



# City of San José Keep San José Beautiful Beautification Grant



## GUIDELINES

*Read all this information BEFORE completing your grant application  
to ensure your group and your project qualifies!*

As an incentive to foster a greater sense of pride in the community and to reestablish the colorful, fruitful heritage of San José, "The Garden City", Keep San José Beautiful provides matching grant support to volunteer groups who wish to help foster community pride in San Jose.

### **Eligible proposals contain one of more of the following criteria:**

- ✓ Enlist community participation
- ✓ Are highly visible to the general public
- ✓ Provide educational and enrichment opportunities for residents and visitors
- ✓ Promote and preserve the cultural heritage of our community
- ✓ Promote tree planting and preservation
- ✓ Promote stewardship of the environment
- ✓ Promote anti-graffiti through beautification

### **Examples of beautification projects eligible for funding include:**

- ✓ Landscaping projects, including plants, trees, containers, fencing, walkways, benches, tables, fountains, decorative structures and irrigation systems
- ✓ Life Lab projects that teach science, nutrition and the benefits of horticulture through active participation and curriculum

### **Examples of ineligible projects include:**

- Requests from individual property owners on their own behalf
- Tree removal
- Play equipment
- Overhead costs (office supplies, phone bills, etc.)
- Tools (shovels, wheel barrels, etc.)
- Construction projects that do not have community involvement

## **Grant Award Guidelines**

1. Grants are awarded in amounts up to \$3,500 for the purchase of materials, rather than labor.
2. Projects must demonstrate a commitment from the applicant and the surrounding community.
3. Volunteer labor, cash, or material contributions from outside sources must equal or exceed grant award. Volunteer labor is to be valued at \$18.05 an hour. Volunteer skilled trade labor may be valued at its prevailing cost rate.
4. Applicants are fully responsible for completing beautification projects. Applicants who fail to start their project within ninety (90) days of receipt of the grant award or who fail to complete their project within ninety (90) days of their estimated completion date may be required to return the grant award with interest.

5. Where appropriate, applicants for landscaping projects are strongly advised to obtain assistance from design professionals before submitting their application.
6. **Applicants with eligible projects will be required to make a presentation to the Grant Review Committee.** Staff will call you for an appointment if your project qualifies. This meeting is only held once, and someone from the Applicant's group must attend. Funding recommendations are then forwarded to the Keep San José Beautiful Steering Committee for decision at their next regular meeting.

### **Reporting Requirements**

FINAL GRANT REPORTING FORM, COST BENEFIT ANALYSIS FORM, copies of all purchase receipts made with grant funds, labeled "AFTER" photographs, and documentation of volunteer hours must be submitted within three weeks of beautification project completion. These reports must summarize the total value of the project; including volunteer contributions and Keep San José Beautiful grant awards.

### **Standard Conditions**

- Grant applicant agrees to acknowledge funding to Keep San José Beautiful in any and all press releases and public service announcements regarding beautification projects.
- Grant applicant agrees to maintain the beautification project for a minimum of three years after the completion date of the project.

### **Application Instructions**

- Fill in all blanks completely.
- Provide a tax identification number for your organization.
- All attachments must be clearly labeled with organization, project, date and location. All photographs must be labeled and mounted on 8.5 x 11" paper.
- All diagrams must show north direction. Streets and structures must be shown and labeled.
- **IMPORTANT:**
  1. **Applications must be received by Friday, October 3, 2008 at 5 PM.**
  2. **Submit the original and 5 copies (total of 6) of Application Form and Attachments 1-5. Please label original packet on the front page of the packet.**
  3. **Submit only one set of color photographs (Attachment 6)**
  4. **Do not change the format of the application when applying.**
  5. **Do not use any special folders or covers; we transfer all the documents to our own grant folders.**
- Return completed applications to:

**Keep San José Beautiful  
1601 Foxworthy Avenue  
San Jose, CA 95118**

For more information please call or email the Keep San José Beautiful office.

Phone: 408-723-1574

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