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Community Action & Pride (CAP) Grant Application

Cycle 21

**Applications Due:
Friday, January 12, 2007**

Release date: Monday, November 20, 2006

For more information, please contact:

Grants Unit
Parks, Recreation and Neighborhood Services
200 East Santa Clara Street
San José, CA 95113
408-793-5560

APPLICATION PACKET TABLE OF CONTENTS

| | Page |
|---|-------|
| Application Packet Table of Contents..... | 1 |
| Application Process and Timeline..... | 2-4 |
| General Information..... | 5-6 |
| A. Purpose Statement | |
| B. CAP Grant Committee | |
| C. Grant Amount Requests | |
| D. Public Record | |
| E. Addenda and Interpretation | |
| | |
| PART I ENTRY CRITERIA..... | 7-8 |
| A. Eligibility | |
| B. Eligible Applicants | |
| C. Neighborhood Association / Property Owner Association Definitions | |
| D. Ineligible Applicants | |
| | |
| PART II ELIGIBLE SERVICES..... | 9-10 |
| A. Eligible Activities/Items | |
| B. Available Packages (Optional) | |
| C. Average Cost | |
| D. Ineligible Activities/Items | |
| | |
| PART III GRANT REQUIREMENTS..... | 11-13 |
| A. Neighborhood Resources | |
| B. Neighborhood Association Bank Account | |
| C. List of Board members and Copy of By-Laws | |
| D. Neighborhood Academy Training | |
| E. Memorandum of Understanding | |
| F. Grant Award Check | |
| G. Changes to Agreement | |
| H. Grant Extension | |
| I. Mid-Year Grant Report | |
| J. Final Grant Report | |
| K. Outside Contractor | |
| L. Notice of City of San José Funding | |
| M. Permission of Property Owners | |
| N. Background Checks | |
| | |
| PART IV APPLICATION INSTRUCTIONS..... | 14-16 |
| | |
| PART V FORMS..... | 17-24 |
| | |
| PART VI EVALUATION CRITERIA..... | 25 |
| | |
| PART VII LOCAL GRANTS FOR NEIGHBORHOOD GROUPS..... | 26-27 |

APPLICATION PROCESS AND TIMELINE

| ACTIVITY | DESCRIPTION | DATE |
|---|--|---|
| Application Release | <p>The Community Action and Pride (CAP) Application is currently available at the front desk of:</p> <p>City of San José Parks, Recreation and Neighborhood Services 200 East Santa Clara Street, 9th Floor San José, CA 95113</p> <p>Applications can also be downloaded from the internet at: http://www.sanjoseca.gov/prns/grants/capgrantinfo.asp</p> | Monday, November 20, 2006 |
| Application Workshops | <p>The workshop is designed to review the application packet. Attendance at one of these workshops is highly recommended. Assistance at workshops will be limited to answering basic questions. Spanish and Vietnamese translation available.</p> <p><i>Location:</i> Kirk Community Center 1601 Foxworthy Avenue San José, CA 95118</p> <p><i>Location:</i> Parks, Recreation & Neighborhood Services 200 East Santa Clara Street, 9th Wing-Rm 118 San José, CA 95113</p> <p>Please call Rebecca Gonzalez at 793-5560 to sign-up or email Rebecca.Gonzalez@sanjoseca.gov</p> | <p align="center">Saturday December 2, 2006 9:00 - 10:30 am</p> <p align="center">Tuesday December 5, 2006 6:30 - 7:30 p.m.</p> |
| Application Inquiries | <p>All inquires to application must be submitted in writing via email or fax to Rebecca Gonzales. Questions should be directly related to the application Email: Rebecca.Gonzalez@sanjoseca.gov Fax: (408) 292-6318 Any City response to this request will be made in the form of an addendum and will be posted online at http://www.sanjoseca.gov/prns/grants/capgrantinfo.asp. every five business days. All addenda shall become part of this Application.</p> | Monday, November 20, 2006 – Friday, January 5, 2007 |
| Deadline for Submission of Applications | <p>Completed applications must be submitted either in person or mail by Friday, January 12, 2007, At 5:00 pm: City of San José Parks, Recreation and Neighborhood Services, Attention Rebecca Gonzalez 200 East Santa Clara Street, 9th Floor,</p> | Friday, January 12, 2007 |

