



**CIVIC IMPROVEMENT COMMISSION**  
**70 North First Street - Campbell, California 95008**

**Thursday, November 10, 2016 – 6:30 PM**

**Doetsch Conference Room**

**Study Session Agenda**

**ROLL CALL**

**ORAL REQUESTS**

**NEW BUSINESS**

Pilot Beautification Program\*

**ADJOURN**

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*In compliance with the Americans with Disabilities Act (ADA), assistive listening devices are available upon request for public meetings held in the City Council Chamber. If you require accommodation to participate, please contact Al Bito in the City Manager's office at 408-866-2128 or by e-mail [alb@cityofcampbell.com](mailto:alb@cityofcampbell.com).*

*\* Indicates written attachment and is available upon request by contacting Diana Johnson at 408-866-2125 or by e-mail [dianaj@cityofcampbell.com](mailto:dianaj@cityofcampbell.com).*



**City of Campbell**  
**INTEROFFICE MEMO**

**DATE:** November 10, 2016  
**TO:** Civic Improvement Commission  
**FROM:** Al Bito, CIC Staff Liaison   
**SUBJECT:** **Study Session: Draft Pilot Beautification Grant Program**

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As part of its Major Workplan for FY 2017, the CIC has been working on developing a pilot Beautification program.

Initial research and comparative analysis has been completed by Human Resources Assistant Michael Thomas. Last September, the CIC appointed three members to serve on its Beautification Subcommittee: Vice Chair Lucy Zheng and Commissioners Sharon Teeter and Alan Zisser. The Committee has convened multiple times with staff to develop program language and criteria for the City's new pilot Beautification program. Sources of research information included comparable programs in place from the City of Plano, TX and from City of Aurora, CO.

As currently drafted, the proposed Beautification program will provide grant incentives in two tiers for neighborhoods and small businesses/organizations. At least one tier would require a matching grant component.

The City Council has approved \$25,000 in the FY 2017 to support the Pilot Beautification Program.

For the November 10 CIC Study Session, attached is the Committee's working draft document for the Commission's review and discussion.

**Attachments:**

1. Draft Beautification program
2. Draft Beautification applications (two versions)



## Civic Improvement Commission Pilot Beautification Grant Program

### Mission and Purpose

The City of Campbell is committed to supporting its residents, small business owners and non-profit organizations. Together the City and its residents can build and maintain a sense of community when neighbors, businesses, and local organizations connect with each other on shared interests to Campbell's appearance.

The City of Campbell Pilot Beautification Grant program provides grant funds to support Campbell neighborhood groups, small businesses and non-profit organizations (e.g. schools, churches, etc.) in building strong relationships around a community-driven initiative

All projects must:

- Support community goals
- Be highly visible from the public realm (ie, visible from street/curb)
- Have a community benefit
- Result in an enhancement of the neighborhood or small business' appearance
- Be within city limits

### Grant Funding Options

Two grant funding options are available for both neighborhoods and small businesses/organizations:

1. Level 1 grant valued between \$500 and \$1,500 (no matching requirement)
2. Level 2 grant valued between \$3,000 and \$5,000 (1:1 match required)

Applicants may be approved for one application, per property, per year. Applicants must complete the work within six months of receiving project approval for neighborhood groups and 12 months for small businesses/organizations. The City's approving authority, the Civic Improvement Commission, will not consider applications for projects where work has already commenced.

### Matching Funds Requirement

- While no matching requirement exists for "Level 1" grants, Level 2 grant projects must have a 1:1 match of the amount of the grant or 50% of the total cost of the project, whichever amount is least-[not based on half the budget, but half of cost. Also, project may exceed twice the grant – if grant is \$4K and it ends up costing \$9K, they will need to come up with extra \$1K, which means it is not 50/50.] The match provided must be directly related to the project being undertaken.

**Grants are based on reimbursement of completed work.** After completion and approval for project, the City will reimburse per grant limits based on proof of final costs.

