



2017 NEIGHBORHOOD GRANTS PROGRAM APPLICATION GUIDELINES

Purpose of the Neighborhood Grant Program

The City of Mountain View is committed to the preservation and renewal of neighborhoods. The City believes that the power to maintain and improve neighborhoods lies in strengthening the civic participation of Mountain View residents in their community. The Neighborhood Grant Program provides financial support to help resident-based groups carry out programs and activities designed to improve participation and neighborhood conditions.

Application Deadline

Applications are due by 5 p.m. on Wednesday, May 31, 2017 and should be sent to: City of Mountain View, Community Development Department, Project Manager – Affordable Housing, P.O. Box 7540, Mountain View, California, 94039-7540. Applications may also be emailed to vera.gil@mountainview.gov. The Council Neighborhoods Committee (CNC) will hold a meeting on June 15, 2017 to listen to public comments on the grant proposals and make decisions on the 2017 Neighborhood Grant awards. Grant funding must be used by June 30, 2018.

Eligibility Requirements

To be eligible for the Neighborhood Grant Program, three criteria must be met:

1. Applicants must be representatives of an existing neighborhood association within the City of Mountain View or a group of individuals who are organizing a neighborhood association. Informal neighborhood groups and mobile home park residents committees may also be eligible if their grant proposal builds community and enhances the neighborhood or mobile home park. Individuals, businesses, fraternal or religious groups, universities and public agencies are not eligible to apply. However, organizations that are eligible for neighborhood grants may form partnerships with these ineligible groups to plan and implement projects.

2. Projects must be neighborhood-based and initiated by residents living in the neighborhood or mobile home park.
3. Projects must be aimed at improving communication and participation or improving physical conditions within a neighborhood or mobile home park.

Selection Criteria

The projects will be evaluated by the City Council Neighborhoods Committee using the following criteria:

- **Benefit:** How many people are expected to benefit from the project?
- **Involvement:** How many people are involved in the project?
- **Diversity:** Do members reflect the demographic characteristics of the neighborhood or mobile home park?
- **Program Design:** Is the project well planned and conceptualized?

Project Team

The applicant is required to form a project team consisting of at least four members of the neighborhood or mobile home park who will be responsible for managing the project. The project team will be required to provide a written project summary to document the achievements of the project. The team should also be available to provide an oral presentation of the project accomplishments to the City Council Neighborhoods Committee, if requested.

Maximum Grant Awards

Neighborhood Grants may be awarded up to a limit of \$6.00 per household covered by the neighborhood group, not to exceed \$1,700 for each neighborhood group. Groups applying for a neighborhood grant for the first time are eligible for a \$100 bonus. All grant funds must be used between July 1, 2017 and June 30, 2018 and there is no carryover of funds that are not used within this timeframe.

Reimbursement of Grant Expenditures

Grant funds are provided to neighborhood groups through the reimbursement of expenses for eligible grant activities. Neighborhood groups should submit receipts and similar verifiable documentation of expenses along with a description of the

neighborhood event to the Community Development Department for reimbursement. Reimbursement checks are issued to the neighborhood project team leader.

Examples of Eligible/Ineligible Grant Activities

Many different kinds of activities may be eligible for Neighborhood Grants if they build community, enhance your neighborhood, and are intended to benefit all neighborhood residents. The following are some examples of past neighborhood grant activities that you may want to consider for your grant proposal.

List of Eligible Activities

1. Neighborhood Block Parties/Picnics
2. Ice Cream Socials
3. Little Free Libraries
4. Neighborhood Heroes Day
5. Leadership Training
6. Neighborhood Cleanups
7. Neighborhood Beautification
8. Youth Events
9. Neighborhood Garage Sales
10. Research/ Archives for Neighborhood History
11. Neighborhood Association Newsletters
12. Neighborhood Association Web Pages
13. Recruitment Events
14. Planning Meetings
15. Mentoring New Associations
16. Advertisements for Association Events
17. Neighborhood Association Incorporation
18. Assistance to Form New Associations

Neighborhood grants must be used for activities that benefit and are open to all households within the neighborhood group. Grant funds cannot be used to directly benefit individuals or homeowner associations. The following are examples of the types of activities and expenditures that would not be eligible for neighborhood grants.

List of Ineligible Grant Expenditures

1. Political activities (campaigns, candidate forums, etc)
2. Regular neighborhood association meeting supplies/refreshments
3. Homeowner association events, meetings, newsletters, etc.
4. Improvements that directly benefit a household or homeowner association

5. Equipment that could be primarily used by individuals rather than at neighborhood events, such as portable barbeque grills
6. Improvements in the public right-of-way, such as trees or landscaping
7. Restaurant and catered meals
8. Alcoholic beverages

Please Note: On June 10, 2014, the City Council approved funding for a CERT grant program using California Strong Motion Instrumentation Program (SMIP) funds. With the creation of a new CERT grant program, emergency preparedness supplies/equipment is no longer eligible for the Neighborhood Grants Program. For more information about the CERT grant program, please contact Lynn Brown, Office of Emergency Services (OES) Coordinator at lynn.brown@mountainview.gov or 650-903-6825.

City Agreement

All neighborhood groups receiving neighborhood grants will be required to enter into an agreement with the City of Mountain View concerning the use of grant funds and term of grant funding.

Applications

The Council Neighborhoods Committee encourages interested groups to participate in this program. Please fill out the attached application and thank you for your interest in the Neighborhood Grants Program.

Questions and Comments

If you have questions or comments about the Neighborhood Grant Program, please contact Vera Gil, Project Manager - Affordable Housing, at (650) 903-6459 or by email at vera.gil@mountainview.gov.