



## General Information and Requirements BeautifySJ Grant Program Cycle 5

**Addendum as of January 20, 2023**

<b>Release Date</b>	September 22, 2022
<b>Application Due</b>	<del>November 3, 2022, by 4:00 p.m. PST</del> <del>November 10, 2022 by 4:00 p.m. PST</del> <del>November 29, 2022 by 4:00 p.m. PST</del> January 20, 2023 by 4:00 p.m. PST January 27, 2023 by 4:00 p.m. PST
<b>Online Application</b>	<a href="#">WebGrants</a>

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## TIMELINE

ACTIVITY	DESCRIPTION	DATE
<b>Release of Funding Opportunity</b>	Grant Application will be available via WebGrants <a href="http://grants.sanjoseca.gov">http://grants.sanjoseca.gov</a> .	September 22, 2022
<b>Pre-Proposal Workshop</b>	Application Workshop to discuss grant purpose, priorities, timeline, WebGrants, Q&A process, etc.	October 4, 2022 October 5, 2022
<b>Post-Workshop Q&amp;A Responses Posted</b>	All questions and responses will be posted in WebGrants.	October 11, 2022
<b>Deadline for all Q&amp;A</b>	Questions to be submitted via e-mail to <a href="mailto:Adriana.Copado@sanjoseca.gov">Adriana.Copado@sanjoseca.gov</a>	<del>October 18, 2022</del> October 27, 2022
<b>Proposals Due</b>	Completed proposals are to be submitted online via WebGrants. Late, e-mailed, faxed, or incomplete proposals will not be accepted.	<del>November 3, 2022</del> <del>November 10, 2022</del> <del>November 29, 2022</del> January 20, 2023 January 27, 2023
<b>Grant Award Announcements</b>	Announcement of awarded Grantees. Applicants will be notified via email.	November 18, 2022 (Date is subject to change)
<b>Grantee Award Workshop</b>	First-time Grantees must attend one (1) introductory workshop to review the terms and guidelines of the grant.	TBD (Date will be determined later)
<b>Required Documentation Due</b>	Submit on-line via WebGrants: For Details reference Section 2.	<del>November 3, 2022</del> <del>November 10, 2022</del> <del>November 29, 2022</del> January 20, 2023 January 27, 2023
<b>Grant Service Period Begins</b>	Start of BeautifySJ funded services	January 1, 2023
<b>Deadline to submit permissions</b>		June 1, 2023
<b>Grant Service Period Ends</b>	Completion of all BeautifySJ funded services	December 31, 2023

## PART I: OVERVIEW AND FUNDING PROCESS

### 1. WHAT IS BEAUTIFYSJ?

The City of San José (“City”) is committed to supporting residents in their efforts to beautify their neighborhoods and create a cleaner and more vibrant San José. The mission of the BeautifySJ Grant Program is to support residents’ efforts at reclaiming their public space and to empower residents to aesthetically demonstrate their pride in our City. The City believes that the power to shape the future of our neighborhoods lies in strengthening the civic participation of our residents.

The grant program will provide financial support to projects that will:

- Collectively create a cleaner, safer, and more vibrant City;
- Conduct activities that build or strengthen the neighborhood organization;
- Organize and conduct activities that address issues important to neighborhood quality of life by creating more engaged neighborhoods;
- Organize neighborhood beautification projects that improve neighborhood conditions;
- Engage with neighbors to reduce trash, graffiti, and other sources of blight.



*For more information on the #BeautifySJ Initiative, visit [www.beautifysj.org](http://www.beautifysj.org).*

## 2. WHO QUALIFIES AND WHAT DO I NEED TO APPLY?

Applicants must meet all ENTRY CRITERIA at the time of submitting their proposals.