Matching resources may include the following:

- Cash contributions **which** must be documented by submitting a bank statement from the organization / business showing available funds.
- Donated or discounted materials or services must be documented on the donor's letterhead by providing on the donor's letterhead a commitment of resources with a listed retail value. **(Applicable for neighborhood groups and non-profit organizations only)**
- Donated professional services, such as architectural, engineering, construction, etc., must be documented by providing on the donor's letterhead a commitment of resources with a listed retail value. **(Applicable for neighborhood groups and non-profit organizations only)**
- Volunteer labor must be documented by submitting a signed commitment letter with the total number of volunteers and hours of labor (total value is calculated using the current city rate. **(Applicable for neighborhood groups and non-profit organizations only)**)

*Volunteer Activities* . **(Applicable for neighborhood groups and non-profit organizations only)**

Eligible volunteer activities only include actual work performed implementing the project. It does not include pre-planning or planning activities. Eligible activities could include cleaning, painting, removing or planting landscaping.

A section of the application form will allow for the calculation of the proposed volunteer labor value. Applicants can use this section of the form to describe volunteer activities, the number of volunteers and the total number of hours. A sample of a calculation for volunteer match is provided below.

### **Project Budget**

The proposed Project Budget section of the application form must be completed before submitting. Supporting documentation is required for applicants requesting "Level 2" grants. Please list the name of the selected contractor(s) after the line item description. A sample Project Budget is provided below.

Sample Project Budget					
Expenses - Line Item Description	City Match	Neighborhood Match			Total Expenses
	Cash	Donated Supplies/ Materials/ Labor	Volunteer Value	Donation / Cash	
Screening wall repairs – ABC Contractor Services	\$ 4,000			\$ 2,000	\$ 6,000
Landscape material - trees, flowers		\$ 2,062.50			\$2,062.50
Landscape material - soil/mulch				\$ 200	\$ 200
Landscape services			\$ 2,531		\$ 2,531
Ice, water, snacks		\$ 110			\$ 110
<b>Total Project Cost</b>	<b>\$ 4,000</b>	<b>\$ 1,010</b>	<b>\$ 2,531</b>	<b>\$ 2,200</b>	<b>\$10,903.50</b>

## Funding Cycles

Funding for this pilot program has been appropriated by the Campbell City Council for FY2016-17. There is no guarantee of the amount of funds that will be appropriated each year. Grant funding cycles will be following an open and competitive application period during which time applicants will receive priority consideration if applications are submitted by the deadline as stated on the application. Applications received after the deadline will be considered on a first-come, first served basis. If funds are exhausted at the time of application submittal, staff will retain applications. If additional funds become available, staff will contact applicants in the order in which applications were received.

An optional grant workshop will be held prior to application deadline. Please contact City staff or visit the City's website for exact dates and locations.

Neighborhood associations and small businesses/organizations may submit one grant application per cycle. If proposed project is not awarded during one funding cycle, the neighborhood association or small businesses/organizations are encouraged to apply during subsequent funding cycles provided funds are available.

## Neighborhood Beautification Grant Information

Grants are available to neighborhood associations/groups that satisfactorily identify project objectives and meet application requirements and eligibility requirements. Eligibility criteria for neighborhood associations/groups are listed below.

### Eligible Applicants

Neighborhood groups including neighborhood associations are eligible for consideration if they satisfy the following requirements:

- Officially recognized neighborhood associations with by-laws on file with the City Manager's Office.
- Other neighborhood groups that are defined as three or more households with an active bank account in the group's name with one household acting as fiscal agent

- Other requirements include:
  - An open bank account in the organization's name at the time of application as checks are not disbursed to individuals. All applicant neighborhood groups must provide a copy of their latest bank statements.
  - **General liability insurance following notification of grant award**
- Projects must take place within the geographic area of the neighborhood in which the project will be completed
- Non-discrimination in membership based on race, gender, religion, national origin, age, disability, sexual orientation or any other status protected by law

### **Ineligible Applicants**

- Home Owners Associations / Property Owner Associations (HOA) **that** are single-family housing developments, as well as condominium and townhouse complexes that are legal entities in the form of corporations. Due to this designation, HOA's can enforce rules and collect dues via covenants, conditions and restrictions (CC&Rs). Since the aim of a HOA is to maintain a high quality of living, safety and cleanliness already with the collection of dues, HOA's are not considered neighborhood associations / groups and are therefore not eligible for the pilot beautification grant program.
- Multi-unit housing communities of two units or more including apartment complexes that collect fees for maintenance and repair of common areas Individuals or groups that do not meet the eligibility requirements as stated in this policy.
- Single family households

### **Eligible Projects**

All projects are subject to applicable City codes, ordinances, permitting requirements, other local and state regulations.

