

**Neighborhood Grant Program Application
Calendar Year 2024**



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

Thank you for your interest in the Neighborhood Grant Program. Please make sure you thoroughly review the grant guidelines and eligibility criteria to determine if your group qualifies for funding. Grant decisions are based upon a competitive review process; **this application and any attachments are intended to be the primary subject of evaluating your grant proposal.** The City will accept applications through Friday, October 20, 2023, by 5 p.m. Applicants will be notified of award decisions in January 2024. For questions, email ncs@sunnyvale.ca.gov or call 408-730-7599.

Complete applications may be submitted in the following ways:

Mail or Drop Off in Person:

Sunnyvale Community Center (Recreation Center Front Desk)
Attn: Recreation Services Administration
550 E. Remington Dr., Sunnyvale CA 94087

Email: ncs@sunnyvale.ca.gov

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Name of Neighborhood Group or Association: _____

Name of Individual Submitting Application: _____

Individual's Email: _____ **Phone:** _____

Name of Proposed Project: _____

Grant Amount Requesting from the City of Sunnyvale (*Maximum grant amount is \$1,500*): \$ _____

Is your Neighborhood Group currently registered with City of Sunnyvale? Yes ____ No ____

If no, will your Neighborhood Group register with the City of Sunnyvale by the time your proposed event/activity takes place? Yes ____ No ____

Neighborhood Group/Association Background

1. When was your neighborhood group or association formed and why? What are the geographic boundaries of your group, including which Council District? Approximately, how many households are included?

Project Description

2. Describe your proposed project and/or event. Make sure to include the following:
 - How will it 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?
 - Describe the outreach you will do to generate awareness and support for the project/event.

3. Describe how your project and/or event focuses on one or more of the following areas:
 - Increase communication among neighbors
 - Build bridges between cultures
 - Improve the physical condition of the neighborhood
 - Enhance neighborhood pride and identity

4. How will you determine the completed project and/or event has been successful?

Project Plan

5. Use the chart below and 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	08/23
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

Project Team

While you may have many community members working on this project and/or event, project team leads will be critical to the project's success. **Please note that each member of the project team will need to sign the application acknowledging their commitment to this project.**

- 1. Project Leader** - The Project Leader serves as the primary point of contact for the grant application process. The Project Leader also has fiduciary responsibilities and is responsible for submitting a final project report to the City. The final report, including eligible receipts and invoices showing payment is due within 30 days of project/event conclusion and no later than December 31, 2024.

Project Leader Name: _____

Email: _____ Phone Number: _____

Mailing Address: _____

Signature: _____ Date: _____

- 2. Treasurer** - The treasurer tracks expenses, files receipts, oversees the budget and submits a final financial report to the City. The Project Leader may also serve as the Project Treasurer. *Note: The City of Sunnyvale reserves the right to audit grant award funds.*

Treasurer Name: _____

Email: _____ Phone Number: _____

Mailing Address: _____

Signature: _____ Date: _____

- 3. Other Project Team Member** - List additional neighborhood residents who will work on this project and what their responsibilities will be? (i.e., coordinating volunteers, outreach to residents, creation of marketing materials, etc.)

Name: _____

Email: _____ Phone Number: _____

Mailing Address: _____

Signature: _____ Date: _____

Neighborhood Grant Program Project Budget Form Calendar Year 2024



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 December 31, 2024.**

Project Expenses

Activity	Estimated Costs
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
6.	\$
7.	\$
8.	\$
9.	\$
10.	\$
Estimated Total Expenses	\$
Amount Requested from the City of Sunnyvale	\$