ELIGIBLE GROUP	ELIGIBLE GROUP DESCRIPTION	WHAT DO I NEED TO APPLY? (Must be submitted with proposal)
<b>Neighborhood Associations</b>	A group of residents living within the same neighborhood in the City of San José operates free of charge, working to improve the neighborhood. This does not include business owners, District Leadership Groups or people who work in the area that do not live in the neighborhood.	<ol style="list-style-type: none"> <li>1. A list of Board Members with home addresses.</li> <li>2. A copy of the association's Bylaws</li> <li>3. Matching funds equal to 50% of the amount of the grant award, through volunteer labor (valued at \$26.00/hour) or funds from another source</li> </ol>
<b>District Leadership Groups</b>	A group of residents who may also be leaders within their own Neighborhood Association living within a Council District in the City of San Jose and operate free of charge. District Leadership Group's goal is to support individual residents, emerging groups, and neighborhood associations by providing capacity building activities to strengthen neighborhood engagement, civic participation, and leadership within our neighborhoods.	<ol style="list-style-type: none"> <li>1. A list of Board Members with home addresses</li> <li>2. A copy of the association's Bylaws</li> <li>3. Matching funds equal to 50% of the amount of the grant award, through volunteer labor (valued at \$26.00/hour) or funds from another source</li> </ol>
<b>Emerging Neighborhood Groups</b>	A group of San José resident volunteers that are working to improve the neighborhood they live in. The group must operate free of charge. This does not include businesses or people who work in the area that do not live in the neighborhood.	<ol style="list-style-type: none"> <li>1. A list of volunteers with home addresses</li> <li>2. A copy of the minutes/notes from the last group meeting in preferred language</li> <li>3. Matching funds that equal 50% of the amount of the grant award, through volunteer labor (valued at \$26.00/hour) or funds from another source</li> </ol>
<b>Property Owner/Tenant Associations</b>	Located in the City of San José and works closely with the tenants of the properties by including them in meetings and project planning. Association operates, free of charge, working to improve the neighborhood. Qualifying grants will fund items and activities that build community cohesion; it will NOT fund items that are the owner's responsibility, such as physical improvements.	<ol style="list-style-type: none"> <li>1. A list of Board Members with home addresses</li> <li>2. A copy of the association's Bylaws</li> <li>3. Matching funds that equal to 50% of the amount of the grant award, through volunteer labor (valued at \$26.00/hour) or funds from another source.</li> </ol>

<p><b>Community Partner Groups</b></p>	<p><del>Located in the City of San José</del> Project must be conducted in the City of San Jose and involved resident volunteers living in the neighborhood where project is being proposed. Community Partner Groups operate free of charge to improve the neighborhood. Such groups include, but are not limited to, non-profit agencies, schools, churches, Adopt-a-Park, Adopt-a-Trail, and Adopt-a-Street, or “Friends of a Park” type groups. Community Partner Groups are only eligible for Category 1: Beautification Projects.</p>	<ol style="list-style-type: none"> <li>1. List of participating members, with home addresses</li> <li>2. Minutes of last community meeting</li> <li>3. Matching funds that equal to 50% of the amount of the grant award, through volunteer labor (valued at \$26.00/hour) or funds from another source.</li> </ol>
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- All Grantees must have a bank account in the name of the association or group before executing an MOU.
- To open a group bank account, Grantees will need a tax ID. For more information on how to obtain a tax ID go to: <https://www.irs.gov/forms-pubs/about-form-ss-4>
- Generally, only a group tax ID is required to open a bank account, but please check with your bank or credit union for its requirements.

Applicants who do not meet all entry criteria and minimum eligibility requirements will not be considered.

### 3. WHO DOES NOT QUALIFY?

- Government Agencies;
- Private for-profit businesses, business associations, neighborhood business districts, and corporations;
- Organizations or groups that are currently out of compliance for BeautifySJ Grant Cycle 1 2017-2018 and/or Cycle 2 2018-2019 and Cycle 3 2019-2021.

(NOTE: Applicants should contact Adriana Copado at [Adriana.Copado@sanjoseca.gov](mailto:Adriana.Copado@sanjoseca.gov) if they are uncertain of their organization’s status. Failure to satisfy qualified status requirements is **not** subject to appeal).

### 4. HOW MUCH IS THE GRANT AWARD?

Neighborhood Associations, Emerging Neighborhood Groups, and Property Owner/Tenant Associations will be eligible to receive up to \$5,000 in grant funding for beautification projects. District Leadership Groups will be eligible to receive up to \$2,500 in grant funding. The minimum grant award is \$300. Organizations may use one application to propose multiple projects. Community Partner Groups are eligible to receive up to \$1,500 for beautification projects.



