



City of Palo Alto

Know Your Neighbor Grant Guidelines

Grant Guidelines & Eligibility Requirements

1. To be eligible for a Neighborhood Grant, the following criteria must be met: Applicants must be Palo Alto residents and may be representatives of a formal neighborhood association, neighborhood or community group, or informally associated neighbors. Activities must be neighborhood-focused, initiated and supported by residents living in the neighborhood, and have a well-developed plan. Activities must benefit the neighborhood.
2. Activities must focus on one or more of the following areas:
 - a. Increase communication among neighbors.
 - b. Enhance neighborhood pride and identity.
 - c. Bring both longstanding and new neighbors (moved within last 5 years) together in their neighborhoods and seek to incorporate interaction between generations and cultures.
 - d. Create new and innovative ideas for neighborhood events.
 - e. Increase governance or organizational development of neighborhood association.
3. To be eligible to apply, a group must not discriminate in membership decisions based on race, gender, religion, national origin, age, disability, sexual orientation or any other status protected by law.
4. Events must be held within the Palo Alto City limits.
5. Grant-supported events must be 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.
6. Groups may not charge admission to grant-supported events.
7. The following types of expenses **ARE** eligible for reimbursement with grant funds: food, beverages (non-alcoholic), entertainment, facility and equipment rentals, hard cost of materials and supplies, advertising, and permit fees.

8. The following expenses **ARE NOT** eligible for reimbursement with grant funds: salaries or stipends for members of the sponsoring group, tobacco products, alcoholic beverages, out of City travel expenses, or any lodging/hotel expenses, private transportation expenses including mileage, gas, insurance, car rentals, restaurant/catered/food truck meals, gift cards, routine operating expenses and ongoing programs or services, supplies and materials that benefit an individual or homeowner versus a neighborhood, political campaigns, regular neighborhood association or homeowner meetings, items not specified in the grant application.
9. Projects may require permits depending upon the activity planned. The applicant is responsible for obtaining all applicable City permits that apply to the planned activity.
10. Applicants must submit a completed and signed copy of the application to be considered.

Evaluation Criteria

Grant applications will be evaluated on the criteria listed below:

1. Does the activity/event focus on one or more of the following five areas?
 - a. Increase communication among neighbors.
 - b. Enhance neighborhood pride and identity.
 - c. Bring both longstanding and new neighbors (moved within last 5 years) together in their neighborhoods and seek to incorporate interaction between generations and cultures.
 - d. Create new and innovative ideas for neighborhood events.
 - e. Increase governance or organizational development of neighborhood association.
2. Does the activity/event meet the eligibility requirements outlined above?
3. Is the work plan well developed (clear tasks, adequate resources allocated, community or organization need addressed)?
4. If for neighborhood association training, how does training increase governance and organization leadership of your association?

Application Process

To apply for a grant, complete a copy of the **Know Your Neighborhood Grant Application** and email it to **KYNGrants@cityofpaloalto.org**.

Our staff will review each application. Funding decisions will be made based on whether activities meet eligibility requirements and on a first come first serve basis. Each applicant will be notified of the result of the evaluation of their proposal.

The Neighborhood Grant is reimbursable; meaning that any approved funds must first be spent by the grantee and receipts/invoices showing payment submitted to the City of Palo Alto within 30 days of the Activities/event conclusion. Upon review of eligible receipts/invoices, the City will send a reimbursement to the grantee. Allowable expenses may be eligible for a cash advance at the discretion of the City Manager's Office.

Neighborhood Grant Program funding will be determined by City Council during the adoption of the budget each year. If Council approves the funding, each neighborhood association is eligible to apply for up to two grants, not to exceed \$500 each for different purposes. The City reserves the right to suspend or cancel the Neighborhood Grant Program at any time, at the City Manager's discretion, whether or not all allocated funds have been awarded or dispensed.

Neighborhood groups must complete their activities/events within 6 months of receiving notification from the City of grant award. Activities may begin after grant approval and must be completed by December 31 of each year. A follow up evaluation must be completed within 30 days of the activity/event conclusion providing photos and detailing how the activity helped strengthen the neighborhood, how many people were impacted, new ways neighbors worked to create a more connected community, if objectives were met, and if the project was successful.