



# COMMUNITY FUNDING GRANT APPLICATION

PARKS AND RECREATION | 408-777-3120 | WWW.CUPERTINO.ORG

## INSTRUCTIONS

Complete this application in full by February 1, 2021 to be considered for a Fiscal Year 2021-22 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. Funding is contingent upon the funding range for 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 members capable of implementing and managing the program/project/event.
- Identify how the funds will be used to benefit the Cupertino community.
- Be awarded only once per project
- For specific needs, 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 the application deadline.

### 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 mission and values
- 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 members
- 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 and compliance with requirements 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" for Cupertino residents unless stated in the application and 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 Parks and Recreation 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 Communications Officer.

### **Submission and Next Steps**

1. Applicants submit timely and complete grant applications by February 1.
2. City Staff reviews application for completeness and compliance eligibility.
3. Applications will then be forwarded to the Parks and Recreation Commission to be evaluated and sorted into the tiered funding structure. All applicants will be notified and invited to attend the Parks and Recreation Commission Meeting where their applications will be discussed. This meeting typically takes place in Spring.
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. All applicants will be notified and invited to attend the City Council Meeting where their applications will be discussed.
5. Grant recipients shall submit a written report to the Parks and Recreation 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.
  - a. Due by the 15th business day of July following the Fiscal Year in which grant funds are disbursed.
  - b. Failure to submit a written report by the July deadline could result in the loss of grant funding eligibility in the future.
  - c. Applicants will be expected to reimburse the City any funding awarded and not used for their program/project/event.



**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: \_\_\_\_\_

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:

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Brief Description of Organization:

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Brief Description of Services Provided:

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## 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 mission and values:  
\_\_\_\_\_  
\_\_\_\_\_

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?

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12. Who will be served by this grant?

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a) Number of individuals total: \_\_\_\_\_

b) Number of Cupertino residents: \_\_\_\_\_

c) Particular community groups:

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

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

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

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

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

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

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