**5. WHAT TYPES OF PROJECTS CAN BE PROPOSED?**

**CATEGORY 1:  
BEAUTIFICATION PROJECTS**

**ELIGIBLE GROUPS:  
NEIGHBORHOOD ASSOCIATIONS, EMERGING GROUPS, PROPERTY OWNER/TENANT ASSOCIATIONS, AND COMMUNITY PARTNER GROUPS**

<b>Beautification Project:</b>	<b>Description of Activity:</b>	<b>Contact Person for More Information:</b>
<b>Adopt-A-Park</b>	Neighborhood groups that are ready for a one-year commitment are encouraged to Adopt-A-Park, to help with picking up litter, removing graffiti, removing weeds, and trimming bushes.	Leticia Espino at: <a href="mailto:Leticia.Espino@sanjoseca.gov">Leticia.Espino@sanjoseca.gov</a>
<b>Landscaping</b>	Plantings and landscaping in public spaces, city parks.	<del>Ken Podgorsek at:</del> <del><a href="mailto:sigrants@unsee.org">sigrants@unsee.org</a></del> Xochitl Montes at: <a href="mailto:Xochitl.Montes@sanjoseca.gov">Xochitl.Montes@sanjoseca.gov</a>
<b>Garden Spots</b>	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.	Leticia Espino at: <a href="mailto:Leticia.Espino@sanjoseca.gov">Leticia.Espino@sanjoseca.gov</a>
<b>Neighborhood Clean-Up</b>	Dumpster Days, Litter Pick-Ups, Graffiti Abatement	Xochitl Montes (Anti-Graffiti & Anti-Litter Program) at: <a href="mailto:Xochitl.Montes@sanjoseca.gov">Xochitl.Montes@sanjoseca.gov</a>
<b>Public Art</b>	Public Art may include murals, traffic signals/light boxes, or other projects	Michael Ogilvie (Office of Cultural Affairs) at: <a href="mailto:Michael.Ogilvie@sanjoseca.gov">Michael.Ogilvie@sanjoseca.gov</a>

For more information on murals, please see the Two Fish Partnership Document in the Attachment section of WebGrants.

### **KEY ITEMS TO CONSIDER IF PROPOSING BEAUTIFICATION PROJECTS**

- BeautifySJ will **NOT** fund any beautification projects on private property.
- Projects that are performed on public property must receive written permission from the public property owners. Beautification Projects performed on public property will require a letter of authorization / 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 executing a Memorandum of Understanding.
- Beautification projects that are not maintained may be returned to the original condition.
- Ongoing or routine repair/maintenance do not qualify for this program.
- Any Grantees conducting a tree planting on any public property are required to coordinate with the non-profit agency, Our City Forest, and provide a minimum of three years maintenance for the tree. Our City Forest will provide guidance on proper species selection, coordinate with location and permission from the Parks, Recreation and Neighborhood Services Department and Department of Transportation, aid with proper planting technique, and may coordinate with Grantee to provide maintenance for the tree. “Our City Forest has been Silicon Valley's nonprofit urban forestry and environmental stewardship leader since 1994. They specialize in tree planting, tree caring, and lawn busting”. For more information about this agency, please visit their website at [www.ourcityforest.org](http://www.ourcityforest.org).
- City is not responsible for the ongoing maintenance or repairs of any of these beautification projects.
- For any art related beautification projects, artist(s) must enter into a contract with the City.
- All signs/signages must comply with the City’s signage ordinance that can be accessed at City of San Jose, [City Clerks Records](#).
- Advertising, nudity, offensive language, religious and political imagery/symbols, or gang symbols/identifiers are NOT permitted on public property and all art projects are subject to approval by the Public Art Committee.



**CATEGORY 2:  
NEIGHBORHOOD QUALITY OF LIFE &  
NEIGHBORHOOD ORGANIZATION BUILDING EVENTS OR PROJECTS**

**ELIGIBLE GROUPS:  
NEIGHBORHOOD ASSOCIATIONS, EMERGING GROUPS, DISTRICT LEADERSHIP GROUPS,  
AND PROPERTY OWNER/TENANT ASSOCIATIONS**

