CITY OF CUPERTINO

AGENDA

PARKS AND RECREATION COMMISSION

This will be a teleconference meeting without a physical location.
Thursday, December 1, 2022
7:00 PM

This meeting will be televised

TELECONFERENCE / PUBLIC PARTICIPATION INFORMATION TO HELP STOP THE SPREAD OF COVID-19

In accordance with Government Code 54953(e), this will be a teleconference meeting without a physical location to help stop the spread of COVID-19.

Members of the public wishing to observe the meeting may do so in one of the following ways:
1) Tune to Comcast Channel 26 and AT&T U-Verse Channel 99 on your TV.
2) The meeting will also be streamed live on and online at www.Cupertino.org/youtube and www.Cupertino.org/webcast

Members of the public wishing to comment on an item on the agenda may do so in the following ways:
1) E-mail comments by 5:00 p.m. on Thursday, December 1, 2022 to the Commission at parksandrecreationcommission@cupertino.org. These e-mail comments will be received by the commission members before the meeting and posted to the City's website after the meeting.

2) E-mail comments during the times for public comment during the meeting to the Commission at parksandrecreationcommission@cupertino.org. The staff liaison will read the emails into the record, and display any attachments on the screen, for up to 3 minutes (subject to the Chair's discretion to shorten time for public comments). Members of the public that wish to share a document must email parksandrecreationcommission@cupertino.org prior to speaking.

3) Teleconferencing Instructions
Members of the public may observe the teleconference meeting or provide oral public comments as follows:

Oral public comments will be accepted during the teleconference meeting. Comments may be made during "oral communications" for matters not on the agenda, and during the public comment period for each agenda item.

To address the Commission, click on the link below to register in advance and access the meeting:

Online
Please click the link below to join the webinar:
https://cityofcupertino.zoom.us/webinar/register/WN_3pJSpOnWS_S5nhSdoILv7g

Phone
Dial 669-900-6833, enter Webinar ID: 916 9386 2774 (Type *9 to raise hand to speak)
Unregistered participants will be called on by the last four digits of their phone number.

Or an H.323/SIP room system:
   H.323:
   162.255.37.11 (US West)
   162.255.36.11 (US East)
   213.19.144.110 (Amsterdam Netherlands)
   213.244.140.110 (Germany)
   103.122.166.55 (Australia Sydney)
   103.122.167.55 (Australia Melbourne)
   69.174.57.160 (Canada Toronto)
   65.39.152.160 (Canada Vancouver)
   Meeting ID: 916 9386 2774
   SIP: 91693862774@zoomcrc.com

After registering, you will receive a confirmation email containing information about joining the webinar.

Please read the following instructions carefully:
1. You can directly download the teleconference software or connect to the meeting in your internet browser. If you are using your browser, make sure you are using a current and up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers, including Internet Explorer.

2. You will be asked to enter an email address and a name, followed by an email with instructions on how to connect to the meeting. Your email address will not be disclosed to the public. If you wish to make an oral public comment but do not wish to provide your name, you may enter "Cupertino Resident" or similar designation.

3. When the Chair calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak.

4. When called, please limit your remarks to the time allotted and the specific agenda topic.

In compliance with the Americans with Disabilities Act (ADA), anyone who is planning to attend this teleconference meeting who is visually or hearing impaired or has any disability that needs special assistance should call the City Clerk's Office at 408-777-3223, at least 48 hours in advance of the meeting to arrange for assistance. In addition, upon request, in advance, by a person with a disability, meeting agendas and writings distributed for the meeting that are public records will be made available in the appropriate alternative format.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1.   <u>Subject</u>: November 17, 2022 Parks and Recreation Commission Special Meeting Minutes
<u>Recommended Action</u>: Review and approve the November 17, 2022 Parks and Recreation Commission special meeting minutes.
A - Draft Minutes

POSTPONEMENTS

ORAL COMMUNICATIONS

This portion of the meeting is reserved for persons wishing to address the Commission on any matter within the jurisdiction of the Commission and not on the agenda. Speakers are limited to three (3) minutes. In most cases, State law will prohibit the Commission from making any decisions with respect to a matter not on the agenda.

WRITTEN COMMUNICATIONS

OLD BUSINESS

NEW BUSINESS

2.   <u>Subject</u>: Suggestions for Fiscal Year 2023-2024 Capital Improvement Program
<u>Recommended Action</u>: Suggest possible items for Fiscal Year 2023-2024 Capital Improvement Program.
Staff Report

3.   Subject: Update on the Cupertino Community Funding Grant Program Policy

Recommended Action: Receive an update on the Cupertino Community Funding Grant Program Policy.

Staff Report

A - City Council September 20 Staff Report and Attachments

B - Community Funding Grant Policy (Redlined)

C - Community Funding Grant Policy (Clean)

D - Parks and Recreation Commissioner Evaluation Form (Redlined)

E - Parks and Recreation Commissioner Evaluation Form (Clean)

4.   Subject: Consider Canceling the January 2023 Parks and Recreation Commission Meeting

Recommended Action: Cancel the January 2023 Parks and Recreation Commission Meeting.

STAFF AND COMMISSION REPORTS

5.   Subject: Monthly Update Reports

Recommended Action: Receive monthly update reports from the Director of Parks and Recreation and commissioners.

COMMISSIONER ATTENDANCE AT UPCOMING MEETINGS AND EVENTS

FUTURE AGENDA SETTING

ADJOURNMENT

In compliance with the Americans with Disabilities Act (ADA), anyone who is planning to attend this meeting who is visually or hearing impaired or has any disability that needs special assistance should call the City Clerk's Office at 408-777-3223, at least 48 hours in advance of the meeting to arrange for assistance. In addition, upon request, in advance, by a person with a disability, meeting agendas and writings distributed for the meeting that are public records will be made available in the appropriate alternative format.

Any writings or documents provided to a majority of the members after publication of the agenda will be made available for public inspection. Please contact the City Clerk's Office in City Hall located at 10300 Torre Avenue, Cupertino, California 95014, during normal business hours.

IMPORTANT NOTICE: Please be advised that pursuant to Cupertino Municipal Code section 2.08.100 written communications sent to the Cupertino City Council, Commissioners or City staff concerning a matter on the agenda are included as supplemental material to the agendized item. These written communications are accessible to the public through the City's website and kept in packet archives. Do not include any personal or private information in written communications to the City

that you do not wish to make public, as written communications are considered public records and will be made publicly available on the City website.

Members of the public are entitled to address the members concerning any item that is described in the notice or agenda for this meeting, before or during consideration of that item. If you wish to address the members on any other item not on the agenda, you may do so during the public comment.

CITY OF CUPERTINO

Agenda Item

22-11805

Subject: November 17, 2022 Parks and Recreation Commission Special Meeting Minutes

Review and approve the November 17, 2022 Parks and Recreation Commission special meeting minutes.

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CITY OF CUPERTINO
PARKS AND RECREATION COMMISSION
Teleconference Special Meeting
Thursday, November 17, 2022
6:00 PM
DRAFT MINUTES

CALL TO ORDER
Vice Chair Begur called the meeting to order at 6:04 p.m. via remote teleconference.

