

**2018 Belle Haven Mini-Grant Program for Neighborhood Projects**

The Belle Haven Community Development Fund is now accepting applications for the 2018 Belle Haven Mini-Grant Program for Neighborhood Projects ***(Due Date:2/21/2018)***

**Belle Haven Mini-Grant Program Overview**

The purpose of the Belle Haven Mini-Grant Program (Program) is to strengthen the sense of belonging, connection, safety and neighborliness, and to increase pride in the Belle Haven community. To achieve these goals, the Program offers small grants for home/yard improvement projects (especially work that increases the attractiveness of the property as seen from the street – curb appeal) and community building events that benefit the Belle Haven neighborhood of Menlo Park, California.

The Program is funded by the City of Menlo Park and administered by the Belle Haven Community Development Fund, a partner fund of Silicon Valley Community Foundation.

**To learn more about the program and how to apply, please come to 2018 Mini-Grant Kick-off Event on Saturday., January 20, 9:30-10:30 am at Menlo Park Senior Center, 110 Terminal Avenue, Menlo Park and/or to one of the Application Assistance Sessions on Thursday., February 8, 6:00 - 8:00 pm or Tuesday, February 20, 6:00 - 8:00 pm. at Onetta Harris Community Center.**

Individual application assistance can be provided as needed at Onetta Harris Community Center or another mutually agreed upon location (must include internet access) and time. To make an appointment, please call 650-450-5484 or email BelleHavenMiniGrant@gmail.com.

The following items must be included in the application package:

* Mini-grant application *(use the attached form or complete and print it online)*
* Mini-grant demographic survey *(for statistical use only; use the attached form or complete and print it online)*
* An itemized budget with items and their expected costs *(See samples below or online)*

If using a contractor, please provide a quote. If you are doing the work yourself or purchasing materials, please attach an estimate of materials and any additional documentation of expenses.

* If you have selected home/yard improvement, you must submit a before picture of your project. Take pictures at different angles. Save the picture in JPG, GIF, TIFF format for printing.
* Proof of residential status *(copy of driver's license, utility bill, etc.)*

Applications deadline:

* Emailed applications including all other requested information must be submitted by **8:00 PM February 21, 2018** to BelleHavenMiniGrant@gmail.com (applications packages)
* Application packages will be accepted at Onetta Harris Community Center until **8:00 PM February 21, 2018**
* Incomplete application packets will not be considered.

For more information, you can go to <https://sites.google.com/site/bhmgprogram/home>, contact the Belle Haven Community Development Fund by calling 650-450-5484 or by email at BelleHavenMiniGrant@gmail.com.

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# **2018 Belle Haven Mini-Grant Application Form**

# **For Neighborhood Projects**

1. Person, Group or Organization Applying

|  |
| --- |
| **Name of Person, Group or Organization Applying****Contact person (**if other than above)**Address****Phone Number(s)****Email Address****Parent name if the applicant a minor** |

2. What is your Belle Haven status?

\_\_ homeowner (occupies home)

\_\_ homeowner (does not occupy home)

\_\_ house renter

\_\_ apartment owner

\_\_ apartment renter

\_\_ owner of a business located in the Belle Haven neighborhood

\_\_ non-profit organization based in the Belle Haven neighborhood serving Belle Haven residents

3. Amount Requested $\_\_\_\_\_\_\_\_\_\_\_\_ ($500, $1,000, or $1,500. *Max = $1,500*)

4. Check area(s) that best represent your request for funding:

 *(Some projects require a permit from the City or other approval.)*

|  |  |  |  |
| --- | --- | --- | --- |
| \_\_\_ | Community Event | \_\_\_ | Improved Safety |
| \_\_\_ | Educational Activity | \_\_\_ | Recreational Activity |
| \_\_\_ | Crime Prevention | \_\_\_ | Home/yard improvement |
| \_\_\_ | Other (describe: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |

5. Describe the project, for which you request this grant, in detail. List the necessary steps and estimated completion date for your project. (Add pages as necessary if you need more space.)

