



**CUPERTINO**

# COMMUNITY FUNDING GRANT APPLICATION

ADMINISTRATIVE SERVICES | 408-777-3220 | WWW.CUPERTINO.ORG

## INSTRUCTIONS

Complete this application in full by March 1<sup>st</sup>, 2019 to be considered for a Fiscal Year 2019-20 Community Funding Grant. Please answer each question completely and concisely. If additional space is needed, you may continue your response in another document and submit it as an attachment to the application. As in prior years, funding is contingent upon the City Council's General Fund allocation to the program and funding is not guaranteed.

### Eligibility

To be eligible for a Community Funding Grant, grant requests must:

- Be made or sponsored by a 501(c)(3) non-profit organization with experienced staff capable of implementing and managing the program/project/event.
- Identify how the funds will be used to benefit the Cupertino community.
- Be for one-time, project specific needs and not ongoing, operational costs.
- Have more than 75% of the requested funds allocated for direct service costs versus administrative costs.
- Be complete and submitted by March 1, 2019.

### Evaluation Criteria

Evaluation criteria for grant requests include, but are not limited to, the following:

- Impact on and benefit to the Cupertino community
  - Number of Cupertino residents served vs. number of non-Cupertino residents served
  - Cost per Cupertino resident served vs. cost per non-Cupertino resident served
  - Availability of the program/project/event to the entire Cupertino community
- Community need for the program/project/event
- Alignment with City priorities
- Uniqueness of the program/project/event
  - Lack of duplication in service
  - Level of collaboration if a duplicated service
- Qualifications and experience of the organization and its staff
- Reasonable cost
- Demonstrated effort to secure funding from other sources
- Clarity, completeness, and accuracy of grant application
- Past performance if a recurring applicant

### Submission

Please submit your completed application by emailing it to [marielar@cupertino.org](mailto:marielar@cupertino.org). Applications are due by March 1, 2019. Applications not received by the due date will be ineligible for funding in Fiscal Year 2019-20.



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## SECTION 1: CONTACT INFORMATION

Full Legal Organization Name:

Website:

Address:

City:  State:  Zip:  Phone:

Organization President/Executive Director Name and Title:

Email:  Phone:

Contact Name and Title:

(If different)

Email:  Phone:

## SECTION 2: NON-PROFIT INFORMATION

501(c)(3)?:  Yes

No

Year Established:

Fiscal Sponsor Name:

Fiscal Sponsor Address:

City:  State:  Zip:  Phone:

Federal Tax ID:

(If your program is fiscally sponsored, enter the tax ID of your sponsoring organization)

## SECTION 3: ORGANIZATION INFORMATION

Total Organization Budget:  Total # of Board Members:

Total # of staff:  Total # of Volunteers:

Mission Statement:

The mission of West Valley Community Services is to unite the community to fight hunger and homelessness.

Brief Description of Organization:

West Valley Community Services, Inc. is a private non-profit, community-based agency that has been providing direct assistance and referral services in the West Valley communities of Cupertino, Saratoga, Los Gatos, Monte Sereno, West San Jose, and the unincorporated mountain regions for 45 years. We provide a continuum of basic needs, housing assistance, and family support services including information and referrals, food, homeless services, affordable housing, financial assistance and case management. The mission of West Valley Community Services is to unite the community in ending hunger and homelessness. According to the US Census there are 22,000 men, women, and children living in poverty in the west valley. Since the last census, low income individuals and families have faced rapidly increasing housing costs and stagnating wages that are threatening their safety, health, and self-sufficiency. Some of the challenges clients are facing in Santa Clara County are: \*Lack of affordable housing for low-income families \*Income insecurity due to high debt ratios and low savings \*Underpaid workforce with lack of benefits including paid sick leave, vacation and retirement benefits \*Increase in commute time and transportation costs As a result of these issues in Silicon Valley, West Valley Community Services has experienced an increase in demand year over year of 53% since 2017. Despite this challenge, we have been able to scale our operations and assist everyone who came to our doors for help.

Brief Description of Services Provided:

West Valley Community Services' case management is intended to help low-income seniors and disabled adults become independent by improving accessibility to services, helping low-income individuals meet their basic needs, and promoting a connection to the community. The long term outcome of this program is to help low-income household's safety, health, and independence so that they can remain living in the community and maintain a good quality of life.