ROLL CALL
Commissioners present:	Xiangchen (Minna) Xu (6:36 p.m.), Sashikala Begur, Carol Stanek, Seema Swamy
Commissioners absent:	Gopal Kumarappan
Staff present:	Rachelle Sander, Jessica Javier, Alex Greer, John Raaymakers, Susan Michael, Matt Morley (6:57 p.m.)
Guest speakers:	Jan Eiesland, Myrna Ortiz

APPROVAL OF MINUTES
1. <u>Subject:</u> October 6, 2022 Parks and Recreation Commission Meeting Minutes
<u>Recommended Action:</u> Review and approve the October 6, 2022 Parks and Recreation Commission meeting minutes.

Commissioner Stanek motioned to approve the October 6, 2022 meeting minutes as submitted. Commissioner Swamy seconded. Motion passed with 3 yes and 2 absent.

ORAL COMMUNICATIONS
None

WRITTEN COMMUNICATIONS
None

NEW BUSINESS
2. <u>Subject:</u> Lawrence-Mitty Park and Trail status update
<u>Recommended Action:</u> Receive an update on the status of the Lawrence-Mitty Park and Trail project. Provide feedback on the preferred theme and elements considering the community's responses to the three conceptual designs presented to them.

Written Communications for this item included an email to the commission.

Rachelle Sander, Director of Parks and Recreation, introduced Susan Michael, Capital Improvement Programs Manager, who introduced the item. Introduced Jan Eiesland, MIG Consultant, who presented on the project overview and the three design alternatives that were presented to the community. Introduced Myrna Ortiz, MIG Consultant, who presented on community engagement and outreach.

Commissioners asked clarifying questions.

Jennifer Griffin, Cupertino resident, supported concepts B and C, benches, picnic tables, and an emergency phone. Expressed concerns surrounding security and the creek water.

Lisa Warren, Cupertino resident, expressed concerns surrounding the renaming of the park. Supported a combination of concept B and C.

Chair Xu joined the meeting at 6:36 p.m. and took over as Chair for the special meeting.

Commissioner Stanek expressed that the bike trail needs be stated more clearly in the presentations moving forward. Supported the addition of a restroom and involving the Arts and Culture Commission for a potential Art in Unexpected Places on the sound wall.

Vice Chair Begur expressed concerns surrounding water in the actual creek and the emphasis placed on benches with a "creek view" if there is no water, the air quality and sound being so close to the Lawrence Expressway, the North end access with bicycles and the freeway entrance, the location of a bathroom at Sterling Barnhart Park, and security with a sound wall.

Commissioner Swamy supported a more naturalistic approach with trees in place of the sound wall. Expressed concerns surrounding potential graffiti on a sound wall.

Chair Xu supported keeping the trees at the South end, planting of more trees at the North end, and the addition drinking fountains. Expressed concerns surrounding irrigation and the height of the creek outlook due to safety when there is heavy rainfall.

3. Subject: Update on Fiscal Year 2022-23 City Work Program Item Intergenerational Engagement
Recommended Action: Receive an update on the status of the Intergenerational Engagement Fiscal Year 22-23 work program item and provide feedback.

Director Sander introduced Alex Greer, Senior Center Recreation Supervisor, to present on the item. Presented on the background and current status of the city work program item intergenerational engagement.

Commissioners asked clarifying questions.

Jennifer Griffin, Cupertino resident, recommended bingo and shuffleboard activities.

Louise Saadati, Cupertino resident, recommended Mahjong as an activity.

Commissioner Swamy recommended healthier snacks at the events.

Commissioner Stanek recommended reaching out to the Girl Scouts and Boy Scouts community as a resource.

STAFF AND COMMISSION REPORTS

4. <u>Subject:</u> Monthly Update Reports.
<u>Recommended Action:</u> Receive monthly update reports from the Director of Parks and Recreation and commissioners.

Commissioner Stanek reported on the Commissioners Dinner, Veteran's Day Ceremony, Memorial Park ponds, and the promotion of Rachelle Sander to the Director of Parks and Recreation.

Chair Xu reported on the Lawrence-Mitty Ceremony.

Commissioner Swamy reported on the October Mayor's Meeting.

Director Sander provided the Director's update on the following:
- Council approved extending the resolution authorizing continued remote teleconference meetings through December 15, 2022.
- Creekside Tot Lot opened to the public the week of October 17. It has a creek theme and many all-inclusive play options. The City is working on the ADA path work.
- City of Cupertino Holiday Events
  - o Tree Lighting – Friday, December 2 from 6 to 8 p.m. at Quinlan Community Center.
  - o For the following holiday events, registration is required.
    - § Breakfast with Santa – Saturday, December 3 from 8:30 to 11:30 a.m. at Quinlan Community Center

- Signing Santa – Saturday, December 10 from 2 to 4 p.m. at Quinlan Community Center
- Santa Visits – December 10, 11, 16, 17, and 18 (15-Minute Visits to your home)
- The Parks and Rec Department has started to put out A-Frames at the larger parks in the City and will continue to do so for marketing moving forward.

ADJOURNMENT

Chair Xu adjourned the special meeting at 7:42 p.m. to the December 1, 2022 meeting at 7:00 p.m.

Respectfully Submitted by,

Jessica Javier, Administrative Assistant
Parks and Recreation Department
Minutes approved at the _____ regular meeting

CITY OF CUPERTINO

Agenda Item

22-11806

Agenda Date: 12/1/2022
Agenda #: 2.

Subject: Suggestions for Fiscal Year 2023-2024 Capital Improvement Program

Suggest possible items for Fiscal Year 2023-2024 Capital Improvement Program.

PARKS AND RECREATION COMMISSION STAFF REPORT
Meeting: December 1, 2022

Subject
Suggestions for Fiscal Year 2023-2024 Capital Improvement Program

Recommended Action
Suggest possible items for Fiscal Year 2023-2024 Capital Improvement Program.

Discussion
Background
The Capital Improvement Program (CIP) Administration Division provides design and construction administration for all capital improvement projects including streets, sidewalks, storm drainage, buildings, parks, bicycle and pedestrian improvements, and other public facilities. The Division ensures that all public improvements are designed and constructed in accordance with community expectations and City standards. The division places safety of the public, City employees, and workers as the highest priority in the delivery of capital projects.

A CIP project enhances the unit of property, or restores or prolongs the useful life of the unit of property, or adapts the unit of property to a new or different use. A CIP project is typically distinguished from a maintenance project by (a) outside consultants are needed and/or (b) the implementation budget exceeds +/- $60,000.

The process of choosing CIPs is City staff are asked to submit project proposals to CIP. Staff considers Council priorities about Capital Improvements from previous communications, commission suggestions, and community feedback. The City's master plans, and general plan have many stated goals and policies that affect the generation of CIP projects. Staff also evaluates what is the most fiscally responsible use of City resources, including staff time and funding. If projects have secured (or could secure) outside funding, that is also considered.

Next Steps
The commission is being asked to provide possible suggestions for the CIP administration division to consider. Staff will then develop the Fiscal year (FY) 2023-

2028 CIP proposal in early 2023. City Council will hold their first study session in early 2023 with the initial FY23-28 CIP proposals.

Sustainability Impact
No sustainability impact.

Fiscal Impact
No fiscal impact until projects are approved by City Council and added to the approved Fiscal Year budget.