<b>Neighborhood-Led Events</b>	National Night Out, Cultural Festivals, Community Building Events, public safety activities, neighborhood celebrations, community projects, etc.	<del>Ken Podgorsek (UNSCC) at: <a href="mailto:sigrants@unsc.org">sigrants@unsc.org</a></del> Xochitl Montes at: <a href="mailto:Xochitl.Montes@sanjoseca.gov">Xochitl.Montes@sanjoseca.gov</a>
<b>Neighborhood Organization Support</b>	Newsletters, PO Boxes, United Neighborhoods of Santa Clara County Membership Fees, special events insurance, association web pages/domains.	<del>Ken Podgorsek (UNSCC) at: <a href="mailto:sigrants@unsc.org">sigrants@unsc.org</a></del> Xochitl Montes at: <a href="mailto:Xochitl.Montes@sanjoseca.gov">Xochitl.Montes@sanjoseca.gov</a>
<b>One-Day Volunteer Event at a Park</b>	Your neighborhood group can work with Volunteer Management Unit to choose a project based on the number of participants and the work that is needed.	For more information, contact Leticia Espino at: <a href="mailto:Leticia.Espino@sanjoseca.gov">Leticia.Espino@sanjoseca.gov</a>

**Permitting requirements will vary greatly by event.**

**CATEGORY 3: NEIGHBORHOOD SUPPORT AND CAPACITY BUILDING EVENTS AND ACTIVITIES  
ELIGIBLE GROUPS: DISTRICT LEADERSHIP GROUPS\***

<b>Neighborhood Group Outreach and Communication</b>	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.	<del>Ken Podgorsek (UNSCC) at: <a href="mailto:sigrants@unsc.org">sigrants@unsc.org</a></del> Xochitl Montes at: <a href="mailto:Xochitl.Montes@sanjoseca.gov">Xochitl.Montes@sanjoseca.gov</a>
<b>Capacity Building</b>	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,	<del>Ken Podgorsek (UNSCC) at: <a href="mailto:sigrants@unsc.org">sigrants@unsc.org</a></del> Xochitl Montes at: <a href="mailto:Xochitl.Montes@sanjoseca.gov">Xochitl.Montes@sanjoseca.gov</a>

emerging groups and associations by providing language interpretation services.

**\*District Leadership Groups are not eligible for beautification projects.**



## 6. EQUITY PRIORITY COMMUNITIES

Equity Priority Communities are census tracts that have a significant concentration of underserved populations, such as households with low incomes and people of color. Other factors that have been used to define these areas are limited English proficiency, higher percentage of single parent families, higher percentage of Seniors 75 years and above. Bonus Points will be given to eligible groups located in areas that are defined as 'Equity Priority Communities'.

Click on the following map to find out if your neighborhood is located in an Equity Priority Community [Equity Priority Communities Map](#)

## 7. SELECTION PROCESS

City staff will pre-screen all proposals for eligibility. Organizations or proposals that do not meet minimum eligibility requirements will not be evaluated. A review panel consisting of individuals who have an understanding of the needs of the community will evaluate all proposals. The City reserves the right to interview applicants prior to making its selections, and to rely on information from sources other than the information provided by the respondents. The City will consider past performance history to

determine whether or not an applicant is capable of delivering proposed services and timely compliance with contractual obligations. The City reserves the right to accept a proposal in full or part and to reject all proposals.

## 9. OBJECTIONS AND PROTEST

Any objections related to the structure, content or distribution of this funding opportunity must be submitted in writing prior to the grant proposal due date by e-mail to Adriana Copado at [Adriana.Copado@sanjoseca.gov](mailto:Adriana.Copado@sanjoseca.gov). Objections must be as specific as possible, referencing the precise section, language and/or requirement at issue and include a description and rationale for the objection.

## 10. GROUNDS FOR DISQUALIFICATION

All applicants are expected to have read and understood "Procurement and Contract Process Integrity and Conflict of Interest," Section 7 of the Consolidated Open Government and Ethics Provisions, adopted on August 26, 2014. A complete copy of Resolution 77135 can be found at: <https://www.sanjoseca.gov/home/showdocument?id=19565>.

Any applicant who violates the Policy will be subject to disqualification. Generally, the grounds for disqualification include:

- Contact regarding this application packet with any City official or employee or evaluation team other than the specified BeautifySJ contact listed on the table of content of this application packet, from the time of issuance of this solicitation until the end of the protest period;
- Evidence of collusion, directly or indirectly, among proposers in regard to the amount, terms, or conditions of this proposal;
- Influencing any City staff member or evaluation team member throughout the solicitation process, including the development of specifications;
- Evidence of submitting incorrect information in the response to a solicitation or misrepresenting or failing to disclose material facts during the evaluation process;
- In addition to violations of the Process Integrity Guidelines, the following conduct may also result in disqualification:
  - Offering gifts or souvenirs, even of minimal value, to City officers or employees;
  - Existence of any lawsuit, unresolved contractual claim, or dispute between proposer and the City;
  - Evidence of applicant's inability to successfully complete the responsibilities and obligations of the proposal. Past performance history will be taken into consideration;
  - Applicant's default under any City agreement, resulting in termination of such Agreement.