**Belle Haven Mini-Grant Application**

6. Have you verified if a permit from the City of Menlo Park is necessary for your project?

 \_\_\_Yes \_\_\_No \_\_\_N/A

If yes, have you started the process to get the permit? \_\_\_ Yes \_\_\_\_ No

7. If your project budget is over the mini-grant limit, how will you fund the rest?

**Community Project, answer the following questions (#8, 9, and 10).**

**Home/yard improvement projects, start with question #11 and answer the remaining questions (#12-18).**

8. List the group(s) of people you would serve with this project or program. How will they benefit?

9. How will the project help increase community pride in Belle Haven?

10. How will the project help build or strengthen relationships among Belle Haven community members/neighbors?

**Home/Yard improvement (curb appeal) only questions**

11. Priority will be given to home/yard improvement work to beautify areas that face the street (curb appeal)

Grants may be awarded for projects that extend to the side or backyard, but NOT for projects to improve only the backyard or inside of the house.

Grants will NOT be awarded to plant lawns. Landscaping projects must focus on drought tolerant plants.

Grants will NOT be awarded to redo projects that have previously been funded by a Mini Grant.

Do you understand and accept these conditions? \_\_\_ Yes \_\_\_ No

12. How will the project help strengthen relationships with your neighbors?

13. How will the project help increase community pride in Belle Haven?

14. Have you received funding under the Mini Grant program in the last two years? \_\_\_ Yes \_\_\_ No

Note: Having received a previous grant does not disqualify you from receiving a grant. However, priority will be given to first time applicants.

15. Who will do the work? (If you plan to get a contractor ask for professional quotes.)

16. If you are a renter and doing a home/yard project, have you received approval from your landlord?

 \_\_\_Yes \_\_\_No \_\_\_N/A

17. If you plan to dig in your yard, have you contacted PG&E (call 811) to verify location of gas lines or to move power lines? \_\_\_Yes \_\_\_No \_\_\_N/A

18 Is your total household income $70,000? \_\_\_Yes \_\_\_No

Note: Income above $70,000 does not disqualify you from receiving a grant. However, priority will be given to lower-income residents. You may be asked to provide documentation.

Demographic Survey

Demographic information is compiled statistically to make sure that we are serving a diversity of interests and representatives from all groups. We ask for a name only to eliminate duplicate counts.

Name (optional)

1. What is your gender? (Check the correct answer)

\_\_ Male

\_\_ Female

\_\_ Decline to state

2. What is your age?

\_\_ 10-17 years old

\_\_ 18-20 years old

\_\_ 21-29 years old

\_\_ 30-39 years old

\_\_ 40-49 years old

\_\_ 50-59 years old

\_\_ 60 years and over

\_\_ Decline to state

3. What is the highest level of education you have completed?

\_\_ Some high school

\_\_ High school graduate or equivalent (e.g., GED)

\_\_ Some college but no degree

\_\_ Trade/technical/vocational training

\_\_ College degree

\_\_ Some postgraduate work

\_\_ Post graduate degree

\_\_ Decline to state

4. What is your ethnicity and/ or race?

\_\_ Hispanic origin or descent, such as Mexican, Puerto Rican, Cuban

\_\_ Caucasian

\_\_ Black or African-American

\_\_ American Indian or Alaskan Native

\_\_ Asian

\_\_ Native Hawaiian or other Pacific Islander

\_\_ From multiple races

\_\_ Other (please specify)

\_\_ Decline to state

5. Which of the following categories best describes your employment status?

\_\_ Employed, working full-time

\_\_ Employed, working part-time

\_\_ Not employed, looking for work

\_\_ Not employed, NOT looking for work

\_\_ Retired

\_\_ Disabled, not able to work

\_\_ Decline to state

6. What is your total annual household (all adults over 18 years) income before taxes

\_\_ Over $ 70,000

\_\_ $50,001 -$70,000

\_\_ $30,001- $ 50,000

\_\_ $20,001 - $ 30,000

\_\_ Up to $ 20,000

\_\_ Decline to state

7. Including yourself, how many people live within your household?

\_\_\_ People live in my household

8. Are there any children under the age of eighteen years currently living in your household?

\_\_ Yes

\_\_ No

9. Which of the following best describes your current relationship status?

\_\_ Married/Stable Partnership

\_\_ Divorced

\_\_ Widowed

\_\_ Separated

\_\_ Single

10. Do you attend church services in Belle Haven neighborhood?

\_\_ Yes

\_\_ No

11. What is your Belle Haven status?

\_\_ homeowner (occupies home)

