



COMMUNITY FUNDING GRANT APPLICATION

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

INSTRUCTIONS

Complete this application in full by March 1st, 2020 to be considered for a Fiscal Year 2020-21 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. Grant requests shall not exceed \$20,000 per applicant, per year.

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, 2020.

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 and/or establishing partnerships with other community or city organizations
- Clarity, completeness, and accuracy of grant application
- Past performance if a recurring applicant

- Applications will be sorted into two categories:
 - New applicants
 - Past recipients
- Applications in each category will be evaluated using a tiered structure based on the dollar amount requested for award as follows:
 - < \$999.99
 - \$1,000.00 - \$4,999.99
 - \$5,000.00 – \$9,999.99
 - \$10,000.00 - \$20,000.00

Restrictions/Guidelines

- An organization that is applying for multiple grants shall only submit one application.
- Proceeds generated from the funded activity may only be used for the conducted activity.
- If requested, recipients must provide full financial statements for the organization
- Admission to or participation in the event must be "free of charge" unless approved by Parks & Recreation Commission.
- If an applicant makes a grant request directly to a member of the City Council, whether individually or as a group, the Council shall refer the applicant to the Administrative Services Department for a Grant application to be reviewed in accordance with this policy.
- Grant recipients shall acknowledge the City contribution in formal promotional materials and efforts related to the funded activity. Any use of the City logo must be approved by the City's Public Information Officer.

Submission and Next Steps

1. Applicants submit timely and complete grant applications by March 1 to the Administrative Services Department, marie@cupertino.org, for review.
2. The Administrative Services Department reviews application for compliance with eligibility criteria and availability of funds. Staff may seek additional information from applicant as necessary.
3. Eligible applications will be reviewed by the Parks and Recreation Commission for a recommendation to the City Council regarding grant approval and funding amounts, which typically happens in April. All applicants are strongly encouraged to attend the Parks and Recreation Commission meeting in April.
4. City Council will make the final decision on grant amounts for each applicant as part of the budget adoption which typically happens in June.
5. Grant recipients shall submit a written report to the Administrative Services Department to show proof that the grant funds have been spent in the manner and for the purposes stated on the application, including information about the number of persons served and other results that benefit Cupertino.
 - Due by the 15th business day of July following the Fiscal Year in which grant funds are disbursed.
 - Failure to submit a written report by the July deadline could result in the loss of grant funding eligibility in the future.



CUPERTINO

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SECTION 1: CONTACT INFORMATION

Have you ever received a City of Cupertino Community Funding Grant in the past? Yes If yes, when?
No

Full Legal Organization Name: _____

Website: _____

SECTION 2: NON-PROFIT INFORMATION

501(c)(3)?: ☐ Yes
☐ No

Year Established: _____

SECTION 3: ORGANIZATION INFORMATION

Total Organization Budget: _____

Total # of Board Members: _____

Total # of staff: _____

Total # of Volunteers: _____

Mission Statement:

Brief Description of Organization:

Brief Description of Services Provided:

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:

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:

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?

12. Who will be served by this grant?

a) Number of individuals total: _____

b) Number of Cupertino residents: _____

c) Particular community groups:

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

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

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

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

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

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

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?

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:

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:

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:

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

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:

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 \$_____
- ii. Materials/Equipment \$_____
- iii. Entertainment \$_____
- iv. Room/Venue Rental \$_____
- v. Other Professional Services such as _____: \$ _____
- vi. Other _____: \$ _____

b. Who was served by the grant last year?

- i. Number of individuals total: _____
- ii. Number of Cupertino residents: _____
- iii. Particular community groups:

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

—

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

—

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

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

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

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: _____