2019 Belle Haven Mini-Grant Program for Neighborhood Projects

The Belle Haven Community Development Fund is now accepting applications for the 2019 Belle Haven Mini-Grant Program for Neighborhood Projects *(Due Date: 3/12/2019)*

**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 2019 Mini-Grant Kick-off Event on Saturday, February 9th 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 Tuesday, March 5, 6:00 - 8:00 pm or Monday March 11, 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 March 12, 2019** to BelleHavenMiniGrant@gmail.com (applications packages)
- Application packages will be accepted at Onetta Harris Community Center until **8:00 PM March 12, 2019**
- Incomplete application packets will not be considered.

For more information, you can go to https://sites.google.com/site/bhmprogram/home, contact the Belle Haven Community Development Fund by calling 650-450-5484 or by email at BelleHavenMiniGrant@gmail.com.
2019 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
   ___ Educational Activity
   ___ Crime Prevention
   ___ Other (describe: __________________)

   ___ Improved Safety
   ___ Recreational Activity
   ___ Home/yard improvement

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?
Belle Haven Mini-Grant Application

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
Demographic Survey

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
    - Email Blast
    - Banner posted around BH
    - Belle Haven activity guide
    - Lit Traffic sign (on Ivy)
    - Other: ____________________
Paperwork Checklist

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

<table>
<thead>
<tr>
<th>Submission Deadline is 8:00 PM March 12, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Emailed applications must be submitted by 8:00 PM March 12, 2019 to <a href="mailto:BelleHavenMiniGrant@gmail.com">BelleHavenMiniGrant@gmail.com</a></td>
</tr>
<tr>
<td>● Application packages will be accepted at Onetta Harris Community Center until 8:00 PM March 12, 2019</td>
</tr>
<tr>
<td>● Incomplete application packets will not be considered</td>
</tr>
</tbody>
</table>

Awardees are notified the week of April 8 2019
Grant Agreement Signing on April 16, 2019 to sign necessary paperwork
Checks mailed the week of Week of April 29, 2019
Projects and final reports must be completed within one year (April 29, 2020)

For more information, you can go to [https://sites.google.com/site/bhmgprogram/home](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.

### Sample Budget Community Event

**Project**
National Night Out Block Party

<table>
<thead>
<tr>
<th>Category</th>
<th>Items</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertisement</td>
<td>flyers &amp; invitations</td>
<td>$50.00</td>
</tr>
<tr>
<td>Decorations</td>
<td>Balloons</td>
<td>$50.00</td>
</tr>
<tr>
<td>Games Rental</td>
<td>coin toss</td>
<td>$25.00</td>
</tr>
<tr>
<td></td>
<td>jumping structure</td>
<td>$75.00</td>
</tr>
<tr>
<td>Food</td>
<td></td>
<td>$800</td>
</tr>
</tbody>
</table>

**Total:** $1,000.00

### Sample Budget Home/Yard Improvement

**Project**
Redo Fence

<table>
<thead>
<tr>
<th>Category</th>
<th>Items</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material</td>
<td>10 bags cement</td>
<td>$50.00</td>
</tr>
<tr>
<td></td>
<td>10 supporting posts</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>wood boards</td>
<td>$300.00</td>
</tr>
<tr>
<td></td>
<td>nails/ screws</td>
<td>$50.00</td>
</tr>
<tr>
<td>Contract Labor</td>
<td>remove old fence</td>
<td>$400.00</td>
</tr>
<tr>
<td></td>
<td>build fence</td>
<td>$400.00</td>
</tr>
</tbody>
</table>

**Total:** $1,300.00
Frequently Asked Questions (FAQs)

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 11. 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) (PDF) or
  - call 650-330-6702

- Exempted from 2016 California Building Codes
  - [https://www.menlopark.org/documentcenter/view/15210](https://www.menlopark.org/documentcenter/view/15210) (PDF) 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 Mayra Lombera

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.
Frequently Asked Questions (FAQs)

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 March 12, 2019.

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 2019 Mini-Grant Program events

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sat., February 9th</td>
<td>9:30 - 10:30 am</td>
<td>2019 Mini-grant Kick-off &amp; Info Event</td>
<td>Menlo Park Senior Center</td>
</tr>
<tr>
<td>Tue, March 5th</td>
<td>6:00 - 8:00 pm</td>
<td>Application assistance</td>
<td>Onetta Harris Community Center</td>
</tr>
<tr>
<td>Mon, March 11th</td>
<td>6:00 - 8:00 pm</td>
<td>Application assistance</td>
<td>Onetta Harris Community Center</td>
</tr>
<tr>
<td>Tue, March 12th</td>
<td>before 8:00 pm</td>
<td>Application package due date</td>
<td>Onetta Harris Community Center or by email</td>
</tr>
<tr>
<td>Tue, April 16th</td>
<td>6:00 - 7:30 pm</td>
<td>Grant Agreement Signing (Mandatory)</td>
<td>Onetta Harris Community Center</td>
</tr>
</tbody>
</table>

Ideas to consider for “home/yard improvement” projects
- Contact PG&E to verify location of gas lines or to move power lines (Call 811)
- Crime Prevention Through Environmental Design at [www.menlopark.org/CPTED](http://www.menlopark.org/CPTED) or call 330-6300
  Gonee Sepulveda
# City Permits

## Frequently Asked Questions (FAQs)

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

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