\_\_ homeowner (does not occupy home)

\_\_ house renter

\_\_ apartment owner

\_\_ apartment renter

\_\_ owner of a business located in the Belle Haven neighborhood

\_\_ non-profit organization based in the Belle Haven neighborhood serving Belle Haven residents

12. How did you hear about the Mini Grant program?

 \_\_ Nextdoor \_\_ Belle Haven activity guide

 \_\_ Email Blast \_\_ Lit Traffic sign (on Ivy)

 \_\_ Banner posted around BH \_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you included the following items in the application package?

* Mini-grant application
* Mini-grant demographic survey *(for statistical use only)*
* An itemized budget with items and their expected costs *(See sample below)*
	+ If using a contractor, please provide a quote. If you are doing the work yourself or purchasing materials, please attach an estimate of materials and any additional documentation of expenses.
* A “before” picture of the area to be improved with a home/yard improvement grant.
* Proof of residential status *(copy of driver's license, utility bill, etc.)*

Sample Project Budget (See attachment)

\*Expense should include the cost of a permit

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| **Submission Deadline** is **8:00 PM February 21, 2018*** Emailed applications must be submitted by **8:00 PM February 21, 2018** to BelleHavenMiniGrant@gmail.com
* Application packages will be accepted at Onetta Harris Community Center until **8:00 PM February 21, 2018**
* Incomplete application packets will not be considered

**Awardees are notified the week of March 19 2018****Grant Agreement Signing on March 26, 2018 to sign necessary paperwork****Checks mailed the week of Week of April 9, 2018** **Projects and final reports must be completed within one year (March 31, 2019)**  |

For more information, you can go to <https://sites.google.com/site/bhmgprogram/home>, contact the Belle Haven Community Development Fund by calling 650-450-5484 or by email at BelleHavenMiniGrant@gmail.com.

Examples of information needed in the budget.

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| **Sample Budget Community Event** |
|  |  |  |
| **Project** | National Night Out Block Party |
|  |  |  |
| **Category** | **Items** | **Amount** |
| Advertisement | flyers & invitations | $50.00  |
| Decorations | Balloons | $50.00  |
| Games Rental | coin toss | $25.00  |
|  | jumping structure  | $75.00  |
| Food |  | $800  |
|  |  | $1,000.00  |
|  |  |  |

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| **Sample Budget Home/Yard Improvement** |
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| **Project** | Redo Fence |  |
|  |  |  |
| **Category** | **Items** | **Amount** |
| Material | 10 bags cement | $50.00  |
|  | 10 supporting posts | $100.00  |
|  | wood boards | $300.00  |
|  | nails/ screws | $50.00  |
| Contract Labor  | remove old fence | $400.00  |
|  | build fence | $400.00  |
|  |  | $1,300.00  |
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| *What is the Mini-Grant Program?*The Belle Haven Mini-Grant Program is a program for Belle Haven residents to help pay for small projects that bring value to the community. The goals of the Program are to increase community pride in Belle Haven, strengthen relationships among community members, and bring neighbors closer together.*Who is eligible to apply?* All residents of Belle Haven starting at age 10, are eligible. Groups with a significant number of members residing in Belle Haven, and local businesses that benefit the Belle Haven community are also eligible. *If I or someone in my household previously received a Mini Grant can I apply again?*Yes, but note that first time applicants will be given preference and only if your household has submitted the required reports from your grant award year.*What projects does the program support?*It supports small projects that benefit the community of Belle Haven, either by improving the look of the community (“home/yard improvement”) or by building a better community through social events and activities.  Previously approved grants include: lending library, home/yard improvement of yard/ homes, and community events such as National Night Out.*Where can I get information about required permits?*The FAQ page on City of Menlo Park permits for the Belle Haven Mini Grant Program is on page 13. Use it to determine if you need a permit.Here are the links to City permits and codes to be included in the application if needed:* Fences and Walls in Residential Areas
	+ [www.menlopark.org/fenceandwallguidelines](http://www.menlopark.org/fenceandwallguidelines) or
	+ call 650-330-6702
* Exempted from 2016 California Building Codes
	+ <https://www.menlopark.org/documentcenter/view/15210> or
	+ call 650-330-6704
* For special event permits (such as block parties etc.):
	+ [www.menlopark.org/specialeventpermits](http://www.menlopark.org/specialeventpermits) or
	+ call 650-330-2223 Matt Milde