- Projects must meet the program objectives, including criteria such as:
  - support neighborhood goals
  - have a community benefit
  - community involvement
  - public improvements enhancement
  - visibility of improvements
- **Level 2 grant projects must have a 1:1 match of the amount of the grant or 50% of the total cost of the project, whichever amount is least.**
- Projects should be considerate of neighborhood diversity and adhere to ADA requirements, when applicable.
- Projects must adhere to existing City ordinances and not interfere with any current or planned Community Investment Program projects of the City.
- Applicants must consider future maintenance on completed projects, and provide a maintenance plan if applicable.
- Projects must be located within the city limits of Campbell.

### **Project Examples**

Typical projects will physically improve the neighborhoods. Examples include:

- Redesigned neighborhood entryway landscapes, with native vegetation or "Smartscape" plants

- “Smartscape” is defined as yard / garden designs that promote water conservation using native and/or drought tolerant plants
- Examples include barren landscape, rock gardens, indigenous plants with some water applied in well-controlled amounts as needed
- New neighborhood entryway signs
- Existing gateway sign and screening wall enhancements
- Repair/replacement of screening walls
- Greenbelt improvements
- Lighting enhancements in public spaces
- Drip irrigation system in shared use/community areas
- Private neighborhood park development/ improvement on public property
- Removal and or replacement of chain link fences visible from street
- Landscaping or tree planting on curb strips

### **Ineligible Projects**

The following types of projects are ineligible for grant funding through this program:

- Applications promoting special interests
- Projects not providing a public benefit
- Applications requesting funding for salaries or operating expenses
- Applications for events, social/cultural education programs or public art
- Projects that conflict with existing city ordinances, or current/planned community investment program
- Projects that may result in a public safety hazard
- General maintenance other than painting and stand-alone upgrades
- Roofing, roof enhancements and vinyl siding
- Purchasing personal and or business property including furniture
- Interior renovations including window coverings
- Security systems
- Signage including billboards and A-frames
- Employee wages
- On-going maintenance
- Improvements to individual single-family homes (e.g. front-yard landscaping)

### **Small Business/Non-Profit Organizations Façade Improvement and Beautification Program Information**

The City is committed to supporting a vibrant business community in Campbell to help small business owners attract, retain and grow their businesses. One way to achieve these goals is with a storefront that is aesthetically appealing to customers and community members. The program provides grants to property and business owners in defined commercial areas in the City to stimulate development, improve the visual image of properties and foster community pride. Additionally, grants are available to eligible non-profit organizations, including but not limited to schools, daycare centers, churches (and other houses of worship).

Grant recipients are limited to one grant per year.

### **Eligible Applicants**

- Applicants must be property owner or receive signed approval from property owners if they are tenants
- Tenants must have three years remaining on lease
- Buildings must have been built at least ~~ten~~ **five** years prior to applicants requesting grants
- Projects must be designed by qualified and licensed professionals with signs **or other structural elements** fabricated and installed by professionals
- Applicants must not owe outstanding property taxes, fees, judgments or liens to the City and have current business licensing **(if required)**
- Applicants must include project budget with application
- One grant is allowed per location each year based on the anniversary date of the completion of the previous project
- Improvements must remain in place and be maintained in good order for five years including abatement of vandalism and graffiti. If improvements are not maintained, the City may seek full reimbursement at its discretion

### **Ineligible Applicants**

Since the purpose of this pilot grant program is supporting small businesses, large commercial retail developments and other commercial businesses employing more than        employees including shopping centers are not eligible to apply for grant funding. The following commercial retail developments **and their tenants** are not eligible to apply for grant funding:

