



## FISCAL YEAR 2023-24 NEIGHBORHOOD GRANT 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 will be available starting Wednesday, March 1, 2023, and are due by 5:00 p.m. on Friday, March 31, 2023, and should be submitted online at [https://cityofmountainview-hrhcy.formstack.com/forms/cnc\\_neighborhood\\_grant\\_application](https://cityofmountainview-hrhcy.formstack.com/forms/cnc_neighborhood_grant_application). The Council Neighborhoods Committee (CNC) will hold a meeting on April 12, 2023 to listen to public comments on the grant proposals and make decisions on the 2023 Neighborhood Grant awards. **Grant funding must be used by June 30, 2024.**

### Eligibility Requirements

To be eligible for the Neighborhood Grant Program, all three of the following 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 applications will be evaluated by the CNC 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(s). The team should also be available to provide an oral presentation of the project(s) accomplishments to the CNC, if requested.

## Maximum Grant Awards

Neighborhood grants may be awarded up to the maximum outlined in the Table 1 below based on the number of households covered by the 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, 2022 and June 30, 2024, and there is no carryover of funds that are not used within this time frame.

**Table 1: Maximum Grant Awards by Tier**

	Maximum Award
Tier A: <500 households	\$1,000
Tier B: 501-1,000 households	\$1,500
Tier C: 1,001-1,500 households	\$2,000
Tier D: >1,501 households	\$2,500

## Reimbursement of Grant Expenditures

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

to [https://cityofmountainview-hrhcy.formstack.com/forms/cnc\\_reimbursement\\_request\\_form](https://cityofmountainview-hrhcy.formstack.com/forms/cnc_reimbursement_request_form). Reimbursement requests must be submitted no later than 60 days after purchase. All reimbursement requests for the year must be submitted prior to June 30, 2024. 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 the neighborhood, and are intended to benefit all neighborhood residents. The following are some examples of past neighborhood grant activities that applicants could use as a reference for their grant proposals.

### **Examples of Eligible Activities Include:**

1. Neighborhood block parties/picnics;
2. Ice cream socials;
3. Little free libraries;
4. Neighborhood heroes day;
5. Leadership training;
6. Live music events;
7. Community gardening;
8. Neighborhood cleanups;
9. Neighborhood beautification;
10. Youth events;
11. Neighborhood garage sales;
12. Research/archives for neighborhood history;
13. Neighborhood association newsletters;
14. Neighborhood association webpages;
15. Video call-hosting subscriptions;
16. Neighborhood scavenger hunts;
17. Recruitment events;
18. Planning meetings;
19. Mentoring new associations;
20. Advertisements for association events;
21. Neighborhood association incorporation;

22. Assistance to form new associations; and
23. Restaurant and catered food with the following conditions:
  - Delivery costs will be reimbursed up to a maximum of \$50;
  - The maximum per-person amount for restaurant purchases is \$10 per person; and
  - Purchasing of food from food trucks or booking a food truck for an event is an eligible use of funds under the restaurant category.

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 homeowners associations. The following are examples of the types of activities and expenditures that would not be eligible for neighborhood grants.

**Examples of Ineligible Grant Activities/Expenditures:**

1. Political activities (campaigns, candidate forums, etc.);
2. Regular neighborhood association meeting supplies/refreshments;
3. Homeowners association events, meetings, newsletters, etc.;
4. Improvements that directly benefit a household or homeowners association;
5. Equipment that could be primarily used by individuals rather than at neighborhood events, such as portable barbecue grills;
6. Improvements in the public right-of-way, such as trees or landscaping, unless done with the approval of and partnership with appropriate City departments; and
7. Alcoholic beverages.

**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 CNC encourages interested groups to participate in this program. Please fill out the application available at [https://cityofmountainview-hrhcy.formstack.com/forms/cnc\\_neighborhood\\_grant\\_application](https://cityofmountainview-hrhcy.formstack.com/forms/cnc_neighborhood_grant_application). 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 Anna Reynoso, Housing Specialist, at 650-903-6475 or by email at [anna.reynoso@mountainview.gov](mailto:anna.reynoso@mountainview.gov).

PLEASE NOTE: On June 10, 2014, the City Council-approved funding for a Community Emergency Response Team (CERT) grant program using California Strong Motion Instrumentation Program (SMIP) funds. With the creation of a new CERT grant program, emergency preparedness supplies/equipment are no longer eligible for the Neighborhood Grants Program. For more information about the CERT grant program, please contact Robert Maitland, Office of Emergency Services (OES) Coordinator, at [robert.maitland@mountainview.gov](mailto:robert.maitland@mountainview.gov) or 650-903-6825.