| | | |
|--|--|---|
| <p>Deadline for Submission of Applications (continued)</p> | <p>San José, CA 95113</p> <p>NOTE: STAFF WILL NOT REVIEW APPLICATION PRIOR TO THE SUBMISSION DEADLINE.</p> <p>No applications will be accepted after this deadline. Submit one (1) original Application Packet and six (6) copies. Original application must be single sided. All copies should be double sided and stapled. Be sure to include the Application Cover Sheet and all requested Attachments.</p> <p>FAXED, EMAILED, POSTMARKED, LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.</p> | |
| <p>Notification Letters</p> | <p>Notification or award letters will be emailed, with a copy sent by U.S. Mail, to the contact person listed on the Cover Sheet of the application. Applicants are responsible to ensure that their email and location address on file are current and accurate.</p> | <p>Wednesday, February 7, 2007</p> |
| <p>Appeals Process</p> | <p>Applicants wishing to appeal the award decision must declare their concerns in writing within 10 business days of date of notification of funding determination. Applicant may submit a written appeal stating items being appealed and the reason why the funding decision should be reconsidered. The CAP Committee will review the appeals and forward a recommendation to the Director of the Department of Parks, Recreation, and Neighborhood Services (PRNS). The decision of the PRNS Director is final and will be communicated in writing to the applicants within 10 business days after receiving the CAP Committee's recommendation.</p> <p>Letters of appeal must be submitted and received in person or mail by Friday, February 23, 2007, at 5:00 pm to:</p> <p>City of San José – Parks, Recreation and Neighborhood Services, Attention Rebecca Gonzalez 200 East Santa Clara Street, San José, CA., 9th Floor, 95113</p> <p>NO LATE APPEALS WILL BE ACCEPTED</p> | <p>Monday, February 12, 2007 to Friday, February 23, 2007</p> |

| | | |
|------------------------------------|---|------------------------|
| Grant Agreement Development Begins | MOU/Grant agreement development and execution period begins. | Monday, March 12, 2007 |
| Grant Award Check Distribution | Checks will be distributed 10 business days after execution of each grant agreement | March through May |
| CAP Cycle 21 Activities Begin | Activities funded in CAP Grants, Cycle 21 must take place between Tuesday May 1, 2007 and Wednesday, April 30, 2008 | Tuesday, May 1, 2007 |

General Information

A. PURPOSE STATEMENT

The City of San José is committed to the renewal of neighborhoods. The City believes that the power to transform neighborhoods and to shape the future of neighborhoods lies in strengthening the civic participation of individuals. The mission of the Community Action & Pride (CAP) Grant Program is to promote the development of new and/or healthy and self-reliant neighborhoods by supporting residents to:

- unify for action,
- actualize their collective power, and
- create community-based solutions to meet the long-term physical, social, and economic challenges of the neighborhood.

With this in mind the CAP program provides financial support to offset the cost to resident based groups that:

- conduct activities that build or strengthen the neighborhood organization,
- organize neighborhood projects to improve conditions, or
- organize and conduct activities that address issues important to neighborhood quality of life

B. CAP GRANT COMMITTEE

The CAP Grant Committee is comprised of representatives from the following agencies:

- City of San José Code Enforcement
- Community Foundation of Silicon Valley
- San Jose State University Urban Studies Department
- City of San Jose Strong Neighborhoods Initiative
- Senior Commission
- Volunteer Center of Silicon Valley

The CAP grant committee members are professionals in their field and serve to:

- Facilitate the development of CAP policies and procedures
- Develop Eligibility activities and funding priorities
- Determine Eligibility Criteria of applicants
- Approve the grant making process based on recommendation of staff
- Review and rate all applications in preparation for funding allocation meetings.
- Attend funding allocation review meetings and make recommendations to staff and PRNS

C. GRANT AMOUNT REQUESTS

Minimum grant request: None

Maximum grant request: \$15,000

D. PUBLIC RECORD

Responses to this RFP become property of the City of San José and shall become a matter of public record.

E. Addenda and Interpretation

The City shall not be responsible for nor bound by any oral instructions or interpretations or explanations issued by the City or its representatives. Should discrepancies or omissions be found in this application or should there be a need to clarify, requests for clarification should be emailed or faxed to Rebecca Gonzalez Rebecca.Gonzalez@sanjoseca.gov , fax 292-6318 before January 05, 2007 at 5:00pm.

Any City response to this request will be made in the form of an addendum and will be posted online at <http://www.sanjoseca.gov/prns/grants/capgrantinfo.asp> every five business days. All addenda shall become part of this Application.

PART I *Entry Criteria*

A. **ELIGIBILITY**

To be eligible for a CAP grant, you must meet each of the following criteria:

- Your organization must be an eligible applicant;
- You must propose an eligible activity; and
- You must be able to comply with the grant requirements.

B. **ELIGIBLE APPLICANTS**

To be eligible to apply for CAP funding, your group must be neighborhood-based, located within the City of San Jose, and ***involve resident volunteers*** living in the neighborhood and meet the following conditions:

- be a neighborhood association or property owner association with a record of resident participation which operates for charitable purposes working to improve the neighborhood (refer to Section C for definition); **or** a group of residents who are interested in forming a neighborhood association.

In addition all Applicants must:

- have an open bank account in the name of the association; **or** have a Fiscal Agent with an open bank account in its name who has agreed to the terms in form F (pg.24).
- submit a list of Board Members **and** a copy of the By Laws **or** minutes to the last meeting.

Please note that it is highly recommended that you have a representative from the neighborhood association attend one of the CAP application workshops.

C. **NEIGHBORHOOD ASSOCIATION / PROPERTY OWNER ASSOCIATION DEFINITIONS**

- A ***Neighborhood Association*** is a voluntary organization of residents within the city of San Jose in the same area (for the purposes of this application street boundaries defined by the group are considered to be an “area”) who work together to improve and maintain the quality of life in the neighborhood. This does not include business owners or people who work in the area.
- ***Property Owner Associations*** are eligible if they are working closely with their tenants, including them in meetings and project planning. This grant will fund items and activities that build community cohesion; it will NOT fund items that are the owner’s responsibility, such as physical improvements.

D. **INELIGIBLE APPLICANTS**

The following entities are NOT ELIGIBLE to receive CAP funding:

- Government Agencies
- Non-profit businesses and business associations who do not fit the definition of a neighborhood association or property owner association as defined in Section C above.
- Private for-profit businesses, business associations, and corporations,
- Applicants with outstanding or incomplete CAP grants from cycles 19 and older

- Applicants with funded CAP grants in cycle 20 are eligible to apply; however, disbursement of any funding in Cycle 21 will be contingent upon acceptance of the final grant report for cycle 20. Any exceptions must be approved by PRNS Director or director's designee on a case by case basis.

PART II
Eligible Services

A. ELIGIBLE ACTIVITIES/ITEMS

Eligible activities/items strengthen or build community within the goals of the CAP program (See page 5 for CAP purpose statement).

This may include, but are not be limited to, items/activities such as:

- Newsletters;
- Landscaping projects, including plants, trees, containers, fencing, walkways, benches, tables, and decorative structures;
- Neighborhood cleanups and celebrations;
- National Night Out;
- Dumpster Days;
- Public safety activities;
- Community projects involving youth;
- Family Giving Tree Event (expenses for event only, not for the contribution to the Family Giving Tree);
- United Neighborhoods of Santa Clara County Membership Fees (Please note that UNSCC covers regular meeting insurance with a paid membership);
- Special events insurance;
- Association web pages - maximum of two (2) years;
- Rental fees for event equipment excluding power tools;
- Post Office Box rental and voice mail box for up to two years;
- Refreshments at neighborhood association meetings which are open to the public(closed meetings are excluded);
- Special event or neighborhood association shirts,.(Price limit \$11 shirt);
- Disposable cameras/film (for special events only); and
- Banners.

B. AVAILABLE PACKAGES (Optional)

Some packages are available for frequently requested events:

| National Night Out | For 150 | For 500 | For 1000 |
|-----------------------------|----------------|----------------|-----------------|
| <u>CAP Funding Provides</u> | <u>\$1600</u> | <u>\$3925</u> | <u>\$6600</u> |
| Food | \$1050 | \$3150 | \$5600 |
| Supplies/equipment rental | \$200 | \$400 | \$600 |
| Flyers | \$100 | \$125 | \$150 |
| Event Insurance | \$250 | \$250 | \$250 |

| Dumpster Days | 25 homes | 75 homes | 150 homes |
|------------------------------|-----------------|-----------------|------------------|
| <u>CAP Funding Provides:</u> | <u>\$1850</u> | <u>\$3750</u> | <u>\$5850</u> |
| Dumpster rental | \$1000 | \$2000 | \$3000 |
| Food | \$500 | \$1350 | \$2400 |
| Flyers | \$100 | \$150 | \$200 |
| Event Insurance | \$250 | \$250 | \$250 |

| Block Party | For 150 | For 500 | For 1000 |
|-----------------------------|----------------|----------------|-----------------|
| CAP Funding Provides | \$1575 | \$3875 | \$6500 |
| Food: | \$1050 | \$3150 | \$5600 |
| Entertainment: | \$175 | \$350 | \$500 |
| Flyers: | \$100 | \$125 | \$150 |
| Event Insurance: | \$250 | \$250 | \$250 |

C. AVERAGE COST

Some average costs are given for frequently requested Items.

| | |
|---|---|
| Dumpster Rental | \$480-\$500 each |
| T-shirts | \$10-\$12 |
| UNSCC Membership Fee | \$200/ Year |
| Single event insurance through UNSCC | \$200 avg., varies by event |
| Paper | \$5-\$6 per ream (500 sheets) |
| Jump house | \$225/ day |
| P.O. Box | \$75/ 6 months |
| Website | \$20 month |
| Trees | \$140/ tree (with OCF- includes all services plus tree) |

D. INELIGIBLE ACTIVITIES/ITEMS

CAP Grant funds may **not** be used for the following activities or items:

- Purchase of computers, software, cameras, gardening tools or equipment, or any other permanent equipment;
- Facility use fees for regular association meetings;
- Hiring of contractors unless approved in advance (see requirements for approval under Grant Requirements, page 12);
- Salaries, or hiring of personnel to assist in the project;
- Transportation costs or admission fees;
- Uniforms, costumes, or items that will be gifted to residents. Recognition gifts are limited to certificates and plaques up to \$25.00;
- Fiscal agent fees;
- IRS or government fees;
- Ongoing Bank fees;
- Neighborhood association insurance for regular meetings is ineligible;(this insurance can be obtained through membership in the UNSCC);
- Political campaigns;
- Plants for individual property owners;
- Permanent playground equipment;
- Any activity with a religious message or theme; or
- Contributions to the Family Giving Tree or any other charitable organization.

PART III
Grant Requirements

A. NEIGHBORHOOD RESOURCES

Applicant groups are expected to invest some of their own resources in the form of volunteer labor, cash, or donations from outside sources.

- Volunteer labor is valued at \$16.00 per hour. Skilled trained labor may be valued at its prevailing cost rate.
- Applicants being funded for the first or second time must contribute matching funds of at least 25% of the total amount requested from CAP.
- Applicants being funded beyond the second time must contribute matching funds of at least 50% of the total amount requested from CAP.
- Property Owners Associations must contribute matching funds of at least 50% of the total project cost.

B. NEIGHBORHOOD ASSOCIATION BANK ACCOUNT

Applicants must have (in the name of the neighborhood association) an open and operational bank account by the application due date. Applicants must be able to provide proof of the bank account, such as a deposit slip. Neighborhood associations using CAP grants must have bank accounts that require two signatures for withdrawal of funds. Applicants without a bank account may apply through a Fiscal Agent who has a bank account and is willing to accept fiscal responsibility for the grant.

C. LIST OF BOARD MEMBERS and COPY OF BY-LAWS

Applicants must submit a list of Board Members; and a copy of the By Laws or minutes to the last meeting of your neighborhood group/organization with the application.

D. NEIGHBORHOOD ACADEMY TRAINING

If your neighborhood group receives a grant from the CAP Grant Program, a representative of your group is required to attend four **different** City Neighborhood Academy classes. These training classes are held once a week and are an opportunity for your group to develop a strong and successful core of volunteers. The requirement can also be met if four members of your group attend one separate class each. Advanced courses are available for repeat grantees that have previously attended the Neighborhood Academy. There is no charge to your group to attend these classes and you do not have to complete this requirement prior to beginning your project. Attendees are required to submit a certificate of completion during the term of the grant. Non-completion of this requirement may impact eligibility for future CAP funding.

E. MEMORANDUM OF UNDERSTANDING

If awarded a CAP grant, two representatives from your group must sign a "Memorandum of Understanding" (MOU) describing the funded project and terms of the grant. By signing the MOU, grantees agree to adhere to the grant requirements. Project must be completed within the term of the MOU. It is expected that grant recipients for this CAP Cycle 21 will commence the projects in May 1, 2007 and complete the projects by April 30, 2008.

F. GRANT AWARD CHECK

Your grant award check will be valid for 90 days after the date of issue; you must cash the check within this time period. If check is not cashed before it expires, the grant award will be considered forfeited and funds will be returned to the City.

G. CHANGES TO AGREEMENT

If, after being awarded a CAP grant, your association would like to make major changes to the funded project (e.g. use your grant funds for any item not listed in your application, or retain unexpended funds for another purpose) you must submit a "Change Request" to the CAP program. Staff will review change requests with final approval by the Director or a designee. A major change is one that cumulatively modifies a budget by more than 10% of the total grant amount, or materially changes the scope of the original grant request. When a change to a scope of service is proposed, it must reflect an eligible activity.

Change requests may be submitted at any time. All activities must be completed within the term of the grant unless a grant extension has been approved.

H. GRANT EXTENSION

Extension requests must be submitted in writing and will be reviewed by staff with final approval by the Director or a designee.

Each grantee will be considered for one (1) extension per grant award, limiting the extension to one (1) year. If a current CAP grant recipient has not fulfilled the CAP requirements or completed the funded project(s) within the approved time frame, the recipients grant application will not be considered for the immediate grant year. Grant extensions must be submitted to staff a minimum of two (2) months prior to the expiration for the grantees Memorandum of Understanding (MOU).

I. MID YEAR GRANT REPORT

Grantees must complete a Mid Year Grant Status Report. The report will cover the first six months of the grant, from May 2007 through October 2007 and will be due no later than November 30, 2007. Non-completion of this requirement may impact eligibility for future CAP funding.

J. FINAL GRANT REPORT

Grantees must complete a Final Grant Report upon completion of the project. **Legible copies of receipts for all expenses MUST accompany the Final Grant Report.** Ineligible expenses and expenses not accompanied by a receipt must be reimbursed to the City.

K. OUTSIDE CONTRACTOR

A grantee may hire a contractor to perform some work on a project only if the grantee has received prior approval by the Parks, Recreation and Neighborhood Services Director or designee. To prevent conflicts of interest, your neighborhood association may not hire any contractor who is a member of the community served by your association. This includes contractors who reside in your community as well as contractors whose businesses are located in

your community. The community is defined as the area served by your neighborhood association (i.e. the street boundaries defined by your group). In addition, there must be a written agreement or contract between the grantee and the hired contractor, specifically stating the scope of work to be performed, the amount to be paid to the contractor, the timeline for delivery of services, and the fact that no employer/employee relationship is being created or implied. Contractor will be required to provide an affidavit that he/she is not a resident of the neighborhood and that his/her business is not located in the neighborhood.

L. NOTICE OF CITY OF SAN JOSE FUNDING

All publications created for the CAP Grant funded project must include a statement acknowledging that the program was funded through the City of San Jose. This includes flyers, brochures, newsletters and web pages.

M. PERMISSION OF PROPERTY OWNERS

Before changing the condition of any property, grantee must obtain the written permission of the property's owner. Performing work on City owned property requires your plans to be reviewed by the Department of Public Works or appropriate department. Grantee is responsible to acquire any permits/permissions before any work can be done on city property. The grantee is responsible for the amount of time required to get a permit, and should be aware that this process can be quite lengthy depending on the department. In the event that the owner's permission is not granted, you agree to return your grant award to the City, or modify the scope of your project and obtain City's approval through CAP program staff.

N. BACKGROUND CHECKS

The city of San Jose may require applicants to have fingerprinting and background checks, FBI background or equivalent national database background checks acceptable to the city, on participants or volunteers who work with children. Programs involving services to the frail and elderly may also be required to conduct background checks.

PART IV
Application Instructions

Completed applications must be submitted either in person or mail by Friday, January 12, 2007, AT 5:00 pm:

City of San José
Parks, Recreation and Neighborhood Services,
Attention Rebecca Gonzalez
200 East Santa Clara Street, 9th Floor,
San José, CA 95113

No applications will be accepted after this deadline.

Submit one (1) original Application Packet and six (6) copies. Original application must be single sided. All copies should be double sided and stapled. Be sure to include the Application Cover Sheet and all requested Attachments.

FAXED, EMAILED, POSTMARKED, LATE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

REQUIRED COMPONENTS

FORM A – Cover Sheet

The Cover Sheet must be completed and submitted with the proposal.

FORM B - Narrative

The Narrative section contains questions that must be answered within the stated page limits. Include the question you are answering along with each response. You are strongly encouraged to type your answers, using no less than 12-point font. Please label each page of the narrative section with the name of your organization and the page number at the top.

Groups requesting funds for Landscaping and Beautification projects must answer the additional questions on page 20. (Attachments 4-7, page 16 are required.)

FORM C - Budget

The Budget page must be submitted with the proposal. Applicant groups are expected to invest some of their own resources, either in the form of volunteer labor or cash from outside sources. Volunteer labor is valued at \$16.00 per hour. Skilled trained labor may be valued at its prevailing cost rate.

- Applicants being funded for the first or second time are required to contribute matching funds (or labor) of at least 25% of the total amount requested from CAP.
- Applicants being funded beyond the second time are required to contribute matching funds (or labor) of at least 50% of the total amount requested from CAP.

- Property Owner Associations must contribute matching funds of at least 50% of the total project cost.

The budget must include an itemized breakdown of how the grant funds will be spent, if approved.

EXAMPLE

| Activity | Projected Attendance | CAP Request | Applicant Matching Funds Contribution (include volunteer hours) | Total Budget |
|--|----------------------|----------------|---|----------------|
| <i>Example</i> | | | | |
| 1. Dumpster Day | 25 homes | | | |
| Dumpsters (\$500 x 4) | | \$1000 | \$1000 | \$2000 |
| Food | | \$500 | \$50 | \$550 |
| Flyers | | \$100 | | \$100 |
| Event Insurance | | \$250 | | \$250 |
| Volunteer Labor (25 people x 3 hours each) | | | \$1,200 | \$1,200 |
| 2. Food for Celebrations | 150 | \$1050 | | \$1050 |
| 3. National Night Out | 150 | | | |
| Food | | \$1050 | \$150 | \$800 |
| Supplies | | \$200 | | \$200 |
| Flyers | | \$100 | \$40 | \$140 |
| Event insurance | | \$250 | | \$250 |
| 4. 12 Newsletters | | \$600 | \$1,120 in volunteer labor (5 people x 14 hours each) | \$2,370 |
| TOTAL BUDGET | | \$5,100 | \$3,560 | \$8,910 |

FORM D – Schedule of Activities

The Schedule of Activities must be submitted with the proposal. Your group must delineate the activities and timeline for completing the proposed project(s). The term of the CAP agreement will be May 2007-April 2008.

FORM E – Certification and Assurances

Two(2) authorized neighborhood association representatives must sign this form.

FORM F - Fiscal Agent Statement of Responsibility Form

If your group is applying through a Fiscal Agent, you must attach a signed copy of the Fiscal Agent Statement of Responsibility Form.

ATTACHMENT 1 – Proof of Bank Account

Applicants must provide proof of the bank account, such as a deposit slip.

ATTACHMENT 2 – List of Board Members

Provide a list of board members in an appropriately titled attachment.

ATTACHMENT 3 – Copy of By-Laws or minutes from last meeting

Provide a copy of the By-Laws or minutes from the last meeting of your Neighborhood group/organization.

ATTACHMENTS 4-7 – Landscaping and Beautification Projects

As an incentive to foster a greater sense of pride in the community and to reestablish the colorful, fruitful heritage of San José, “The Garden City,” CAP provides grant awards for beautification projects that:

- Are highly visible to the general public
- Provide educational and enrichment opportunities for residents and visitors
- Promote tree planting and preservation
- Enlist community participation
- Secure long-term maintenance assurances
- Promote anti-graffiti and anti-litter through landscaping

If any part of your proposal contains a request for funds for landscaping and beautification projects, the following attachments must be submitted with the proposal:

Attachment 4: A letter size (8.5 x 11) landscape plan approximately “to scale” that includes a species list of plants and specific locations where each one will be planted.

Attachment 5: Submit at least 4 photographs from different vantage points to best illustrate current conditions.

Attachment 6: School projects must include a letter from an authorized School District representative (Director of Facilities, Maintenance or Superintendent) stating acceptance of the project and its ongoing maintenance.

Attachment 7: Written permission from property owners to perform work on their property. This includes private property, City of San José, CalTrans, or County of Santa Clara.

LETTER OF COMMITMENT

School projects must include a letter from an authorized district representative (Director of Facilities, Maintenance, or Superintendent) stating acceptance of the project and its ongoing maintenance.

OPTIONAL

Newsletters, press clippings, photographs, or neighborhood plans (no more than 3 items)

PART V
Forms

FORM A – Cover Sheet – *Required*

FORM B – Narrative – *Required*

FORM C – Budget – *Required*

FORM D – Schedule of Activities – *Required*

FORM E – Certification of Assurance – *Required*

FORM F – Statement of Fiscal Responsibility – *If Applicable*

FORM A – Cover Sheet

CAP Grant Application

Name of Association: _____ Amount Requested: \$ _____

Project Name: _____

City Council District: _____ SNI Area (if applicable): _____

Contact Person: _____ Phone: (Day) _____ (Evening) _____

Address: _____ City: _____ Zip: _____

Email: _____

Treasurer, or Person Responsible for Administering CAP Grant: _____

Treasurer's Phone: (Day) _____ (Evening): _____

Name of Agency Acting as Fiscal Agent (if any): _____

Fiscal Agent Contact Person: _____ Phone: _____

Email: _____

CAP Funding History:

| | | | |
|-------------|------------|-----------------------|--------------------------|
| Cycle _____ | Year _____ | Grant Amount \$ _____ | Completed ___ yes ___ no |
| Cycle _____ | Year _____ | Grant Amount \$ _____ | Completed ___ yes ___ no |
| Cycle _____ | Year _____ | Grant Amount \$ _____ | Completed ___ yes ___ no |

Incomplete proposals will not be accepted.

| YES | NO | COMPONENTS CHECKLIST | |
|-----------------------------|--------------------------|---|---|
| <i>Required</i> | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Form A | Cover Sheet |
| <input type="checkbox"/> | <input type="checkbox"/> | Form B | Narrative |
| <input type="checkbox"/> | <input type="checkbox"/> | Form C | Budget |
| <input type="checkbox"/> | <input type="checkbox"/> | Form D | Schedule of Activities |
| <input type="checkbox"/> | <input type="checkbox"/> | Form E | Certification and Assurances with two signatures |
| <input type="checkbox"/> | <input type="checkbox"/> | Attachment 1 | Proof of Bank Account with two signature requirement (Neighborhood Association or Fiscal Agent) |
| <input type="checkbox"/> | <input type="checkbox"/> | Attachment 2 | List of Board Members |
| <input type="checkbox"/> | <input type="checkbox"/> | Attachment 3 | Copy of By-Laws (or minutes from last meeting) |
| <i>If applicable</i> | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | Form F | Statement of Fiscal Agent Responsibilities Form |
| <input type="checkbox"/> | <input type="checkbox"/> | Attachments 4-7 | Landscaping and Beautification Projects only |
| <input type="checkbox"/> | <input type="checkbox"/> | Letter | Letter of Commitment for school projects only |
| <i>Optional</i> | | | |
| | Optional | Newsletters, press clippings, photographs, or neighborhood plans (no more than 3 items) | |

| | | |
|----------------------------|----------------------|------------------|
| FOR OFFICE USE ONLY | | |
| Date rec'd _____ | Staff Initials _____ | Proposal # _____ |

Page Limit: 2 pages for answers to each question; #2 through 4

2 In your own words, please describe:

- What you see as the most important needs/issues to be addressed in your neighborhood.
- Each project/activity that you are planning and how that addresses your neighborhood needs/issues.
- The roles that your group members played in the formulation of the above projects and goals.

3. Provide details of how you expect to implement the proposed activities and the role the community will have to successfully complete the project(s).

4. Describe how you will measure the outcome of the proposed activities. For example, how will you document improved neighborhood conditions, or keep track of the increase in number of residents involved, (i.e. surveys, sign-in sheets, before and after pictures).

Landscaping and Beautification Project Description

*Groups requesting funding for a beautification project must answer the following questions:
(1-page limit)*

1. Who will be responsible for maintaining the project during the next three (3) years?
2. Describe how you have coordinated your project with Our City Forest and/or the City Arborist where applicable, and/or with the City's Planning Department regarding necessary permits for your project.

FORM D – Schedule of Activities

| MONTH AND YEAR | ACTIVITY | PERSON RESPONSIBLE |
|----------------|----------|--------------------|
| May 2007 | | |
| June 2007 | | |
| July 2007 | | |
| August 2007 | | |
| September 2007 | | |
| October 2007 | | |
| November 2007 | | |
| December 2007 | | |
| January 2008 | | |
| February 2008 | | |
| March 2008 | | |
| April 2008 | | |

Community Action and Pride Grant Fiscal Agent Statement of Responsibility

Grant Cycle: 21

NAME OF ASSOCIATION/ORGANIZATION:

NAME OF FISCAL AGENT: _____

FISCAL AGENT CONTACT PERSON: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

By agreeing to act as the fiscal agent for the above-named CAP Grantee, I agree (on behalf of my organization) to be fiscally responsible for the funds awarded to Grantee by the City's CAP grant program. I agree to abide by all CAP Grant guidelines and requirements, of which I have received a copy. I affirm all funds will be used for the purpose for which the grant was made. I agree to be responsible for returning any grant funds which have been expended inappropriately, or which are not supported by a receipt. Any funds remaining at the end of the project will also be returned to the City in a check made payable to *Volunteer Center Silicon Valley*. I also understand that CAP funds are not to be used to pay fiscal agent fees.

Signature of Fiscal Agent Date

Name of person signing on behalf of Fiscal Agent Title

Signature of First Grantee Date Signature of Second Grantee Date

Name of persons signing on behalf of GRANTEE Title

PART VI
EVALUATION CRITERIA

Applicants will be evaluated on how well they meet the following:

A. *Eligibility.* Applicant and proposed projects must meet all eligibility criteria as outlined above.

B. *Leverage.* Applicant must provide the appropriate amount of matching funding leverage or volunteer labor (25% for first and second time funded, 50% after that). Property Owner Associations must contribute matching funds of at least 50% of the total project cost.

C. *Duplication.* Are there other funding sources more appropriate for the type of projects being proposed? Do the proposed projects duplicate a service regularly performed more cost-effectively by the City or another organization within San José?

D. *Alignment with Purpose Statement.* The proposed project is consistent with the Purpose Statement (included on page 5).

E. *Needs/Issues.* Does the applicant Identify neighborhood needs/issues? Do the proposed projects/activities address those needs/issues?

F. *Project Feasibility.* In evaluating each application, the following items will be taken into consideration:

- Project Management: Is there a suitable and specific plan in place?
- Budget: Is the amount of funding requested appropriate for the proposed projects; sufficient and not excessive?
- Previous Project Experience: If previously funded by CAP or any other City of San Jose grant program, how successful was the group in completing the project?
- Permission of Property Owner: Applicants must have obtained the written permission of property owners for any landscaping, beautification, or physical improvement work they plan to do. This requirement applies whether the property owner is a private resident, a business, or the City of San José. See the attachment entitled “Landscaping/Beautification Projects” for specific requirements.
- Detailed Plans: Applicants must provide detailed plans for each project, particularly for landscaping or physical improvement projects. See the attachment entitled “Landscaping/Beautification Projects” for specific requirements.

G. *Community Involvement.* Were residents involved in planning the proposed projects? Will residents be involved in the implementation of the projects? Do the proposed projects aim to bring residents together to solve problems and take greater control of their neighborhood?

PART VII

Local Grants for Neighborhood Groups

This is a list of grant programs that may be helpful to your association in obtaining other funding. List updated January 2006.

San José Beautiful

Matching grants for beautification and landscaping. Funding cycles in fall and spring. Grants up to \$2,000. Contact Margaret Wagenet at 723-1574. www.sjbeautiful.org

Sharks Foundation (San Jose Sharks)

Financial support to those organizations that enhance the lives of local youths. Grants between \$2,500 and \$25,000. Applications will be available in September. Please check the website for deadline information. Contact Laura Johnston at ljohnston@svse.net. www.sjsharks.com (Click Community, then Sharks Foundation links).

The Valley Foundation (Columbia Foundation)

Serves pressing human needs within the Santa Clara County Community. Funding cycles are quarterly. Grants between \$10,000 and \$100,000. Contact 408.358.4545. www.valley.org.

Community Arts Fund (Arts Council Silicon Valley)

Provides grants for the support of volunteer-based community arts activities. To help strengthen small and mid-sized organizations whose primary purpose is to produce and arts and cultural program. To increase the depth and diversity of community participation in the arts. Application deadline March 5, 2007. Grants are awarded up to \$4,000. Contact Diem Jones at 998.2787 x207. www.artscouncil.org

Applied Materials Excellence in the Arts (Arts Council Silicon Valley)

Leadership and Organizational Enhancement Funding for special projects, not on-going support. Examples: support for consultants for fundraising or marketing, professional development or board training. Grants range from \$500-2,500. Quarterly application deadlines are February 12, 2007 and April 30, 2007. Contact Diem Jones at 998.2787 x207. www.artscouncil.org

Regional Arts Fund (Arts Council Silicon Valley)

(Different from similarly named fund above.) Provides grants to sustain the professional development of small and mid-sized arts organizations, promote art and business excellence and support diverse cultural activities. Funding up to \$10,000 depending on size of organization. Deadline February 5, 2007. Contact Diem Jones at 998.2787 x207. www.artscouncil.org

Community Investment Grants (Community Foundation Silicon Valley)

One-year general support grant awards of up to \$20,000 will be awarded to nonprofits working in one or more of the following areas: Arts and Cultural Participation, Education and Lifelong Learning, Civic Engagement, and Self-Reliant Individuals and Families. There are four quarterly grant application deadlines for Community Investment grants: August 1,

20056; November 1, 2006; February 1, 2007; and May 1, 2007. Contact Maya McCray at 278-0280 www.cfsv.org

[Organizational Effectiveness Grants \(Community Foundation Silicon Valley\)](#)

Part of our commitment to the health of the nonprofit sector is to provide technical assistance grants of up to \$5,000 to help organizations move toward ever-increasing levels of excellence. Applications for this program are accepted throughout the year. There is no deadline for this grant. Contact Maya McCray at 278-0280 www.cfsv.org

[Neighborhood Grants Program \(Community Foundation Silicon Valley\)](#) This once-yearly program provides grants of up to \$5,000 and technical assistance to help resident-based groups conduct activities that improve neighborhood conditions or address issues important to their quality of life. The deadline for the next grant round has not yet been announced. Contact Maya McCray at 278-0280 www.cfsv.org

[CompassPoint](#)

CompassPoint Nonprofit Services is a nonprofit training, consulting and research organization with offices in San Francisco and San Jose. Services include a funding library, trainings in grant writing and other funding development skills, non-profit development, conferences, consulting, and funding E-newsletters and useful information for nonprofit boards ([Board Cafe](#)). 408.248.9505 www.compasspoint.org

[Foundation Center](#)

This nation-wide resource organization with an office in San Francisco provides a wealth of information on funders, offers an extensive program of trainings in grant writing and other funding development skills, and maintains an on-line funding service entitled the Foundation Directory On-Line. 1.800.424.9836 www.fdncenter.org