*What is the limit of a Mini Grant?*The amount granted is $500, $1,000 or $1,500. Any unused funds must be returned to Silicon Valley Community Foundation.*What if my project needs more money?* If your project costs more than the dollar limit on the Mini Grant, you are responsible to fund the rest of your project. If your household income is less than $70,000 per year, we will try to help you find additional support for the project. *Will require documentation.**Can I apply for several projects at a time?* Yes, you can, if the projects fall into different categories: i.e. either home/yard improvement OR community event OR safety concern. If you apply for more than one, you must complete the application for each one. The grant committee will evaluate each project separately and decide upon its merit.*Can several people in the same household apply?* Yes, they can, but they are not allowed to apply for the same project. That would double the chances that they get the grant, and is not fair to other applicants.*How does one apply for a mini grant?*You have to plan the work, get an estimate of the cost, fill out the application and submit it together with supporting documents before the deadline. The application form asks specific questions and gives instructions in more detail. *Where do I submit the application?*You can email it to BelleHavenMiniGrant@gmail.com, or drop it off at Onetta Harris Community Center by **8:00 PM February 21, 2018.***Where do I find the forms I need to apply?*All forms including the application are available in English and Spanish on this web site, Belle Haven MiniGrant Forms. *How can I get help with filling it out?* The Belle Haven Community Development Fund offers informational and application assistance sessions. Please see the calendar below for dates and times.  |

**Dates of 2018 Mini-Grant Program events**

|  |  |
| --- | --- |
| Sat., January 20th9:30 - 10:30 am | 2018 Mini-grant Kick-off & Info EventMenlo Park Senior Center |
| Thu, February 8th6:00 - 8:00 pm | Application assistanceOnetta Harris Community Center |
| Tue., February 20th6:00 - 8:00 pm | Application assistance Onetta Harris Community Center |
| Wed., February 21stbefore 8:00 pm | Application package due dateOnetta Harris Community Center or by email |
| Mon., March 26th6:00 - 7:30 pm | Grant Agreement Signing (Mandatory)Neighborhood Service Center (Hamilton/Willow) |

*Ideas to consider for “home/yard improvement” projects*

* Contact PG&E to verify location of gas lines or to move power lines (Call 811)
* Lawn Be Gone at [www.menlopark.org/lawnbegone](http://www.menlopark.org/lawnbegone) or call 650-330-6720
* Crime Prevention Through Environmental Design at [www.menlopark.org/CPTED](http://www.menlopark.org/CPTED) or call 330-6300 Gonee Sepulveda

City Permits

|  |  |  |
| --- | --- | --- |
| Home and Yard Improvement Projects | Permit Required? | Other Considerations |
| Driveway replacement | No | If sidewalk or curb is being replaced then permit required. |
| Walkway  | No | N/A |
| Yard landscaping | No | N/A |
| Fence replacement | No | As long as it is not taller than seven feet. |
| Replace front door | No | As long as the existing jamb (frame that holds the door) is not removed |
| Painting house | No | N/A |
|  |  |  |

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| --- | --- | --- |
| Special Event, Activity Scope of Project | Permit Required? | Other Considerations |
| Block Party | Yes |  |
| Activity in Public Park | Depends | Depends on group size and location of activity |
| Neighborhood Clean-up | Depends | Yes – if conducted on City property and depends on group size and location |
| Events larger than 150 people | Yes | N/A |
| Events on public property or right-of-way | Yes | N/A |
| Events impacting traffic or intersections | Yes | N/A |
| Events with noise exceeding City’s noise ordinance | Yes | N/A |
| Events with parking impacts | Yes | N/A |
| Events requiring Police regulation, monitoring or control | Yes | N/A |
|  |  |  |