



***City of Campbell***  
***Civic Improvement Commission***  
***Neighborhood Association Assistance Grant Program***

**Eligibility**

To be an eligible applicant, neighborhood associations must be recognized by the City with by-laws, active bank accounts, boards of directors and treasurers. However, considerations will be made for prospective associations, which will have one calendar year to establish by-laws, boards of directors, treasurers and bank accounts to be eligible for future grant funding consideration. Applicants must be able to host one eligible project, activity or event (e.g. National Night Out) between January and December. Selected applicants must commit via a written agreement to comply with grant requirements. Program information including eligible applicants and activities is included in this document.

**Application and Review Process**

Completed applications must be received by the City Manager's Office by the listed deadline on the application. Completed applications can be submitted either via mail or in person during regular business hours (Weekdays 8:00 AM to 5:00 PM). Electronic versions of the application can be submitted via e-mail any time before the listed deadline to the e-mail address listed on the application.

The Civic Improvement Commission (CIC) and the City Manager's Office staff will review applications for eligibility. The CIC will either approve or deny the requested grants based on eligibility and available funding. Applications will be evaluated based on meeting at least one of the following four criteria:

1. Building or enhancing neighborhood organization
2. Increasing communication among neighbors leading to interaction across cultures and age groups
3. Activities and projects that address quality of life, safety, cleanliness and engagement throughout neighborhoods
4. Events that enhance neighborhood pride and identity

The review process occurs during November and December following the application period, which begins in September. Grant awards are distributed in January following signing of a written agreement between the City and each grantee. Grant applicants will be notified by the City Manager's Office staff when the CIC will review applications at a regular meeting at which time applicants may present their grant applications.

## **Award Notification & Disbursement**

The City Manager's Office will notify grantees of their award and schedule a time to review and sign an agreement, which includes an explanation of the activities, projects and or events to be funded, as well as terms of the grant. Signing the agreement constitutes grantees agreeing to and abiding by grant requirements. Activities, projects and or events must be completed within the 12 month period from January through December. Agreements must be submitted within 10 business days following award notification. Failure to do so will result in forfeiture of the grant award.

Grant award checks will be issued following receipt of a signed agreement. Grant checks are valid for 90 days from the issue date and must be deposited within this time period. Failure to do so will result in forfeiture of funds back to the City.

## **Extensions and Expense Documentation**

No extensions to expend grant money will be granted as all eligible activities, projects and events must be completed in the 12-month period ending in December of the year for which grant funding has been awarded. Any unused funds will be returned to the City.

All grant recipients must submit a completed grant expense documentation report reflecting how grant funds were expensed during the time period stipulated in the agreement. Copies of documentation in the form of receipts, invoices, purchase orders or other transaction records must be included with the grant expense report. In the event of grant funds not being used for eligible activities and or items, funds must be reimbursed to the City. Completed grant expense documentation reports must be received by the City Manager's Office at the end of the funding cycle period.

## **Application Submittal**

Submit your original signed application to the City Manager's Office in person or by mail by the deadline listed on the application at Campbell City Hall at 70 N. First Street, Campbell 95008. Electronic applications can be submitted via e-mail to the e-mail address listed on the application any time before the deadline.

## **Mission Statement**

The City of Campbell is committed to supporting residents and neighborhoods by helping build and maintain a sense of community. The City can help neighborhoods build a sense of community with the Neighborhood Association Assistance Grant (NAAG) Program. The program's goals are to:

1. Create unity and build consensus among residents
2. Develop neighborhood-based solutions to long-term physical, social and economic issues so residents feel vested in their communities
3. Foster and maintain collegial partnerships between Campbell's neighborhoods and the City

A **neighborhood association** is a voluntarily organized group of residents with defined boundaries within in the City, or a significant portion of which is located in the City, that collaborates for the benefit of their neighborhood and is formally recognized by the City Council. Business owners or individuals who work, but do not reside within the City are not recognized as part of a neighborhood association. Home owners associations are not considered neighborhood associations.

## **Eligibility**

To meet eligibility requirements for consideration of a Neighborhood Association Assistance Grant from the Civic Improvement Commission, your organization must:

- Be an officially recognized neighborhood association with by-laws on file with the City Manager's Office and be an eligible applicant. Eligible applicants would be associations with boards of directors including treasurers
- Considerations will be made for prospective neighborhood associations and newly formed neighborhood associations that may not have established by-laws at the time of application. See Item "h" under "Eligible Applicants" for more details
- Propose and participate in one eligible activity project or event such as National Night Out.
- Sign written agreement to comply with grant requirements

## **Eligible Applicants**

Eligible applicants must be neighborhoods based within City limits that are free of charge and involve resident volunteers living in the applicable neighborhood. The following additional conditions must be met to be considered for grant funding:

- A record of volunteer resident participation at association events and meetings such as sign-up sheets.
- An open bank account in the organization's name at the time of application
- A list of board members with addresses
- A copy of by-laws and / or minutes of last meeting
- Events must take place in the City of Campbell within the geographic area of the neighborhood
- Non-discrimination in membership based on race, gender, religion, national origin, age, disability, sexual orientation or any other status protected by law
- Grant-funded events must be free of charge and open to everyone who is eligible without regard to race, gender, religion, national origin, age, disability, sexual orientation or any other status protected by law
- For neighborhood groups wishing to create new neighborhood associations, a one-year start-up period will exist to enable neighborhood associations to become established. New neighborhood groups will be given a year to comply with items one through four with items five through seven being standing requirements

## **Ineligible Applicants**

- Government agencies
- Not-for-profit businesses and business associations that do not meet the definition of a neighborhood association
- Private for-profit businesses, business associations, neighborhood business districts and corporations
- Homeowner's associations

- Individuals or informal groups that do not meet the definition of a neighborhood association as defined in this policy

### **Eligible Activities / Items**

Eligible activities / items strengthen or build community within the goals of the NAAG program. These may include, but are not be limited to, items / activities such as:

- Newsletters, banners, fliers and advertising
- Neighborhood cleanups and celebrations
- National Night Out (national public safety and community building event held annually)
- Dumpster days
- Public safety activities
- Cultural events
- Community projects involving youth
- Neighborhood association membership fees within Campbell
- Insurance for regular meetings, board meetings and special events
- Association web pages, e-mail service, and domains
- Postal fees and ongoing bank fees
- Facility, entertainment and equipment rental fees and permits for events excluding power tools and vehicles
- Routine operating expenses and ongoing services or programs for regular neighborhood association meetings such facility use fees
- Non-alcoholic beverages and food at neighborhood association meetings or events which are open to the public (closed meetings and events not open at no cost to the neighborhood members are ineligible)
- Refreshments are limited to \$10.00 per person
- Takeout food from restaurants limited to \$10.00 per person
- A sign-in sheet must be available upon request if restaurant receipts are used for reporting. Only takeout food from restaurants is eligible. All food served at restaurants is ineligible
- Special event or neighborhood apparel (price limit \$15 per shirt)