_____

Prepared by: Rachelle Sander, Director of Parks and Recreation
Reviewed by: Jessica Javier, Administrative Assistant
Approved for Submission by: Rachelle Sander, Director of Parks and Recreation

CITY OF CUPERTINO

Agenda Item

22-11807

Subject: Update on the Cupertino Community Funding Grant Program Policy

Receive an update on the Cupertino Community Funding Grant Program Policy.

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PARKS AND RECREATION DEPARTMENT

QUINLAN COMMUNITY CENTER
10185 NORTH STELLING ROAD • CUPERTINO, CA 95014-5732
TELEPHONE: (408) 777-3120 • FAX: (408) 777-1305
CUPERTINO.ORG

**PARKS AND RECREATION
COMMISSION STAFF REPORT**
Meeting: December 1, 2022

Subject
Update on the Cupertino Community Funding Grant Program Policy

Recommended Action
Receive an update on the Cupertino Community Funding Grant Program Policy.

Discussion
Background
On September 20, City Council received an update regarding the Cupertino Community
Funding Grant Policy (Attachment A) and directed the subcommittee to further develop
the proposed policy with the Parks and Recreation Commission. On October 10 and
October 17, 2022, the Community Funding Subcommittee comprised of Vice Mayor Chao,
Councilmember Moore, Parks and Recreation Commission Chair Minna Xu, and Vice
Chair Sashi Begur met to discuss changes to the Community Funding Grant Program
Policy. Proposed changes to the policy are included in Attachment B and C. Specifically,
the subcommittee recommended the following changes to be incorporated into the draft
policy:

I.   Eligibility:
  • Verifying the organization applying is a 501(c)(3)
  • Ensuring the funding is not going into an endowment fund
II. Evaluation criteria:
  • Removing cost information
  • Lack of duplication in Cupertino
III. Restrictions/Guidelines:
  • Removing "Proceeds from the funded activity may only be used for the
    conducted activity"
  • Adding "Festivals currently receiving funding through Festival Fee Waivers may
    not apply for funding through the Community Funding Grant Process for the
    same festival"
  • Confirming the admission to or participation in the event is free of charge

IV. Parks and Recreation Commissioner Evaluation Form (Attachment D and E):
- Replace alignment with city missions and values to alignment with general plan principals
- Change Community Need max points to 15 and alignment with general plan principles max points to 20

On November 15, Council accepted the changes and adopted the proposed Community Funding Grant Policy. Staff is currently updating the eligibility requirements, evaluation criteria, and the City webpage.

Sustainability Impact
No sustainability impact.

Fiscal Impact
The allocated funding for the Cupertino Community Funding Grant Program, will be included in the annual budget for FY 2023-24.

_____
Prepared by: Rachelle Sander, Director of Parks and Recreation
Reviewed by: Jessica Javier, Administrative Assistant
Approved for Submission by: Rachelle Sander, Director of Parks and Recreation
Attachments:
A – City Council September 20 Staff Report and Attachments
B – Community Funding Grant Policy (Redlined)
C – Community Funding Grant Policy (Clean)
D – Parks and Recreation Commissioner Evaluation Form (Redlined)
E – Parks and Recreation Commissioner Evaluation Form (Clean)

PARKS AND RECREATION DEPARTMENT

QUINLAN COMMUNITY CENTER
10185 NORTH STELLING ROAD • CUPERTINO, CA 95014-5732
TELEPHONE: (408) 777-3120 • FAX: (408) 777-1305
CUPERTINO.ORG

CITY COUNCIL STAFF REPORT
Meeting: September 20, 2022

Subject
Update on the Status of the Research from the City Council Subcommittee Meetings for the Cupertino Community Funding Grant Program

Recommended Action
Receive an update on the status of the research from the City Council subcommittee meetings for the Cupertino Community Funding Grant Program and provide direction on next steps.

Discussion
Background
Through the Community Funding Grant Program, the City of Cupertino has been awarding funding to local non-profit organizations in the areas of social services, fine arts and other programs for the general public since 2013. Historically, City Council determined the organizations to be awarded funds through the Community Funding Grant Program. On June 5th, 2018, City Council directed City staff to update the policy and process in which community funding updates were shared with the Parks and Recreation Commission first before presenting recommendations from the commission to City Council.

The current Community Funding Grant Program process consists of a January to February application period. City staff then review the received applications for completeness and compliance eligibility. The applications are presented to the Parks and Recreation Commission in March and April, where commissioners can evaluate and discuss the applications, and make a recommendation to the City Council. City Council will consider the Community Funding Grant requests at their Budget Study Session in May and make the final decision on grant amounts for each applicant as part of the budget adoption which typically happens in June. After the final budget is adopted, City Staff coordinates funding agreements with the awarded organizations. On July 15 of the following year, grant recipients submit a written report to the Parks and Recreation Department to show proof grant funds have been spent in the manner and for the purposes stated on the application.

The Community Funding Grant Policy (Attachment A) established a range of $70,000 to $90,000 in total available funding per year with awards not exceeding $20,000 per applicant, per year. For Fiscal Year 2022-2023, $69,461 was approved for the Community Funding Grant Program. Below is a breakdown of the City's previously awarded funds through the Community Funding Grant Program:

FY 2017-2018: $52,400
FY 2018-2019: $52,400
FY 2019-2020: $109,800
FY 2020-2021: $110,000
FY 2021-2022: $115,900
FY 2022-2023: $69,461

At the June 4, 2021, City Council Special Meeting, Council voted to form a Council Subcommittee comprised of Vice Mayor Chao and Councilmember Moore to review the Community Funding Grant Program evaluation process and procedures for the upcoming funding cycle in the next calendar year. On March 9, 2022, City Staff met with the Council Subcommittee and was given guidance to research specific items and bring an update to City Council (Attachment B). Staff has prepared a historical funding report on the allocation of program funds during FY 2018-2023 (Attachment C & D), compiled a comparative analysis of other community funding programs within Santa Clara County (Attachment E), reviewed the General Plan Guiding Principles for additional eligibility criteria (Attachment F), categorized the most recent awarded recipients (Attachment G), and provided clarification on additional eligibility and evaluation criteria during the Community Funding Grant process.

To receive funding through the Community Funding Grant process, applicants need to meet the following eligibility criteria from the Policy:
- 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.

An option for eligibility criteria may be to require applicants to submit programs/projects/events that coincide with at least one of the General Plan Guiding Principles. It may also make the policy clearer to omit the most confusing eligibility criteria: Be awarded once per project.

Moving forward upon City Council direction, City Staff will update the Community

Funding Grant Policy in addition to eligibility requirements, evaluation criteria, and the City webpage.

Sustainability Impact
No sustainability impact.

Fiscal Impact
If City Council approves to continue allocating funding to the Cupertino Community Funding Grant Program, this will be included in the annual budget for FY 2023-24.

_____

Prepared by: Jacinta Liang, Management Analyst
Reviewed by: Rachelle Sander, Acting Director of Parks and Recreation
Approved for Submission by: Pamela Wu, City Manager
Attachments:
A – Community Funding Grant Policy
B – Questions from Community Grant Subcommittee
C – Historical Funding Report (FY2018-2023)
D – Funding and Services Organizations Received (FY2018-2023)
E – Comparative Analysis – Santa Clara County Community Grant Programs
F – General Plan Guiding Principles
G – Community Funding Recipients by Proposed Categories (FY2021-2023)

Fiscal Policies – Community Funding Grant Policy

PURPOSE

The City of Cupertino currently provides funding to local non-profit organizations in the areas of social services, fine arts and other programs for the general public. The policy provides a framework for the City's Community Funding Grant Program and guides the administration of the program and decision-making process. It also provides guidance on key aspects of the City's Community Funding Grant Program processes including: Eligibility, Evaluation Criteria, Restrictions/Guidelines, and Procedure.