## 11. PUBLIC NATURE OF PROPOSAL MATERIAL

All correspondence with the City, including responses to this Funding Opportunity, will become the exclusive property of the City and will become public record under the California Public Records Act (Cal. Government Code section 6250 et seq.). All documents that are sent to the City will be subject to disclosure if requested by a member of the public. There are a very limited number of narrow exceptions to this disclosure requirement.

Therefore, any proposal which contains language purporting to render all or significant portions of their proposal “Confidential,” “Trade Secret” or “Proprietary,” or fails to provide the exemption information required as described below, will be considered a public record in its entirety. Do not mark your entire **proposal** as “Confidential.”

The City will not disclose any part of any proposal before it announces a recommendation for award, on the grounds that there is a substantial public interest in not disclosing proposals during the evaluation process. After the announcement of a recommended award, all proposals received in response to this Funding Opportunity will be subject to public disclosure. If you believe that there are portions of your proposal which are exempt from disclosure under the Public Records Act, you must mark it as such and state the specific provision in the Public Records Act which provides the exemption as well as the factual basis for claiming the exemption. For example, if you submit trade secret information, you must plainly mark the information as “Trade Secret” and refer to the appropriate section of the Public Records Act which provides the exemption as well as the factual basis for claiming the exemption.

Although the California Public Records Act recognizes that certain confidential trade secret information may be protected from disclosure; the City of San José may not be in a position to establish that the information that an applicant submits is a trade secret. If a request is made for information marked “Confidential,” “Trade Secret” or “Proprietary,” the City will provide applicants who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction.

## PART II: APPLICATION SUBMISSION AND INSTRUCTIONS

### 1. HOW CAN I LEARN MORE ABOUT THE BEAUTIFYSJ CYCLE 5 GRANT OPPORTUNITY?

There will be two identical virtual **pre-proposal workshops**. Attendance at the pre-proposal workshop is not mandatory, but it is **highly recommended**. You can attend either workshop and access the workshops via Zoom link below or dial in using one of the listed numbers.

**Date: Tuesday, October 4, 2022 at 6:00 p.m. – 7:00 p.m.**

**Virtual:**

**Link:** [Zoom](#)

**Webinar ID:** 894 4519 4040

**Phone:**

1-213-338-8477 US (San Jose)

1-408-638-0968 US (San Jose)

Webinar ID: 894 4519 4040

**Date: Wednesday, October 5, 2022 at 6:00 p.m. – 7:00 p.m.**

**Virtual:**

**Link:** ~~Zoom~~ [Zoom](#)

**Webinar ID:** ~~894 4519 4040~~ **816 8142 2256**

**Phone:**

1-213-338-8477 US (San Jose)

1-408-638-0968 US (San Jose)

**877-853-5257 (Toll Free)**

Webinar ID: ~~894 4519 4040~~ **816 8142 2256**

**Passcode:** 835283

To request language accommodations or an alternative format for printed materials, please call (408) 294-9337 (for TTY assistance), or email: [Adriana.Copado@sanjoseca.gov](mailto:Adriana.Copado@sanjoseca.gov).

### 2. HOW DO I SUBMIT MY PROPOSAL?

**Applications must be submitted by 4:00 pm on ~~Thursday, November 3, 2022 Thursday, November 10, 2022 Tuesday, November 29, 2022 Friday, January 20, 2023 Friday, January 27, 2023.~~**

Completed proposals must be submitted online via WebGrants at: <http://grants.sanjoseca.gov>.

*Hard copy, paper, faxed, or e-mailed proposals will NOT be accepted.*

New users are required to register before using WebGrants. The average time to complete registration is three (3) business days. Applicants are advised to plan accordingly so that proposals are submitted far enough in advance to recognize and address any technical issues that may arise; and to ensure complete submission prior to 4:00 p.m. on the deadline date listed above. The City is not responsible for late proposal submissions resulting from computer malfunctions, internet connection or speed issues, or any other technical issues.

If you need assistance with WebGrants registration or submitting your proposal, please contact Adriana Copado at [Adriana.Copado@sanjoseca.gov](mailto:Adriana.Copado@sanjoseca.gov).