- Campbell Plaza
- The Pruneyard
- Hamilton Plaza
- San Tomas-Aquino Shopping Center
- Safeway Shopping Center (Hamilton Ave. at Marathon)
- Winchester Blvd. at Budd Ave.
- Kirkwood Plaza
- Big Lots shopping center (Campbell Avenue and San Tomas Aquino Road)

### **Eligible Projects**

All improvements are to upgrade **commercial storefront facades and grounds** viewable and accessible from the public right of way. **All proposed enhancements must be approved by the Community Development Department prior to being accepted into the program. Grant requests above \$1,500** requires three written bids (except signage) Eligible projects include the following:

- Repair or replacement of exterior finishes (i.e. brick, wood, stone, stucco, tile, painting, display windows, pavers)
- Removal of old signs, awnings and other dilapidated materials
- Installation of new business signage physically attached to storefronts
- Installation of canvas awnings over windows and entries
- Installation of exterior lighting, light fixtures and supporting infrastructure

- Striping, markings, signage to designate ADA compliant parking stalls
- Installation of ramps, doors and entry points that meet ADA accessibility requirements
- Murals
- Installation of moldings and architectural cornices
- Installation of permanent landscaping including “Smartscape” landscaping such as native species in built-in planter boxes or planting areas
- Drip irrigation systems
- Mandatory exterior upgrades related to Title 24 of the California Building Energy Efficiency Standards
- Remedy current code violations against the property as long as work is included in improvement project
- Removal/replacement of chain link fencing

Additional improvements that are deemed to be consistent with the intent of the program will be reviewed and approved/disapproved on a case-by-case basis by the Economic Development Director.

Grant proceeds are to be used for labor and materials directly related to the façade construction. Tools may not be purchased with grant funds, but tool rental is allowable.

All improvements completed through the Façade Improvement Program are “public work” as that term is used in Section 1720 of the California Labor Code. In accordance with Labor Code section 1720 et seq., prevailing wages shall be paid for all façade improvements. All estimates and payments for construction and installation of improvements shall include prevailing wages, and shall otherwise comply with the provisions of Sections 1773.8, 1775, 1776, 1777.5, 1777.6 and 1813 of the California Labor Code and all other applicable laws and regulations with respect to prevailing wages.

### **Ineligible Projects**

The following types of improvements are not eligible for beautification grant funding:

- General maintenance other than painting
- Roofing
- Personal property and equipment
- Vinyl siding
- Window tinting
- Interior window coverings and other interior improvements
- Security systems
- Non-permanent fixtures and landscaping
- Billboards, A-frame signs
- Equipment rental
- Fees and permits

## **GENERAL INFORMATION AND GUIDELINES**

### **Project Details**

The application should include as many details as possible to help support your grant request. Complete applications will include the need for the proposed improvement(s), support

from the neighborhood or property owner for small businesses and project feasibility. Photographs, project location and drawings supporting the proposal should be attached to the application to better convey the project idea.

### Matching Funds Requirement

While no matching requirement exists for “Level 1” grants (\$500 to \$1,500), Level 2 grant (\$3000 to \$5000) projects must have a 1:1 match of the amount of the grant or 50% of the total cost of the project, whichever amount is least. The match provided must be directly related to the project being undertaken.

- Cash contributions must be documented by submitting a bank statement from the organization / business showing available funds.
- Donated or discounted materials or services must be documented on the donor’s letterhead by providing on the donor’s letterhead a commitment of resources with a listed retail value.
- Donated professional services, such as architectural, engineering, construction, etc., must be documented by providing on the donor’s letterhead a commitment of resources with a listed retail value.
- Volunteer labor must be documented by submitting a signed commitment letter with the total number of volunteers and hours of labor (total value is calculated using the current city rate).

#### *Volunteer Activities (Applicable for neighborhood groups and non-profit organizations only)*

Eligible volunteer activities only include actual work performed implementing the project. It does not include pre-planning or planning activities. Eligible activities could include cleaning, painting, removing or planting landscaping.