SCOPE

All requests for funding must comply with this policy.

POLICY

The City has established the Community Funding Grant Program, subject to availability of funds, with a range of $70,000 to $90,000 in total funding available. Community Funding Grants shall not exceed $20,00 per applicant, per year. City Council will determine the organizations to be awarded funds through the Community Funding Grant Program. City Staff shall review applications for completeness and review the qualifications and accuracy based upon the eligibility criteria set forth below. In all cases, the City reserves the right to reject any and all applications in the event staff identifies a potential conflict of interest or the appearance of a conflict of interest. Submission of an application in no way obligates the City to award a grant and the City reserves the right to reject any or all applications, for any reason, at any time.

Eligibility

To receive consideration 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

- Impact on and benefit to the Cupertino community
- Community need for the program/project/event
- Alignment with City mission and values
- Uniqueness of the program/project/event
- 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.

Procedure
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.

- o Due by the 15th business day of July following the Fiscal Year in which grant funds are disbursed.
- o Failure to submit a written report by the July deadline could result in the loss of grant funding eligibility in the future.
- o Applicants will be expected to reimburse the City any funding awarded and not used for their program/project/event.

From: Kitty Moore <Kmoore@cupertino.org>
Sent: Wednesday, March 9, 2022 5:27 PM
To: Joanne Magrini <JoanneMa@cupertino.org>; Rachelle Sander <RachelleS@cupertino.org>
Cc: Liang Chao <LiangChao@cupertino.org>
Subject: Community Grant Subcommittee

Hi Joanne and Rachelle,

Thank you for the meeting today and thank you so much for working on this!

Here is a brief summary of thoughts/requests:

- Please provide a comparison of what surrounding cities do for their grant programs
  - looking at Sunnyvale, they have a Community Events Grant Program, which provides some policy in the title: it is for events, so we may want to stick to events specifically (as opposed to maintenance/improvements of Deer Hollow Farm, which is not an event)
  - website: https://sunnyvale.ca.gov/services/customers/affordability/citygrants.htm
  - Please also look at Saratoga for ideashttps://www.saratoga.ca.us/301/Community-Event-Grants
    - they appear to have some accounting requirements, do we have these?
    - they have a separate street closure grant which sounds interesting
    - their eligibility criteria may have some parts to draw upon as well
- possibly categorize the most recent types of events/projects with some attributes such as ages, location, food, art, music etc. whatever categories make sense
- using the General Plan Guiding Principles in the GP Introduction as the basis for what kinds of projects (very generally, but ensure that is the basis of selection)
- Please edit the evaluation criteria further to explain what each criteria ultimately would mean in the evaluation (is less expensive good or not or is there more to this question?)
- How much is the cap of the entire program?
- How much is the per project/event cap?
- How much of an event is covered by the city (a percent, like Sunnyvale)?
- What funding have Chamber, Rotary, and WVCS received in total. Chamber has the $8k 2x/yr plus use of Community Hall (free or not?), for example
- State (if this is not already on your website) that there will be an MOU and follow-up evaluation metrics for success of the grant, to evaluate outcomes
- possibly state that the eligibility requirements are coming to Parks and Rec/Council prior to awarding of this year's grants as a policy resolution? Or have this be a subcommittee recommendation to the Council?

Community Event Grants | Saratoga, CA
The City of Saratoga recognizes the value of community events and their role in bringing residents together, building community, and establishing an identity for the City.
www.saratoga.ca.us

Sunnyvale, CA - City Grants and Loans

Community Grants. The City awards up to $34,000 each year for the Community Events and Neighborhood Grant program. Grant purpose: Events and projects taking place between Jan. 1 and Dec. 31, 2023 Grant status: Closed. Opens September 2022

sunnyvale.ca.gov

Sincerely,

Kitty Moore

Kitty Moore
Councilmember
City Council
Kmoore@cupertino.org
(408) 777-1389

Community Funding Historical Funding Report
Fiscal Year 2018-2023

Organization	FY 17-18	FY 18-19	FY 19-20	FY20-21	FY 21-22	FY 22-23	Total Funding Received
Friends of Deer Hollow Farm	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 7,000	-	$ 67,000
Cupertino Rotary	$ 12,000	$ 12,000	$ 12,000	$ 12,000	$ 12,000	-	$ 60,000
Euphrat Museum of Art	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 15,000	-	$ 55,000
Cupertino Historical Society	$ 15,000	$ 15,000	$ 20,000	$ 20,000	$ 20,000	-	$ 90,000
Iranian Federated Women's Club	$ 400	$ 400	-	-	-	-	$ 800
Bay Area Chrysanthemum Show	-	-	$ 1,300	-	-	-	$ 1,300
Cupertino Symphonic Band	-	-	$ 2,000	-	-	-	$ 2,000
Santa Clara Valley Audubon Society	-	-	$ 10,000	$ 7,500	$ 8,500	-	$ 26,000
Cupertino DeAnza Lion's Charities	-	-	$ 10,000	-	-	-	$ 10,000
Heart of the Valley	-	-	$ 7,000	-	-	$ 6,161	$ 13,161
West Valley Community Services	-	-	$ 20,000	$ 20,000	$ 10,000	$ 10,000	$ 60,000
Breathe CA	-	-	$ 2,500	$ 4,000	-	$ 4,000	$ 10,500
Elevate the Future	-	-	-	$ 3,000	-	-	$ 3,000
Chinese American Coalition for Compassionate Care	-	-	-	$ 6,000	$ 12,000	$ 13,000	$ 31,000
Bhubaneswar Sister City	-	-	-	$ 7,500	-	-	$ 7,500
Silicon Valley Jewish Film Festival	-	-	-	$ 5,000	-	-	$ 5,000
Cupertino Library Foundation	-	-	-	-	$ 15,000	-	$ 15,000
Buddhist Tzu Chi Medical Foundation	-	-	-	-	$ 7,400	$ 8,300	$ 15,700
Valkyrie Robotics	-	-	-	-	$ 3,000	-	$ 3,000
Tian Hong Foundation	-	-	-	-	$ 3,000	-	$ 3,000
Monta Vista High School Music Boosters	-	-	-	-	$ 3,000	-	$ 3,000
Women SV	-	-	-	-	-	$ 20,000	$ 20,000
American Cancer Society	-	-	-	-	-	$ 6,000	$ 6,000
Omniware Networks	-	-	-	-	-	$ 2,000	$ 2,000
Total	$ 52,400	$ 52,400	$ 109,800	$ 110,000	$ 115,900	$ 69,461	$ 509,961

Funding and Services Organizations Received from the City
Fiscal Year 2018-2023

Cupertino Chamber of Commerce	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023**	Total Received
Budget							
Contract Agreement ($8,000 2x per year)	$ 16,000.00	$ 16,000.00	$ 16,000.00	$ 16,000.00	$ 8,000.00	$ -	$ 72,000.00
Rooms							
LAC Meetings (Generally First Fridays)	10 bookings	11 bookings	8 bookings	None	None	None	**29 bookings**
Festival Fee Waivers							
Diwali	$ 14,188.00	$ 16,414.00	$ 14,161.00	$ 16,602.00	$ 16,803.00	$ 13,764.00	$ 91,932.00
Holi	$ 2,791.00	$ 4,791.00	$ 5,106.00	$ 6,021.00	$ 6,104.00	$ 5,557.00	$ 30,370.00
Night Market	$ -	$ -	$ -	$ 15,099.00	$ 9,545.00	$ -	$ 24,644.00