**Please note that WebGrants will not allow proposals to be submitted any time after 4:00 p.m. on Thursday, November 3, 2022, Thursday, November 10, 2022, Tuesday, November 29, 2022, Friday, January 20, 2023 Friday, January 27, 2023.**

### 3. WHAT IF I HAVE QUESTIONS REGARDING THE APPLICATION'S GENERAL INFORMATION REQUIREMENTS?

The City welcomes questions about this funding opportunity. **Applicants may submit questions to Adriana Copado at [Adriana.Copado@sanjoseca.gov](mailto:Adriana.Copado@sanjoseca.gov) by ~~October 11, 2022~~ **October 27, 2022**.** Any City response submitted during this period will be released on WebGrants at <http://grants.sanjoseca.gov>

The City shall not be responsible for, nor bound by, any oral instructions, 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 sent to Adriana Copado at [Adriana.Copado@sanjoseca.gov](mailto:Adriana.Copado@sanjoseca.gov).

### 4. MATCH FUNDING

Applicant groups are expected to invest 50% of their own resources to match the grant award, either in the form of volunteer labor or cash from outside sources. Volunteer labor is valued at \$26.00 per hour. Skilled trained labor may be valued at its prevailing cost rate.

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

### 5. 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, websites, and social media that exceed \$800 per grant cycle;
- 3 Purchase of computers, software, cameras, gardening tools/equipment, or any other permanent equipment;
- 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 for an 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 \$15 per shirt/cap);
- 9 Gift cards, give-a-ways, prizes (raffle or game), handouts, and food not consumed at neighborhood event or activity;
- 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 Permanent playground equipment;
- 18 Any activity with a religious message or theme;
- 19 Contributions to the Family Giving Tree, any other Non-Profit/Profit organization, or Neighborhood Association;
- 20 Alcoholic beverages;
- 21 Any food served at a restaurant. Takeout food from restaurants/Food Trucks/Popups is eligible (limited to \$15 per person);
- 22 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;
- 23 Any beautification activities that will improve non-public property, including but not limited to individual properties, businesses, or non-profit's property;
- 24 Hiring of personnel to assist in the project, with the exception of Beautification Projects
- 25 Little Free Library (LFL) materials, construction, installation and books.

## 6. WHAT IF MY PROPOSAL IS AWARDED FOR FUNDING?

### A. GROUP BANK ACCOUNT

All Grantees must have a bank account in the name of the association or group prior to executing a Memorandum of Understanding.

To open a bank account in the name of the association or group, Grantees will need a tax ID. For more information on how to obtain a tax ID go to: [IRS Official Website SS4 Form.](#)

### TERM OF AGREEMENT

The term of this MOU will be effective January 1, 2023 through December 31, 2023. All services must be completed by December 31, 2023. In the event a project is not completed by December 31, 2023, the Grantee may submit a contract amendment request, which is subject to approval by the City.

City staff will work with selected Grantees to develop a Memorandum of Understanding (MOU). Draft agreements will be sent to awarded Grantees for review beginning in December 2022. At that time, the City staff will inform the Grantee of the deadline for approving the draft agreement. The standard terms and conditions are detailed in the attached MOU template.

### B. PERFORMANCE REPORTING

All grantees must submit a Mid-year Progress Report, due by June 1, 2023, that includes status of each activity, challenges/delays, and projected date of completion.

Grantees must also submit a Final Report, due by January 31, 2024, that includes a description of the completed activities, before and after photos of the event(s) or beautification project, and receipts (or copies) for the eligible expenses.

Late, incomplete reports or not returning unspent funds by specified deadlines could result in disqualification for next BeautifySJ funding cycle.

Specific reporting requirements will be outlined in the Memorandum of Understanding. Any unspent funds must be returned to the Fiscal Agent (UNSCC) as directed by the City.

### **C. FINAL AWARDS AND GRANTS**

The successful applicant will be mandated to comply with all the requirements outlined in this Grant Application and the Memorandum of Understanding.

Payment will be processed upon full execution of the Memorandum of Understanding and made to GRANTEE through the BeautifySJ Fiscal Agent. No payments will be made to persons in their own individual capacity.

There are no appeals for funding decisions for this grant program.

All costs associated with responding to this request are to be borne by the applicant.