A section of the application form will allow for the calculation of the proposed volunteer labor value. Applicants can use this section of the form to describe volunteer activities, the number of volunteers and the total number of hours. A sample of a calculation for volunteer match is provided below.

#### **Project Selection Criteria (is this for selecting projects or prioritizing applications? How is this different than later section on Application Review?)**

Proposed projects are reviewed and selected based on meeting basic eligibility and the project’s score based on weighted criteria (100 possible points). There are three additional criteria that can be met to gain 15 bonus points. To be considered for funding, the project must score a minimum of 60 points.

Criteria	Detail	Max Weight
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<b>Community Benefit</b>	<ul style="list-style-type: none"> <li>Provides a community benefit by improving health, safety and/or appearance of neighborhood <b>or business</b> (20pts.)</li> <li>Project location is visible from public realm <b>and cannot further religious / political purposes</b> (15pts.)</li> </ul>	35
<b>Applicant Participation</b>	<ul style="list-style-type: none"> <li>Demonstration of neighborhood <b>applicant's</b> commitment to long-term and on-going maintenance plan (10pts.)</li> <li>Shows evidence of broad, diverse participation and support within neighborhood / business community (10pts.)</li> </ul>	20
<b>Community Impact/Need</b>	<ul style="list-style-type: none"> <li>Improvements are accessible to neighboring residents (15pts.)</li> <li>Addresses a need identified in the community and provides a lasting impact/solution (10pts.)</li> </ul>	25
<b>Feasibility</b>	<ul style="list-style-type: none"> <li>Well-planned, cost effective and ready to implement (10pts.)</li> <li>Budget is reasonably set for expenses (10pts.)</li> </ul>	20
<b>BONUS POINTS</b>	<ul style="list-style-type: none"> <li>Volunteer labor included as part of neighborhood match (if applicable) (5pts.)</li> <li>Collaborative effort with nearby church or organization (5pts.)</li> <li><b>Is applicant a first-time applicant? Why should first time applicants get bonus points? Are repeat applicants discouraged from applying</b> (I think maybe Yes)</li> <li>Creative or innovative solution to a need in the community (5pts)</li> </ul>	15

**Application Process** [I think this should be before Criteria section]

1. Review guidelines for the Pilot Beautification Grant program and attend mandatory *optional* grant workshop.
2. Contact city staff to schedule a pre-application meeting to discuss proposed project eligibility and feasibility.
3. Register with the City Manager's Office at.....
4. Download an application online or request one from the City of Manager's Office. Contact information is listed below.
5. Submit application – includes project description, project impact, proposed schedule, proposed budget and maintenance plan – by the specified deadline.
  - a. Provide proof of matching funds equal to grant amount requested if seeking a “Level Two” grant with bank statement showing cash funds available. If applicable (for neighborhoods and non-profits only), a signed commitment letter should be submitted indicating volunteer hours (valued at city's current rate).

For in-kind donations from professional services or donated materials/supplies, donor must provide on their letterhead the proposed value of their service/material at their retail value.

- b. Provide supporting documents/materials for project details.
  - c. Provide necessary documents to indicate eligibility for neighborhood group.
  - d. For large scale initiatives, provide the latest tax return to indicate eligibility for 501(c) or 528 organization. *(should this be included?)*
6. Projects are reviewed carefully by a multi-departmental team and scored based on weighted criteria (found under project selection criteria section)
  7. Applicant is notified within 30 days from application deadline

### **Grant Workshop**

An optional grant workshop will be made available in advance to discuss program guidelines. Please check the grant program website for date and time at

### **Pre-Application Meeting**

A one-on-one pre-application meeting must be scheduled with city staff. This opportunity allows applicants to get feedback on feasibility of project and understanding of multi-departmental review. Some projects may involve other City departments, such as Parks and Recreation, Community Development and/or Public Works.