Rotary Club of Cupertino	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023**	Total Received
Budget							
Community Grant Funding	$ 12,000.00	$ 12,000.00	$ 12,000.00	$ 12,000.00	$ 12,000.00	$ -	$ 60,000.00
Festival Fee Waivers							
Fall Festival	$ 14,277.00	$ 15,599.00	$ 16,943.00	$ 16,931.00	$ 17,323.00	$ 16,798.00	$ 97,871.00

West Valley Community Services	FY 2017-2018	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023**	Total Received
Budget							
Community Grant Funding	$ -	$ -	$ 25,000.00	$ 20,000.00	$ 10,000.00	$ 10,000.00	$ 65,000.00
CDBG Capital Housing Grant*	$ 165,716.20	$ 176,201.24	$ 43,310.00	$ 174,850.40	$ 222,971.41	$ -	$ 783,049.25
CDBG Public Service Grant*	$ 32,488.00	$ 34,999.62	$ 35,646.16	$ 38,460.07	$ 31,117.81	$ 38,054.69	$ 210,766.35
General Fund Human Services Grant	$ -	$ 40,000.00	$ 39,999.87	$ 65,780.00	$ 65,765.84	$ 65,780.00	$ 277,325.71
CWP Homeless Job Program	$ -	$ -	$ -	$ -	$ 97,016.09	$ 200,000.00	$ 297,016.09
BMR Affordable Housing Fund Capital Housing Grant	$ 122,264.84	$ 79,986.13	$ -	$ -	$ -	$ -	$ 202,250.97

*Community Development Block Grant (CDBG) federal funds are provided by the US Dept of Housing and Urban Development.

