

**Program: Budget Funding**

Agency: Cupertino Historical Society

**City of Cupertino Community Funding Grant  
Annual Project Report**Agency/Organization [Cupertino Historical Society](#)Project [Budget Funding](#)Contact Person [Jennifer Furlong](#)Phone [2707924927](#)Grant Received: [\\$20,000](#)Title [Executive Director](#)E-Mail [cuphistsociety@sbcglobal.net](mailto:cuphistsociety@sbcglobal.net)**A. Project Results:**Was your program/project/event affected by COVID-19? [Yes](#)Do you have unused grant funds as a result of COVID-19? [No](#)

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

[Yes, success was measured by the number of people who visited the museum and attended programs. COVID has impacted the number of visitors to the museum and our in-person hosting abilities; however, we have successfully moved many events online. Our actual expenses far exceeded the \\$20,000 grant, as indicated in the attachment. I could not input the accurate expenses for the budgeted items in the form because I received an error message. Please see attached.](#)

**B. Clients Served:**

Please report the number of clients served as a result of this grant:

	Proposed in Application	Actual from Event
Total Number of Individuals	<a href="#">0</a>	<a href="#">4,368</a>
Cupertino Residents		

Particular community groups served: [N/A--we do not profile visitors by residence or other demographics](#)

Was the program/project/event available to the entire community/public or were there any eligibility criteria?

[All of our events are free and open to the public. The numbers above only reflect museum visitors, not event attendance, which was exceptionally high before we closed for COVID.](#)

Was there a charge or fee for the program/project/event? [No](#)

What outreach methods did your organization use to promote the program/project/ event?

[We rely heavily on social media: Facebook, Twitter, LinkedIn, Instagram. We also have professional signs and flyers printed. We send press releases to area publications and add our events to community calendars. We also bought Facebook ads and use EventBrite services for issuing tickets, event promotion.](#)

**C. Budget:**

Please enter your proposed budget from your application, and your actual expenses accrued from this grant:

Category	Application Budget	Actual Expenditures	% of Total
Admin Staff	<a href="#">\$1,000</a>	<a href="#">\$1,000</a>	<a href="#">5%</a>
Materials/Equipment	<a href="#">\$9,000</a>	<a href="#">\$9,000</a>	<a href="#">45%</a>
Entertainment	<a href="#">\$0</a>	<a href="#">\$0</a>	<a href="#">0%</a>
Room/Venue Rental	<a href="#">\$0</a>	<a href="#">\$0</a>	<a href="#">0%</a>
Professional Services (describe) <a href="#">Insurance for Snyder-Hammond, etc; Collections Care; Collections Storage; Musicians for IT Exhibit Opening</a>	<a href="#">\$8,000</a>	<a href="#">\$8,000</a>	<a href="#">40%</a>
Other: <a href="#">Brochures, Newsletter, Printed Materials, and Signage</a>	<a href="#">\$2,000</a>	<a href="#">\$2,000</a>	<a href="#">10%</a>
Other:	<a href="#">\$0</a>	<a href="#">\$0</a>	<a href="#">0%</a>
<b>Total</b>	<a href="#">\$20,000</a>	<a href="#">\$20,000</a>	<a href="#">100%</a>
<b>Remaining Balance</b>		<a href="#">\$0</a>	

Do you intend to apply for Community Funding next year? [Yes](#)If yes, how much to you intend to apply for? [\\$30,000](#)

Please list any additional funding received last year from other sources for this program:

[We hosted our Annual BBQ last year, which generated \\$27,000; however, those funds were not used for these programs. Additionally, we have our Annual Fund Drive in the fall, those funds are allocated to our operating budget and administrative costs. We did not include any of the costs, which totaled over \\$3000, for the 150th Anniversary Celebration of the Completion of the TransContinental Railroad.](#)

**Uploaded Documents:**

Please upload all receipts for your program/project/event.  
Provide your financial statement if available.

[City Budget Report FY2019-2020.pdf](#)

Person who Prepared Form	Jennifer Furlong	Title	Executive Director
Phone Number	2707924927	Date:	09/11/2020

Program Manager Signature	Jennifer Furlong
Date Signed	09/11/2020

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Approval Signature	Rachelle Sander
Date Signed	on//

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Initially submitted: Sep 11, 2020 - 12:27:41



## Cupertino Historical Society + Museum Budget Item Expense Break-Down FY2019-2020

Item	Projected/Budgeted Cost	Actual Cost
Insurance for Snyder Hammond House, etc. (Filed under "Professional Services")	Part of \$8000 "Professional Services"	\$5778.00
Materials, upgrades to the gallery, painting, etc. (Filed under "Materials/Equipment")	Part of \$9000 "Materials/Equipment"	\$8122.00
Collections Storage and Care (Filed under "Professional Services")	Part of \$8000 "Professional Services"	\$3282.00
Newsletters and all Printed Material—Signs, Brochures, Flyers, Public Event Invitations (Filed under "Other")	Part of "Other" \$2000	\$2155.00
Snyder-Hammond House Maintenance—Fire Prevention, Pest Remediation, Cleaning Out, Vandalism Repair (Filed under "Professional Services")	Part of \$9000 "Materials/Equipment"	\$5144.00
Exhibit Opening—Homage to the IT Revolution: Table Rental, Table Cloths/Linens, Catering, Service, Gifts for Italians, etc. (Filed Under "Materials/Equipment")	Part of \$9000 "Materials/Equipment"	\$2885.00