### **Application Review** *(How is this different than Criteria above?)*

Applications will be evaluated based on the following criteria:

- The scope of the overall project and how said scope improves building appearance
- The project's impact to its surrounding streetscape and locale
- The building's original condition compared to the need for the proposed improvements
- The removal of historically inappropriate alterations
- The prominence of the building
- The quality of the proposed work
- Frequency of grants requested and awarded so that funds may be available to assist as many properties as possible

A majority vote by the Civic Improvement Commission (CIC) will approve, deny or table applications. Applicants will receive a formal written acceptance letter stating the amount awarded by the CIC or a formal letter stating the reason(s) an applicant's grant request has been denied.

### **Fund Disbursement**

Grant award recipients will have up to six months (we state earlier that it is 6 months for neighborhoods and one year for businesses/org.) from the date of project approval to complete the requested improvements. If work is not completed within the six month time period, grantees will forfeit their awarded funds unless an extension is granted to complete construction within 120 days subject to City approval. If the project extends beyond the scheduled completion date, prior staff approval is required. Once work is completed, City staff must (i.e. building inspector and project liaison) perform a final inspection before funds are reimbursed. The following documents must be submitted to obtain grant reimbursement:

- Paid receipts (Project liaison will review receipts)
- Copies of paid invoices, purchase orders
- Final cost worksheet

### **Application Process, Requirements and Timelines (how is this different than Application Process section earlier? – one or the other?)**

The standard procedure for the **Facade Improvement Program (????)** with project timeline is as follows:

#### Application Phase (2 - 4 weeks)

1. An application form must be completed and submitted to the Agency for review.
  - a. If a **business owner/tenant** is applying for a grant, the application must be signed by all legal property owners as well as all legal business owners.
  - b. If a **property owner** is applying for a grant, the application must be signed by all legal property owners. In addition, documentation must be submitted showing that the business owner/tenant has been notified of the proposed storefront improvements.
2. The applicant must submit a copy of existing leases as a part of the application package. Building tenants should have a minimum of three years remaining on a lease from the date of the application. If the lease is for a term of less than three years, the property owner must agree in writing to limit rent increases to no more than 5 % per year for three years as a result of façade improvements.
3. The applicant confirms by his or her signature on the application that there are no outstanding code enforcement violations against the building or the business, or that any such violations will be corrected as a part of the proposed improvements.
4. The applicant must complete and submit a w9 form.
5. Staff will review the application and determine eligibility.

#### Design, Bidding and Agreement Phase (4 - 8 weeks)

1. Applicant selects design consultant.

2. Agency staff sets up a meeting with the designated contact person and design consultant to discuss proposed storefront improvements to be implemented under the grant.
3. Design consultant works with applicant to determine initial design proposal.
4. Agency reviews initial design proposal and notifies the applicant of approved improvements.
5. The applicant obtains bids for all approved facade improvements. Any improvement over

Grant requests above \$1,500 require three written bids (except signage) for any third-party work?????. [Still not clear on this] All contractors must be licensed by the State of California. Agency staff schedules a meeting with the applicant to finalize improvements to be implemented under the grant and to determine the level of funding to be awarded to the applicant. At this meeting, the applicant makes a final commitment for matching funds.

6. Agency staff prepares an agreement and transmits it to the applicant for signature.
7. The applicant executes contract with contractor(s). Applicant sets up work schedule with contractor(s). Applicant has thirty (30) days from the date that the Agency signs the agreement to authorize contractor(s) to begin work. If applicant has not authorized contractor(s) to begin work within thirty (30) days, the Agency has the right to terminate the agreement.

Construction and Completion Phase (4 – 8 weeks) SHOULD WE BE STIPULATING TIMELINE WHEN WE ARE GIVING 6 MONTHS OR YEAR TO DO THE WORK?