**Fiscal Year 2022-2023 displays the amounts approved and not the actual amounts distributed.

Community Grant Policies in Santa Clara County

City	Cupertino	Campbell	Los Gatos	Mountain View	Santa Clara	San Jose	Saratoga	Sunnyvale
Policy Name	Community Funding Grant Policy	Social Service Subgrants	Community Grants	Community for All Grant *One-Time Program for FY 2018-2019*	Community Grant Policy	Festival, Parade & Celebration Grants	Community Event Grants	Community Events Grant Program
Purpose	Provides funding to local non-profit organizations in the areas of social services, fine arts and other programs for the general public. The policy provides a framework for the City's Community Funding Grant Program and guides the administration of the program and decision-making process. It also provides guidance on key aspects of the City's Community Funding Grant Program processes including: Eligibility, Evaluation Criteria, Restrictions/Guidelines, and Procedure.	Provides grant funds to support community agencies that offer programs to serve Campbell residents. The programs fulfill a critical need that is not already provided by the City through an existing program or service. The Social Service Subgrant program provides funding for two years and applicants must specify the requested funding per year in their application.	Provides grants of Town general fund monies to projects and organizations that directly benefit the community and residents of Los Gatos.	As part of the City Council Major Goals, the Council adopted a goal that affirms Mountain View's commitment to protecting vulnerable populations and preserving the socioeconomic and cultural diversity of Mountain View. Known as "Community for All," the goal supports efforts to fund and/or improve awareness of, and access to, information and referral resources for immigrants; particularly for mixed-status families.	To establish a standardized process to award grants to qualifying nonprofit community organizations, youth athletic groups or organizations, educational groups or organizations, or individuals, for events, activities, and competitions that provide a public benefit for the City of Santa Clara and its residents.	Provides a limited number of Festival, Parade & Celebration Grant (FPC) awards each year in order to: - Expand access for all City residents to a wide range of cultural experiences in the form of community festivals, parades and celebrations; - Enhance San Jose's overall cultural environment; - Support San Jose's economic vitality; and - Increase the City's visibility and reputation as a desirable destination for visitors.	Program gives local event organizers the opportunity to seek funding for their community events and focuses in bringing residents together, building community, and establishing an identity for the City.	Program was created to support and encourage groups to build community and celebrate our unique culture by holding community events in Sunnyvale.
Eligibility	Eligibility: - 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.	Eligibility: - Program demonstrates the community need or problem to be addressed by the proposed project. - Program serves and benefits Campbell residents. - Program serves an at-risk population. - Program does not duplicate a service already provided by the City. - Program shows a positive and measurable impact for the community.	Eligibility: - Applicants must be incorporated as a 501c3 nonprofit organization - For community non-profit organizations to propose one-time funding for projects or services that have a direct impact on post-pandemic recovery and/or a need created as a result of the COVID-19 pandemic - Limit of one community grant proposal per agency/organization. Priority will be given to organizations that do not receive Town funding through other means - Proposal must directly benefit Los Gatos residents or the general community of Los Gatos - Applicants must be in compliance with all applicable local, state, and federal laws and non-discrimination requirements	Eligibility: - Nonprofit 501(c)(3) organization, including faith-based organizations, that serves Mountain View residents; or - Community-based organization or association in partnership with a 501(c)(3) fiscal sponsorship that serves Mountain View residents. The grant-funded project, program, or event must take place during the 2019 calendar year in the City of Mountain View and serve Mountain View residents; and Grant recipients are responsible for the implementation of the project, program, or event and must have the authority and capacity to complete the funded activity.	Eligibility: - Provides a benefit to Santa Clara residents - If the grant is for an event, then the event will be open to the general public and does not discriminate on the basis of race, gender, religion, sexual orientation, or any other protected characteristic under state or federal law - Aligns with established Council goals - Grant funds will not be used for political or religious purposes - If the event or activity is a fundraising event, that the proceeds from the fundraising activity will support programs, services or events for residents of the City of Santa Clara	Eligibility: - Designated as a 501(c) not-for-profit public benefit corporation in good standing; - One year history of events programming in San Jose at the time of application; - Organization's event takes place during July 1, 2022 – June 30, 2023 in the city of San Jose and has cash expenses of at least $5,000; - Organization's event is not conducted primarily as a fundraiser and is not intended to convey a religious message nor advocate a political position; and - Organization a) is not a division/department within the City of San Jose; and b) will not fund the event with a take pART Grant from the City of San Jose.	Eligibility: - Event is located in Saratoga - Event is free and open to the public - Event is volunteer-led - Event concentrates on Saratoga's character, diversity, or history - Event celebrates the community, not limited to a small group (such as a reunion) - $1 million liability coverage for event is required	Eligibility: - The sponsoring organizations must be nonprofit or not-for-profit. Applicants must attach a copy of nonprofit documentation if the organization has such documentation. - All proposed events must: be held within Sunnyvale City limits, be of a citywide nature, serve the greater community, be free and open to the public, and occur between January 1 and December 31, 2022. Note: priority may be given to events that demonstrate capacity to serve at least 500 people. - The event should encourage celebrations of community which focus on the character, diversity and quality of Sunnyvale and provide vitality and identity to the community. - Priority will be given to encourage new event applications as well as supporting existing events that have been highly successful in the past, subject to other grant criteria. -Community event grant funding from the City will represent no more than 40 percent of the total event budget, including the value of in-kind goods and services but excluding the value of volunteer time.
Evaluation Criteria	Criteria: - Impact on and benefit to the Cupertino community - Community need for the program/project/event - Alignment with City mission and values - Uniqueness of the program/project/event - 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 applicant and 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	N/A	Criteria: Applications will be ranked and evaluated based on the scoring rubric. Grant Scoring Rubric - Scored on a scale (exemplary, good, neds improvement, and evidence not demonstrated/disqualifying if recieved in any one category). Criteria Categories include: - Post-pandemic recovery or need related to COVID-19 pandemic - Community Impact - Organizational Background - Approach - Budget Analysis - Feasibility - Assessment/Evaluation	Criteria: Applications will be evaluated according to the following criteria: Project Impact: - Information and Referral: How does the project, program, or event provide access to information or referral services for immigrant communities? - Benefit: How many people and/or which populations are expected to benefit from the project or event? Does the project fill a gap in services or address an identified need? - Diversity: Does the project or event help to preserve the socioeconomic and cultural diversity of the Mountain View community? - Number of Mountain View residents served. Project/Event Design: Is the project or event well planned and conceptualized? Is there a high likelihood of success? Does the applicant have experience in providing similar projects? Values: Does the project demonstrate close alignment to City values of respect, inclusivity, and preserving cultural diversity?	Criteria: - Applicants submit timely and complete grant applications to the City Manager's Office for review - City Manager's Office reviews application for compliance with eligibility criteria and availability of funds. City Manager may seek additional information from applicant as necessary. - If an application is approved by the City Manager's Office, then the approved application marked accordingly shall be transmitted to the applicant with additional instructions, if any. - If an application is not approved by the City Manager's Office, the City Manager shall notify the applicant in writing.	Criteria: Applications will be evaluated according to the following criteria, in the context of the applicant's overall goals and the purpose and goals of Festival, Parade and Celebration Grants Program: - Event narrative & cultural, historical and/or neighborhood significance 30% - Communications (marketing and outreach) and attendance 30% - Financial and budgetary capabilities/leveraging of City funding 20% - Ability to produce a well-planned and safe event 10% - Economic impact 10% Rating System: 10- point scale - An application must receive an overall score of at least 75 points in order for the panel to consider it for funding. However, achieving a score of at least 75 points does not guarantee that the Panel will recommend an application for funding, as funds may not be sufficient to recommend a grant for all applicants that score above the minimum threshold.	N/A	Criteria: The CENGP Subcommittee will review each application and may choose to contact the applicant or request an interview with any applicant. City Council will make final funding decisions by January 2022 and grant applicants will be notified, in writing within 10 days. Fundraiser events are not eligible for grant funding. A "fundraiser" is defined as any event that solicits funds from attendees either through direct ticket sales or asking for a donation. Events that are free and open to the public that include passive, purely optional opportunities for donations to other community nonprofit organizations, such as canned food or school supply drives or voluntary donation jars on exhibitor tables, are not considered fundraisers. Under no circumstances shall event sponsors, partners or participants seek funds in the form of raffle tickets, silent auction bids or items of similar intent.
Restrictions and Guidelines	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.	Guidelines: The Civic Improvement Commission (CIC) is responsbile for making recommendations to Council on allocating the City's Social Service Subgrant funds. - The CIC will manage the Social Services Subgrant allocation based on the budget approved by City Council. - During the two-year funding cycle the City reserves the right to reduce funding levels should the City's operating budget be constrained. - Performance Reports are required annually and reviewed by the Commission.	Guidelines: Application does not commit the Town to award a contract, pay any costs incurred in the preparation of the application, or procure or contract for services or supplies. The Town reserves the right to accept or reject an or all applications received, to negotiate with all qualified applicants, or to cancel in part or in its entirety the community grant program if it is in the best interest of the Town. The Town may also negotiate with qualified agencies to meet community need.	Guidelines: Grant proposals need to demonstrate a focus on one or more of the following areas: - Improving awareness of, and access to, information and referral resources for immigrant communities - Building community and helping to create an inclusive and welcoming environment for immigrant communities The Community for All Grant will not fund: - Political and organization fundraising campaigns - Lobbying efforts - Marketing of products or technologies - Costs for preparing or submitting a grant application - Endowment campaigns - Alcoholic beverages All groups or organizations receiving Community for All 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.	Guidelines: - If the applicant has received a grant for an event/activity other than competition attendance, then applicant shall submit proof that the grant funds have been spent in the manner and for the purposes stated on the application within thirty (30) days after the event/activity. - If the applicant has received a grant for competition attendance, then proof of all allowable expenses actually incurred, as well as allocation of grant funds, shall be submitted to the City Manager's Office by the applicant within thirty (30) days after the competition. - 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 City Manager's Office for application and review in accordance with this policy. - Staff shall report any distributions in accordance with applicable tax law.	Guidelines: Grant awards are intended to serve as partial support for events. Grant requests: - Must not exceed 50 percent of the proposed event's expenses and, due to limited funds, grant awards will usually be significantly less. - Must be a minimum of $2,500, which means that an event must have expenses of at least $5,000 to be eligible. - Must be between $2,500 and $5,000 if the proposed event has not been produced in the last five years. Grant funds must be used for event-related expenses only and not for a previous year's operating deficit, administrative costs, or other organizational costs unrelated to production of the event or for any capital equipment purchases. No part of the grant shall be used to promote or inhibit religion nor for any political advocacy.	Guidelines: Grant funding may be used for: - City-related fees (such as park rental or permit costs) - Contract services - Event materials - Permits - Supplies - Grants are issued upon a reimbursement basis. Funding sources in addition to the grant are encouraged. Insurance Coverage - All event organizers who receive funding through the Community Event Grant Program must obtain event liability insurance coverage in the amount of at least $1 million. The insurance coverage will name the City of Saratoga, its officers, officials, employees, agents and volunteers as additional insured. Event organizers must provide a "Certificate of Insurance" with "Additional Insured Endorsement" to the City prior to holding the event.	Guidelines: - Funds may be granted to religious organizations if the funds are not used for a religious purpose including for the promotion of any sect, church, creed, or sectarian organization, nor to conduct any religious service or ceremony. This eligibility criterion is an attempt to preserve separation of church and state while still allowing religious organizations to be eligible for grant funds. - Organizations that are collaborating with the City in co-sponsoring an event are eligible to apply for grant funding, however, grant funds can only be used to defray expenses incurred by the co-sponsoring organization(s) rather than the City. - Grants will not be awarded to organizations owing a debt to the City. - Grants will not be awarded to individuals. - The sponsoring organization must demonstrate the ability to produce a well-planned, safe event and demonstrate strong financial management and effective management controls, including cost-effectiveness. - Organizations must be able to communicate the public purpose of their proposed event or service. Some factors that demonstrate the purpose of your event may include: Whether the proposed project/service compliments or enhances a service that the City also provides, When there is an identifiable secondary, or indirect, benefit to
Funds Available	Total: $70,000 - $90,000 Grant shall not exceed $20,000 per applicant, per year	N/A	Total: $80,000 Grant shall not exeed $10,000 each	Total: $60,000 Grant shall not exceed $10,000 each	Grant shall not exceed $10,000 each	Up to 50% of total event expenses	Grants shall not exceed $2,000 per event	Total: $34,000 Up to 40% of total event expenses
Funding (Provided Upfront or Reimbursement)	Upfront	N/A	N/A	Reimbursed	N/A	N/A	Reimbursed	Reimbursed