### **D. GRANTEE WORKSHOP**

A key outcome of the BeautifySJ Grant program is to build the capacity of neighborhood organizations and groups, increasing their expertise in working with the City. To achieve this, **first-time BeautifySJ Grantees will be required to attend a Grantee Kick Off workshop**. The Grantee Kick Off workshop will be conducted on January 2023 (specific day will be determined at a later date). The workshop will review the Memorandum of Understanding scope and budget development, general grant requirements, and successful grant management tools and techniques. While this is a requirement for first-time Grantees, other Grantees are welcome to attend.



## PART III: PROPOSAL INFORMATION

### 1. WHAT INFORMATION WILL I NEED TO INCLUDE IN MY PROPOSAL?

#### A. Basic Information

1. City Council District – Click on the following link to locate your City Council District: [City Council District map](#)
2. Neighborhood Boundaries
3. Number of people in your neighborhood
4. Number of households in your neighborhood
5. Number of members in your association or group
6. Co-Applicants - Names and contact information of the people involved in the completion of your application

#### B. Narrative Responses to the following questions:

##### Project Overview (5 points)

##### (Describe your project)

1. What project(s) is your association/community group proposing? Please describe the project(s) and include the following in your answer:
  - a) BeautifySJ category
  - b) Activity type
  - c) Where project will take place
  - d) Projected length of time to complete project
  - e) Any external partnership/collaboration outside of neighborhood

##### Implementation (5 points)

##### (How the project will be put into action)

2. Please describe how your project(s) will be put into action and include how residents will be involved.

##### Outcome (10 points)

##### (Results of the Project)

3. How will your project(s) benefit the neighborhood? In your response, please include the following:
  - a) How will this project create a cleaner, safer and/or more engaged neighborhood?
  - b) Please describe how you will measure the success of the proposed project(s).
  - c) Explain how you will document improved neighborhood conditions (e.g. surveys, sign-in sheets, before and after pictures).

##### Equity Priority Communities (up to 3 bonus points)

##### ([Equity Priority Communities Map](#))

4. Is your neighborhood located in a Equity Priority Community?

##### Budget (5 points)

##### (How will you spend the funding)

5. Budgets will be judged based on the following criteria:
  - a) All expenses are eligible.
  - b) Budget includes matching funds that equal to 50% of the amount of the grant award, through volunteer labor (valued at \$26.00/hour) and/or other funds.
  - c) Budget should demonstrate a cost-efficient use of funds to manage the project(s).

Please note that question 5 will be completed in the Budget Table in WebGrants.

## PART IV: EVALUATION CRITERIA

The following evaluation criteria will be used to rank all responses to the Program Narrative questions:

Categories	Category Weight
Proposal Responsiveness - <i>Required information must be submitted on-time</i>	Pass/Fail
Project Overview (Describe your project)	5
Implementation (How the project will be put into action)	5
Outcome (Results of the project)	10
Proposed Budget	5
<b>Maximum Points</b>	<b>25</b>
<b>Bonus Points (up to 3 points)</b>	
Equity Priority Communities ( <a href="#">Equity Priority Communities Map</a> )	
High (Shaded Blue)	1
Higher (Shaded Green)	2
Highest (Shaded Purple)	3

## PART V: DISCLAIMER

The successful applicant will be mandated to comply with all the requirements outlined in this Funding Opportunity.

All costs associated with responding to this request are to be borne by the applicant.

It is the City's policy that the selected agency shall not discriminate, in any way, against any person on the basis of race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, or national origin, in connection with or related to the performance of City of San José contracts.

Applicant will comply with church/state restriction as outlined below. Applicant agrees that funds received from the City for public services shall be used in accordance with the following conditions:

Applicant shall not discriminate against any employee or applicant for employment on the basis of religion and shall not limit employment or give preference in employment to persons on the basis of religion;

Applicant shall not discriminate against any person applying for public services on the basis of religion and shall not limit such services or give preference to persons on the basis of religion:

Applicant shall provide no religious instruction or counseling, conduct no religious worship or services, engage in no religious proselytizing, and exert no other religious influence in the provision of public services;

Funds shall not be used to construct, rehabilitate, or restore any facility that is owned by contractor and in which the public services are to be provided. Minor repairs may be made, however, if those repairs (1) are directly related to the public services, (2) are located in a structure used exclusively for non-religious purposes, and (3) constitute in dollar terms only a minor portion of the expenditure for the public services.

Compensation will be based on City Council's approval and appropriation of grant monies and distributed after contract execution.