1. Applicant / contractor(s) obtain(s) all appropriate permits required by the City prior to proceeding with work. Agency assistance is available upon request.
2. Applicant is responsible for all agreements with and payments to contractors; however, contractor change orders may not be made without the written approval of Agency staff.
3. Applicant is responsible for monitoring contractor's work. Applicant and Agency staff must approve project completion.
4. Applicant pays invoices following Agency and applicant approval of work.
5. Applicant forwards a copy of invoices and checks to Agency staff for reimbursement as per grant agreement.
6. Once all appropriate checks are issued, project is complete. Maintenance Requirements

(THE FOLLOWING IS DISCUSSED EARLIER AND IS SPECIFIC TO BUILDINGS. SHOULD BE MADE GENERIC TO ANY IMPROVMENTS AND NOT BE REDUNDANT.)

By accepting grant funds, the applicant commits to properly maintain all improvements and to keep storefronts, as well as sides and back of buildings, clean and free of graffiti for a minimum of five (5) years at the applicant's own cost and expense. Any damage to the facade is to be repaired immediately by the applicant so that the building remains in good condition and positively contributes to the business area. On an ongoing basis, the applicant is required to touch-up painted areas and perform any other repairs needed to maintain building appearance including the annual cleaning of awnings (if applicable).

DRAFT



**PROJECT IMPACT**

Please review guidelines for Project Selection Criteria and use this section to support the following goals.

**Goal 1: Community Benefit** - This project will provide a community benefit by improving the health, safety and/or appearance of the neighborhood. Please describe.

**Goal 2: Neighborhood Participation** - This project is supported by the community and broad participation was successful. Please describe how this project will help build stronger relationships between neighbors and how well it is supported.

**Goal 3: Neighborhood Impact/Need** - This project addresses an identified need and will result in a benefit for the community. Please describe your community's need and the positive impact of your project on the neighborhood.

**Goal 4: Feasibility** - This project is well-planned, cost effective and ready to implement. Please describe the feasibility of your project.

**PROPOSED PROJECT BUDGET**

(Sample project budget provided in guidelines - please ensure your expense accurately matches the bid provided, if applicable)

Proposed Expenses Please list: Line Item Description - Contractor Chosen (if applicable)	Proposed City Match	Proposed Neighborhood Match			Total Proposed Expenses
	Cash	Donated Supplies/ Materials/ Labor	Volunteer Value	Funds raised / Cash	
	\$	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$	\$ 0.00
	\$	\$	\$	\$	\$ 0.00
<b>Total Proposed Project Cost</b>	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

PROPOSED VOLUNTEER VALUE (Sample volunteer match provided in guidelines)			
Volunteer Activity Description	Date	# of Volunteers	# of Volunteer Hours

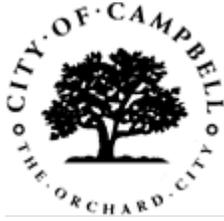
TOTAL # of Volunteer Hours 0.00  
x city's current rate \$ 18.75 /HR \$ 0.00

APPLICATION CHECK LIST
<input type="checkbox"/> Completed and signed application with budget section accurately filled out <input type="checkbox"/> Attach neighborhood group documents verifying the organization is organized and active (see guidelines) <input type="checkbox"/> For large scale initiatives, attach the latest tax return for 501(c), 528 status documentation <input type="checkbox"/> Attach supporting documents providing proof of matching funds, 2 bids for items over \$3,000 (see guidelines) <input type="checkbox"/> Submit, via email, supporting digital photographs, graphics, drawings of project, location and examples of result

REIMBURSEMENT TERMS
Completed reimbursement forms with attached original receipts are necessary for processing reimbursement requests. Please allow 10 business days for processing. Reimbursements will not be processed for work started before a contract has been executed. *CHECKS ARE MADE PAYABLE TO ORGANIZATION, NOT INDIVIDUALS*

SIGNATURES								
The signatory declares that he/she is an authorized official of the applicant, is authorized to submit this application, and certifies that the information in this application is true and correct to the best of his/her knowledge. Signatory further declares that applicant, if previously funded by the City of Plano, has successfully fulfilled all prior Grant contract obligations.								
<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Signature of applicant:</td> <td>Date:</td> </tr> <tr> <td>Printed Name:</td> <td>Title with Organization:</td> </tr> <tr> <td>Signature of Fiscal Sponsor (if applicable):</td> <td>Date:</td> </tr> <tr> <td>Printed Name:</td> <td>Title with Organization:</td> </tr> </table>	Signature of applicant:	Date:	Printed Name:	Title with Organization:	Signature of Fiscal Sponsor (if applicable):	Date:	Printed Name:	Title with Organization:
Signature of applicant:	Date:							
Printed Name:	Title with Organization:							
Signature of Fiscal Sponsor (if applicable):	Date:							
Printed Name:	Title with Organization:							