Notes/Comments							
	Applications are due by February 1. - Applicants will be expected to reimburse the City any funding awarded and not used for their program/project/event.	Applications open for two Fiscal Years/Funding Cycles at a time		Applications are reviewed by the City Manager's Office staff for completeness and conformance to guidelines and will present recommendations to the Human Relations Commission. The Human Relations Commission will evaluate grant requests and make funding recommendations to the Mountain View City Council for approval. The City Council will have the sole discretion to approve or not approve grant awards.	If the activity being funded is individual or group attendance at a youth competition or performance, then the applicant must demonstrate that the activity being funded by the City's grant will satisfy all of the following criteria: - Funding the activity provides a benefit to Santa Clara residents, students or schools - Contributes positively to the recognition and image of the City of Santa Clara - Aligns with established Council goals - Grant funds will not be used for political or religious purposes - The grant funds requested will only be used for a specific state, national, or international title or performance - The grant funds requested do not exceed 20% of the allowable expenses (registration, hotel, transportation, and food) and comport with the other requirements stated in the application - Individuals, teams or groups should either be from Santa Clara schools or have at least 50% of the students from the teams or groups be residents in the City of Santa Clara - The student-to-coach/chaperone ratio is six students to one coach/chaperone	City Council also sets aside funding to help a local organization pay for the cost of closing down Big Basin Way for a community event. This Street Closure Grant is separate from the Community Event Grant and is awarded to only one organization.	Grant recipients must attempt to expend all grant funding within City limits. Grant funds must be used only for the event applied for, but may be used for any costs, including costs payable to the City. The City will not waive any fees for services associated with the event.

Cities that do NOT have Community Grants: Los Altos
Cities reached out to and have not heard back from: Gilroy, Milpitas, Palo Alto

GUIDING PRINCIPLES

The Guiding Principles provide additional detail about Cupertino's desired future necessary to fully articulate the ideas contained in the vision statement. Similarly, the Guiding Principles were developed based on extensive community input.

1 DEVELOP COHESIVE NEIGHBORHOODS

Ensure that all neighborhoods are safe, attractive and include convenient pedestrian and bicycle access to a "full-service" of local amenities such as parks, schools, community activity centers, trails, bicycle paths and shopping.

2 IMPROVE PUBLIC HEALTH AND SAFETY

Promote public health by increasing community-wide access to healthy foods; ensure an adequate amount of safe, well-designed parks, open space, trails and pathways; and improve safety by ensuring all areas of the community are protected from natural hazards and fully served by disaster planning and neighborhood watch programs, police, fire, paramedic and health services.

3 IMPROVE CONNECTIVITY

Create a well-connected and safe system of trails, pedestrian and bicycle paths, sidewalks and streets with traffic calming measures that weave the community together, enhance neighborhood pride and identity, and create access to interesting routes to different destinations.

4 ENHANCE MOBILITY

Ensure the efficient and safe movement of cars, trucks, transit, pedestrians, bicyclists and disabled persons throughout Cupertino in order to fully accommodate Cupertino's residents, workers, visitors and students of all ages and abilities. Streets, pedestrian paths and bike paths should comprise an integrated system of fully connected and interesting routes to all destinations.

5 ENSURE A BALANCED COMMUNITY

Offer residents a full range of housing choices necessary to accommodate the changing needs of a demographically and economically diverse population, while also providing a full range of support uses including regional and local shopping, education, employment, entertainment, recreation, and daily needs that are within easy walking distance.

6 SUPPORT VIBRANT AND MIXED-USE BUSINESSES

Ensure that Cupertino's major mixed-use corridors and commercial nodes are vibrant, successful, attractive, friendly and comfortable with inviting active pedestrian spaces and services that meet the daily needs of residents and workers.

7 ENSURE ATTRACTIVE COMMUNITY DESIGN

Ensure that buildings, landscapes, streets and parks are attractively designed and well maintained so they can complement the overall community fabric by framing streets and offering a variety of active, relaxing and intimate pedestrian spaces.

8 EMBRACE DIVERSITY

Celebrate Cupertino's diversity by offering a range of housing, shopping and community programs that meet the needs of the full spectrum of the community, while ensuring equal opportunities for all residents and workers regardless of age, cultural or physical differences.

9 SUPPORT EDUCATION

Preserve and support quality community education by partnering with local school districts, community colleges, libraries and other organizations to improve facilities and programs that enhance learning and expand community-wide access.

10 PRESERVE THE ENVIRONMENT

Preserve Cupertino's environment by enhancing or restoring creeks and hillsides to their natural state, limiting urban uses to existing urbanized areas, encouraging environmental protection, promoting sustainable design concepts, improving sustainable municipal operations, adapting to climate change, conserving energy resources and minimizing waste.

11 ENSURE FISCAL SELF RELIANCE

Maintain fiscal self-reliance in order to protect the City's ability to deliver essential, high-quality municipal services and facilities to the community.

12 ENSURE A RESPONSIVE GOVERNMENT

Continue to be a regional leader in accessible and transparent municipal government; promote community leadership and local partnerships with local and regional agencies; and remain flexible and responsive to changing community needs.

Communty Funding Recipients by Proposed Categories

Category	Organization	Project	Funding total	Fiscal Year Funded
Art	Euphrat Museum of Art	Art Exhibits	$15,000	2021-2022
Art	Tian Hong	Art Contest	$3,000	2021-2022
Art	Omniware Networks	Youth Art Exhibition	$2,000	2022-2023
Education	Chinese American Coalition for Compassionate Care	Mindfull Self-Care program	$12,000	2021-2022
Education	Cupertino Library Foundation	Empower/Connect with Seniors	$15,000	2021-2022
Education	Monta Vista High School Music Boosters	Speech Program	$3,000	2021-2022
Education	Breathe CA	Wellness Programs	$4,000	2022-2023
Education	Chinese American Coalition for Compassionate Care	Grief and Loss Program	$13,000	2022-2023
Education	Women SV	Technical Support for domestic abuse survivors	$20,000	2022-2023
Events	Cupertino Rotary	Fall Festival	$12,000	2021-2022
Events	Santa Clara County Audubon	Festival	$8,500	2021-2022
Events	West Valley Community Services	Gift of Hope- Holiday Shopping for familes in poverty	$10,000	2021-2022
Events	Buddhist Tzu Chi	Health Fair	$7,400	2021-2022
Events	Valkyrie	Mini Robot Competition	$3,000	2021-2022
Events	Buddhist Tzu Chi	Health Fair	$8,300	2022-2023
Events	Relay for Life	Event	$6,000	2022-2023
Events	West Valley Community Services	Gift of Hope- Holiday Shopping for familes in poverty	$10,000	2022-2023
Health	Services for Seniors	COVID Car Kit	$6,160	2022-2023
Site Improvements	Friends of Deer Hollow Farm	Demonstration Garden	$7,000	2021-2022

Fiscal Policies – Community Funding Grant Policy

PURPOSE

The City of Cupertino currently provides funding to local non-profit organizations in the areas of social services, fine arts, and other programs for the general public. The policy provides a framework for the City's Community Funding Grant Program and guides the administration of the program and decision-making process. It also provides guidance on key aspects of the City's Community Funding Grant Program processes including Eligibility, Evaluation Criteria, Restrictions/Guidelines, and Procedure.