We can achieve this outcome through an array of programs and services we provide our clients:

- By providing emergency rental and utility assistance, West Valley Community Services is preventing clients from evictions and homelessness. With this help clients are prevented from entering the downward spiral that can make returning to stability difficult or impossible.
- By providing supplemental food, West Valley Community Services is preventing hunger, improving health and nutrition, and enabling clients to spend more of their financial resources on housing, transportation, medical costs, and other life essentials.
- By providing case management, information, and referrals, West Valley Community Services is helping clients find the resources they need to acquire suitable housing, learn about public benefits, eat more healthfully, cover healthcare expenses, and much more.
- By providing access to a mobile food pantry, West Valley Community Services is making food pantry service accessible to all close to where they live. The mobile food pantry has several locations in West San Jose, Saratoga and Los Gatos.
- By providing curb to curb transportation, West Valley Community Services is providing scheduled rides for social inclusion, events, errands, and medical appointments (as well as some on-demand non-medical, non-emergency appointments) transportation to ambulatory seniors and dependent adults over the age of 55 who reside in the West Valley communities of Saratoga, Cupertino, Campbell, Monte Sereno, and Los Gatos.

## SECTION 4: GRANT REQUEST

1. Program/Project/Event Name:
2. Date(s) and/or duration of program/project/event (if applicable):
3. Total program/project/event budget: \$
4. Requested Amount: \$  Percent of total program/project/event budget:  %
5. What percentage of your organization's projected income does your funding request represent?  
 %
6. Type of Request:
  - Capital improvement
  - Program Support
  - Event
  - One-time project
  - Other, please describe:
7. This grant will fund a(n):
  - Existing program/project/event; established in  (year)
  - New program/project/event
8. Describe the purpose of requested funds and the services that will be provided:  

The December holidays are a challenging time for many people, as the stress of shopping, cooking, and family get together make for a busy and often draining six weeks. For families living in poverty, however, the holiday season is particularly stressful. Homeless and low income families cannot afford to purchase gifts - even necessary items such as seasonally appropriate clothing - and often cannot take the time or pay the travel costs to celebrate the holidays with family. This is particularly difficult for children, who do not understand why they are unable to celebrate seasonal holidays the same way their friends and neighbors do. As a result, the holiday season adds even more stress to the lives of homeless and low income families. Researchers have found that the stress associated with living in poverty affects all members of a household, and extreme levels of stress can have long-term negative impacts on young people growing up in low-income households.
9. Please provide a line item breakdown of how the funds will be used in the categories below. If a category is not applicable, put \$0:
  - a) Admin Staff \$
  - b) Materials/Equipment \$
  - c) Entertainment \$
  - d) Room/Venue Rental \$
  - e) Other Professional Services such as  \$
  - f) Other  \$
10. Explain how the request aligns to City priorities:  

According to the City's general plan, Cupertino aims to create a community that is balanced and inclusive for all residents. WVCS makes that possible through our services to low income and homeless residents.

11. Describe how the program/project/event fills a community need. Who identified this need? What other similar project/program/event exists to serve Cupertino residents? How is your proposed project/program/event unique from similar projects/programs/events or how do you collaborate to avoid duplication?

In the midst of such intense stress, vulnerable families may begin to feel that their situation is hopeless, draining them of the ability to see the possibility of a brighter, more stable future for themselves or their family. Studies have shown that the "bleak reality and marginalization of homelessness undermines hope, and often results in hopelessness - a known predictor of increased suffering, poor physical outcomes, and suicide." (Ensign, Abadin-Barrero, Lindgren, Wilstrand, Clarke, Kirkcaldy). The Gift of Hope program was started to combat the stress and hopelessness families living in poverty face during the holidays, and replace it with a sense of hopefulness and possibilities.

The Gift of Hope program provides gifts and food to homeless and low income families living in our service area during the December holiday season. Gifts include traditional items, such as toys and small household appliances, in addition to seasonally appropriate clothing items that families cannot afford, such as jackets, gloves, hats, warm socks, and blankets. In addition to providing much needed items to families struggling financially, it relieves the stress caused by the pressure to engage in holiday spending that low income families cannot afford. The Gift of Hope program also allows families living in poverty to preserve household assets that would have been spent on holiday gifts so that they can be spent on critical household needs such as rent, utilities, and food.