Submit original application by the deadline, February 1 (spring projects) or July 31 (fall projects), to:  
 Civic Improvement Commission, c/o: City of Campbell, 70 N. First Street, Campbell, CA 95008  
 (408) 866-2125; DianaJ@cityofcampbell.com



## NEIGHBORHOOD BEAUTIFICATION GRANT PROGRAM APPLICATION

City of Campbell  
C/o: Civic Improvement Commission  
70 N. First Street  
Campbell, CA 95008  
(408) 866-2125

*(PLEASE CLEARLY MARK ANY ATTACHMENTS TO THIS APPLICATION)*

An explanation of each section of the application and its corresponding point value is provided. Applicants should answer each section and give as much information as possible. The maximum number of points any application can receive is 100 points. **Application is DUE MARCH 1, 2017.**

DATE AND TIME APPLICATION RECEIVED IN NEIGHBORHOOD SUPPORT OFFICE: \_\_\_\_\_

### GENERAL INFORMATION

I. Name or description of your group (Example: a group of 15 households on the 1600 block of Civic Center Drive, Rolling Hills Neighborhood Association, etc.): **(5 points)**

Estimated number of households benefiting from this grant:

1. Total number of households or businesses in project area: \_\_\_\_\_
2. Number of participants: \_\_\_\_\_

Neighborhood Project Coordinators (Please list three residents from three separate addresses): **(5 points)**

Principal Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Coordinator's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Project Coordinator's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

II. Describe the project in detail. Please feel free to attach additional pages. **(10 points)**

III. Draw or attach a detailed sketch of the project area or site plan (8 ½ x 11). **(10 points)**

IV. Provide a timeline for implementation and completion of your project. Projects and spending must be completed no later than March 1, 2017. **(10 points)**

V. Project Cost Estimate (15 points): Please itemize the estimated costs of the entire project, not just the portion for which you are requesting funding. Include in this itemization all materials, equipment costs and labor. Use additional sheets as needed.

ITEM AND QUANTITY	COST ESTIMATE	SOURCE OF ESTIMATE
<u>Materials</u>		
	\$	
	\$	
	\$	
	\$	
<b>1. Total Material Costs:</b>	\$	
<u>Equipment</u>		
	\$	
	\$	
	\$	
	\$	
<b>2. Total Equipment Costs:</b>	\$	
<u>Labor/Project Fees</u> (Project fees may include expenses for barricade set-up/tear-down, and traffic control plan)		
Type of Labor or Fee:	\$	
Type of Labor or Fee:	\$	
Type of Labor or Fee:	\$	
<b>3. Total Labor/Project Fees Costs:</b>	\$	
<b>TOTAL COST ESTIMATE:</b>	\$	Add lines 1, 2, & 3 in each column for Total Cost Estimate
<b>4. Total amount requested for grant:</b> (Please note, the maximum grant awarded per project is \$5,000.)		\$

VI. Please describe any volunteer or financial contribution you will donate to the project. This does NOT include grant funding from the city.

<u>Neighborhood Contribution</u>	<u>Approximate Value</u>
	\$
	\$

VII. Describe how your project fulfills the Neighborhood Enhancement Program Goals of (1) improving the physical condition of a neighborhood; (2) enhancing neighborhood pride; (3) promoting self-reliance; and (4) increasing communication among neighbors. **(10 points)**

VIII. Please list the specific future maintenance requirements of your project and how your group will implement these (i.e. watering, plant trimming, clean-up, trash or graffiti removal, etc.). **(10 points)**

IX. Labor commitment forms must be attached and completed in order for the application to be considered. Please see attached Address List and Labor Commitment Form. **(20 points)**