?
  1. Increase communication among neighbors
  2. Build bridges between different cultural groups
  3. Improve the physical condition of the neighborhood
  4. Enhance 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 and Next Steps

**To apply:** Complete the Neighborhood Grant Program application and submit by October 20, 2023, by 5 p.m. Applications not submitted by this deadline or submitted incomplete will not be considered during this year's grant review process.

### **(Optional) Technical Assistance and Question/Answer Session with Staff (via Zoom):**

Staff will be available to assist with the grant application and process. There is one technical assistance session scheduled which is optional and has no impact on the application review process. The session is scheduled for:

- Tues., Sept. 26, 5:30 –6:30 p.m.; [Click Here to Join](#)

A Council subcommittee will review each application. The Council subcommittee may choose to contact the applicant for more information or clarification regarding the details of the application during the review period. Final funding decisions will be made by the full City Council. Grant applicants will be notified, in writing, of final funding decisions in January 2024.

All grant awardees will be required to submit the following to the City of Sunnyvale within 30 days of the project or event conclusion and no later than December 31, 2024, whichever comes first:

1. A final report describing the project and use of funds
2. All original receipts/invoices for reimbursements
3. Submit pictures of the activity/event and sample marketing materials (i.e., fliers, social media posts, posters, etc.) documenting acknowledgement of city funding.

**Reimbursements:** The Neighborhood Grant is reimbursable, meaning that any approved funds must first be spent by the grantee and receipts/invoices showing payment must be submitted to the City of Sunnyvale. Upon review of eligible receipts/invoices, the City will reimburse the grantee. The reimbursement process takes approximately two to four weeks.

## Questions and More Information

For questions or more information, please email: [ncs@sunnyvale.ca.gov](mailto:ncs@sunnyvale.ca.gov) or call 408-730-7599.