SCOPE

All requests for funding must comply with this policy.

POLICY

The City has established the Community Funding Grant Program, subject to availability of funds, with a range of $70,000 to $90,000 in total funding available. Community Funding Grants shall not exceed $20,00 per applicant, per year. City Council will determine the organizations to be awarded funds through the Community Funding Grant Program. City Staff shall review applications for completeness and review the qualifications and accuracy based upon the eligibility criteria set forth below. In all cases, the City reserves the right to reject any and all applications in the event staff identifies a potential conflict of interest or the appearance of a conflict of interest. Submission of an application in no way obligates the City to award a grant and the City reserves the right to reject any or all applications, for any reason, at any time.

Eligibility

To receive consideration 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, or endowment funds.
- 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

- Impact on and benefit to the Cupertino community
  - Number of Cupertino residents served vs. number of non-Cupertino residents served

> o Cost per Cupertino resident served vs. cost per non-Cupertino resident served
> o Availability of the program/project/event to the entire Cupertino community

- Community need for the program/project/event
- Alignment with ~~City mission and values~~ Cupertino General Plan Principles
- Uniqueness of the program/project/event
  - o Lack of duplication in service in Cupertino
  - o 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.
- Festivals currently receiving funding through Festival Fee waivers may not apply for funding through the Community Funding Grant Process for the same festival
- 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.

Procedure

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.
   - 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.
   - Applicants will be expected to reimburse the City any funding awarded and not used for their program/project/event.

Fiscal Policies – Community Funding Grant Policy

The City of Cupertino currently provides funding to local non-profit organizations in the areas of social services, fine arts, and other programs for the general public. The policy provides a framework for the City's Community Funding Grant Program and guides the administration of the program and decision-making process. It also provides guidance on key aspects of the City's Community Funding Grant Program processes including Eligibility, Evaluation Criteria, Restrictions/Guidelines, and Procedure.

SCOPE

All requests for funding must comply with this policy.

POLICY

The City has established the Community Funding Grant Program, subject to availability of funds, with a range of $70,000 to $90,000 in total funding available. Community Funding Grants shall not exceed $20,00 per applicant, per year. City Council will determine the organizations to be awarded funds through the Community Funding Grant Program. City Staff shall review applications for completeness and review the qualifications and accuracy based upon the eligibility criteria set forth below. In all cases, the City reserves the right to reject any and all applications in the event staff identifies a potential conflict of interest or the appearance of a conflict of interest. Submission of an application in no way obligates the City to award a grant and the City reserves the right to reject any or all applications, for any reason, at any time.

Eligibility

To receive consideration for a Community Funding Grant, grant requests must:

- Be 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, or endowment funds.
- 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

- Impact on and benefit to the Cupertino community
    - Number of Cupertino residents served vs. number of non-Cupertino residents served

- o Availability of the program/project/event to the entire Cupertino community
- Community need for the program/project/event
- Alignment with Cupertino General Plan Principles
- Uniqueness of the program/project/event
  - o Lack of duplication in service in Cupertino
  - o 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.
- If requested, recipients must provide full financial statements for the organization.
- Festivals currently receiving funding through Festival Fee waivers may not apply for funding through the Community Funding Grant Process for the same festival
- Admission to or participation in the event must be "free of charge"
- 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.

Procedure

1. Applicants submit timely and complete grant applications by February 1.
2. City Staff reviews application for completeness and compliance eligibility.
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			Evaluation Criteria										
Total Budget	Amount Requested	Funding from prior year (if applicable)	Impact on and benefit to the Cupertino Community - Total # participants - # of Cupertino part. - Availability of event to the Cupertino Community	Alignment with City Mission and Values General Plan Principles - 12 guiding principles - Exceptional Service - Education - Innovation - Collaboration	Community Need for the program/project/event - Demonstrated community impact	Uniqueness of the program/project/event - Unduplicated service/ originality - Level of collaboration if a duplicated service	Reasonable Cost - How will the organization use the grant funds	Demonstrated effort to secure funding from other sources - Non-City funding sources or - Established partnerships with other organizations	Qualifications/experience of the organization/members	NEW APPLICANTS: Application Impact - Originality	RETURNING APPLICANTS: Application Impact - Past performance and program efficacies	Total Score	NOTES:
Max Points			20	20	15	15	10	10	5	5	5	100	
Organization: Omniware Networks **Program/Project/Event:** Peace Love Unity Youth Art Contest Exhibition												0	
Organization: Palisadoes Foundation **Program/Project/Event:** Calico Challenge SF												0	
Organization: American Cancer Society **Program/Project/Event:** Relay for Life - Silicon Valley North												0	
Organization: STEMBoost Corporation **Program/Project/Event:** STEMBoost Summer Workshop												0	
Organization: Youngzine **Program/Project/Event:** Summer Youth Climate Steward Program												0	
Organization: Able 2 Shine **Program/Project/Event:** Teens Club Events in 2022												0	
Organization: Cupertino Educational Endowment Foundation **Program/Project/Event:** Expansion of the Teacher Grant Program												0	
Organization: Cupertino Union School District **Program/Project/Event:** CUSD Summer Bridge												0	
Organization: Fremont Union School District Foundation **Program/Project/Event:** Care Solace Prtnership for Mental Health Services												0	
Organization: Women SV **Program/Project/Event:** Technical Support for Domestic Abuse Survivors												0	
Organization: Breathe California of the Bay Area **Program/Project/Event:** Seniors Breather Easy												0	
Organization: Tian Hong Foundation **Program/Project/Event:** 2022 Tian Hong Cross Cultural Youth Art Contest												0	
Organization: Buddhist Tzu Chi Medical Foundation **Program/Project/Event:** Healthy Cupertino Health Fair												0	
Organization: Senior Services - Heart of the Valley **Program/Project/Event:** COVID Car Kit												0	
Organization: Chinese American Coalition for Compassionate Care **Program/Project/Event:** Mindfully Facing Grief and Loss and Starting the Conversation												0	
Organization: Cupertino Bhubansewar Sister City Initiative **Program/Project/Event:** Bhubansewar Sister City Festival for Exchange Immersian												0	
Organization: Euphrat Museum of Art - DeAnza College **Program/Project/Event:** Euphrat Museum Exhibitions and Events												0	
Organization: Monta Vista High School Music Boosters Inc **Program/Project/Event:** Monta Vista Speech Program												0	
Organization: Rotary Club of Cupertino **Program/Project/Event:** Silicon Valley Fall Festival												0	
Organization: West Valley Community Services **Program/Project/Event:** Gift of Hope 2022												0	
Organization: Silicon Valley Jewish Film Festival **Program/Project/Event:** Silicon Valley jewish Film Festival												0	

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CITY OF CUPERTINO

Agenda Item

22-11808

Agenda Date: 12/1/2022
Agenda #: 4.

<u>Subject</u>: Consider Canceling the January 2023 Parks and Recreation Commission Meeting

Cancel the January 2023 Parks and Recreation Commission Meeting.

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CITY OF CUPERTINO

Agenda Item

22-11809

Subject: Monthly Update Reports

Receive monthly update reports from the Director of Parks and Recreation and commissioners.

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