12. Who will be served by this grant?

Low Income Cupertino residents

a) Number of individuals total: 800

b) Number of Cupertino residents: 200

c) Particular community groups:

d) Will the program/project/event be available to the entire community/public or are there any eligibility criteria?

Yes

e) Will there be a charge or fee for the program/project/event (if applicable)?

WVCS services are free of charge

f) What outreach methods does your organization use to promote the program/project/event (if applicable)?

If awarded we will publicize it on our agency newsletter and social media.

13. Describe how the funds will be used to benefit or impact the Cupertino community:

The Gift of Hope program provides gifts to homeless and low income families living in our service area during the December holiday season. Gifts include traditional items, such as toys and small household appliances, in addition to seasonally appropriate clothing items that families cannot afford, such as jackets, gloves, hats, warm socks, and blankets. In addition to providing much needed items to families struggling financially, it relieves the stress caused by the pressure to engage in holiday spending that low income families cannot afford. The Gift of Hope program also allows families living in poverty to preserve household assets that would have been spent on holiday gifts so that they can be spent on critical household need such as rent, utilities, and food.

14. Demonstrate that the staff implementing and managing the program/project/event have adequate experience:

The project will be managed by Trishya Movilla , our events coordinator and supervised by Doben Laris, Program Manager Client Services.

15. How will success of the program/project/event be measured?:

The success will be measured through the client annual survey.

16. More than 75% of the requested funds will go towards direct service costs versus administrative costs?:

- Yes
- No

17. Will you collaborate with other organizations to deliver the program/project/event funded by this grant? If so, which organizations?

Yes, we do collaborate with faith communities, service organizations, foundations, and corporations to help fund this program.

18. If your organization has ever received financial or in-kind support from the City of Cupertino outside of Community Funding Grants, please describe this support:

In the past, WVCS has received CDBG and Human service grants from City of Cupertino

19. Does your organization anticipate receiving additional financial or in-kind support from the City of Cupertino outside of Community Funding Grants for this type of program/project/event (e.g. fee waivers)? If so, please describe this anticipated support:

We do not anticipate receiving any additional financial support from City of Cupertino for this program.

20. If you are a multi-jurisdictional organization, describe any funding requested from other agencies/organizations in regards to this program/project/event request. Indicate whether the funding was granted, denied, or is still pending:

We have not applied for funding from other city or town jurisdictions.

21. How would you fund the program/project/event if you do not receive the requested funding?:

WVCS continues to fundraise for this program.

## SECTION 5: PRIOR FUNDING

1. If you received a Community Funding Grant in prior years, indicate the amounts for each year and describe how those funds were used:

We have received funding in the amount of \$20,000 from the Community Funding Grant for Pantry Overhang this year



2. If you received a Community Funding Grant last year:

a. Please provide a line item breakdown of how the Community Funding Grant was used last year in the categories below. If a category is not applicable, put \$0:

- i. Admin Staff \$ [redacted]
- ii. Materials/Equipment \$ [redacted]
- iii. Entertainment \$ [redacted]
- iv. Room/Venue Rental \$ [redacted]
- v. Other Professional Services such as [redacted] \$ [redacted]
- vi. Other [redacted] \$ [redacted]

b. Who was served by the grant last year?

[redacted]

- i. Number of individuals total: [redacted]
- ii. Number of Cupertino residents: [redacted]
- iii. Particular community groups:

[redacted]

iv. Was the program/project/event be available to the entire community/public or are there any eligibility criteria?

[redacted]

v. Was there a charge or fee for the program/project/event (if applicable)?

[redacted]

vi. What outreach methods did your organization use to promote the program/project/event (if applicable)?

[redacted]

c. Was the program/project/event successful? Please indicate how success was measured:

[redacted]

3. Please indicate any additional funding received last year from other sources and provide your financial statement if available:

Our most recent financial audit attached.

**SECTION 6: CERTIFICATION**

I hereby state that the information presented in this application is true and complete to the best of my knowledge.

Name:  Title:

Signature:  Date: