Project Activity Descriptions & Key Details
BeautifySJ Grant Program
Cycle 7

CATEGORY 1:	Beautification Projects		
Beautification Project:	**Description of Activity:**	**Contact Person or Link for More Information:**	**Permissions Required:**
Adopt-A-Park	Adopt-A-Park is a one-year commitment to help with picking up litter, removing graffiti, removing weeds, and trimming bushes.	Adopt-A-Park | City of San José (sanjoseca.gov) Leticia Espino at: Leticia.Espino@sanjoseca.gov	Yes – Department of Parks, Recreation, & Neighborhood Services
Landscaping	Landscaping in public spaces and city parks.	Landscaping | City of San José (sanjoseca.gov) Xochitl Montes at: Xochitl.Montes@sanjoseca.gov	Yes – Department of Transportation
Garden Spots	A Garden Spot is a small area in a City of San José park, where residents register to plant and maintain a flower garden. Garden Spots can be community projects.	Landscaping | City of San José (sanjoseca.gov) Leticia Espino at: Leticia.Espino@sanjoseca.gov	Yes – Department of Transportation
Neighborhood Clean-Up	Dumpster Days, Litter Pick-Ups, Graffiti Abatement	Anti-Graffiti & Anti-Litter | City of San José (sanjoseca.gov) Xochitl Montes at: Xochitl.Montes@sanjoseca.gov	Yes - Department of Parks, Recreation, & Neighborhood Services
Planting	Planting of trees and/or any other type of planting.	Trees/Landscaping | City of San José (sanjoseca.gov) Coordination with Our City Forest at www.OurCityForest.org or StreetTrees@ourcityforest.org *(See Our City Forest Partnership Document in the Attachment section of WebGrants.)*	Yes - Department of Transportation

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All Beautification projects on public property require approved permissions prior to funding being released.

KEY ITEMS TO CONSIDER IF PROPOSING BEAUTIFICATION PROJECTS	
Ineligible Groups	District Leadership Groups are not eligible for beautification projects.
Art Projects	Public art activities including murals, traffic signals/utility boxes, or other type of art projects are ineligible for Cycle 7.
Maintenance	City is not responsible for the ongoing maintenance or repairs of any of these beautification projects. Beautification projects that are not maintained may be returned to the original condition.
Private Property	Project proposed on private property are **NOT** eligible.
Permissions on Public Property	Projects performed on public property will require a letter of approved permission from the property owner for the funded project. This requirement applies to all projects delivered on public property regardless of the jurisdiction (City of San José, County of Santa Clara, State of California, etc.). Permission must be in writing and submitted to the City prior to receiving grant funding for the activity or project.
Tree Planting	Any Grantees conducting a tree planting on any public property are required to coordinate with the non-profit agency, Our City Forest and City of San Jose, Department of Transportation. Grantee will provide a minimum of three years maintenance for the tree. Our City Forest and Department of Transportation will provide guidance on proper species selection, coordinate with location, and proper planting technique. Complete the Tree Stewardship Application and email it to StreetTrees@ourcityforest.org.
Signage	All permanent signs/signages must comply with the City's signage ordinance that can be accessed at City of San Jose, City Clerks Records.

CATEGORY 2: Neighborhood Quality of Life and Neighborhood Organization Building Events or Projects		
Beautification Project:	**Description of Activity:**	**Contact Person / Link for More Information:**
Neighborhood-Led Events*	National Night Out, Cultural Festivals, Community Building Events, public safety activities, neighborhood celebrations, community projects, etc.	Xochitl Montes at: Xochitl.Montes@sanjoseca.gov Special Parks Use Permits at Festivals & Large Events | City of San José (sanjoseca.gov)
Neighborhood Organization Support	Newsletters, PO Boxes, United Neighborhoods of Santa Clara County Membership Fees, special events insurance, association web pages/domains.	Xochitl Montes at: Xochitl.Montes@sanjoseca.gov United Neighbors of Santa Clara County UNSCC at UNSCC

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One-Day Volunteer Event at a Park*	Your neighborhood group can work with Parks Division's Volunteer Management Unit to choose a project based on the number of participants and the work that is needed.	Leticia Espino at: Leticia.Espino@sanjoseca.gov

*Events identified with an asterisk (*) require event insurance and/or permit to be obtained by the group/organization. Permitting requirements will vary greatly by event. Please note that if partnering with another City of San Jose entity, such as a City Council office, event insurance and/or permits might already be provided by that entity, but it is the responsibility of the Grantee to ensure that the proper event insurance and/or permits are in place. See City of San Jose Permits for requirements.

CATEGORY 3: Neighborhood Support & Capacity Building Events or Activities		
Beautification Project:	**Description of Activity:**	**Contact Person / Link for More Information:**
Neighborhood Group Outreach & Communication	Connecting neighborhood leaders to City Council and City of San José staff. Communicating and sharing resources, including funding opportunities. Conducting outreach to identify neighborhood leaders, in Equity Priority Communities to establish new emerging groups. Communicate and coordinate BeautifySJ funded projects that enable multiple groups to better utilize resources. Conducting outreach to community members to foster greater engagement in joining or establishing neighborhood groups where there are no groups.	Xochitl Montes at: Xochitl.Montes@sanjoseca.gov
Capacity Building	Regular engagement meetings with emerging groups and neighborhood associations to provide coaching on how to develop Bylaws, meeting agendas, and grant proposals. Provide neighborhood groups with "How to Guides" for Beautification projects. Support residents, emerging groups and associations by providing language interpretation services.	Xochitl Montes at: Xochitl.Montes@sanjoseca.gov

INELIGIBLE GRANT EXPENSES
GRANTEE shall not use funds for activities or items such as:
1   Fiscal agent fees;
2   Subscriptions/Advertising/Registrations to all electronic communication programs, ongoing costs that for websites outside initial design & deployment, web pages/domains fees, and social media that exceed $800 per grant cycle;
3   Purchase of computers, software, cameras, gardening tools/equipment, or any other permanent equipment;

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4	Disposable cameras/film;
5	Transportation costs or admission fees including the rental or purchase of vehicles;
6	Gasoline;
7	Facility Use Fees that exceed $400 per event or meeting;
8	All items that will be gifted to residents/others with the exception of t-shirts or baseball caps with neighborhood name or logo related to an approved neighborhood event or activity (limit of $25 per shirt/cap);
9	Gift cards, give-a-ways, prizes (raffle or game), handouts, and food NOT consumed at neighborhood event or activity; (limit of $20 per person for snacks/drinks for routine meetings);
10	IRS or government fees;
11	Ongoing bank fees;
12	All insurance fees except for insurance for Neighborhoods Association Meetings and Special Events;
13	Political campaigns and candidate forums, debates, or meet-the-candidate events;
14	Plants or improvements to property for individual property owners, businesses, or non-profits;
15	Projects performed on public land without written permission from the appropriate government agency to perform the project;
16	Tree Projects and purchases not coordinated by Our City Forest;
17	Ongoing or routine repair/maintenance do not qualify for this program;
18	Permanent playground equipment;
19	Any activity with a religious message or theme;
20	Contributions to the Family Giving Tree, any other Non-Profit/Profit organization, or Neighborhood Association;
21	Alcoholic beverages;
22	Any food served at a restaurant. Takeout food from restaurants/Food Trucks/Popups is eligible (limited to $20 per person);
23	Any event that requires payment for attendance. Events must be open to all residents inside the Neighborhood Association boundaries. A donation may be requested, but cannot be required for attendance;
24	Any beautification activities that will improve non-public property, including but not limited to individual properties, businesses, or non-profit's property;
25	Hiring of personnel to assist in the project, with the exception of Beautification Projects;
26	Little Free Library (LFL) materials, construction, installation and books.
27	Overlap or duplication of projects or activities that other groups/organizations have been funded for. This applies to all groups/organizations, including District Leadership Groups.

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