# 2019-2020 Post-Workshop Q&A, Part II

## WEBGRANTS

**Q1. Is there a specific form to fill out and, if so, where can I go to access it?**
**A1.** To apply, you must first have a WebGrants user ID. If you do not have a WebGrants user ID set up already, you will have to register for one at http://grants.sanjoseca.gov/index.do. Once you register, you will have to wait for your user to be approved.  Once you user is approved, you will be notified and may then apply to the funding opportunity.

**Q2. Where in Webgrants can I submit attachments such as Meeting Minutes or Bylaws?**
**A2.** In "Application Forms" under the "Attachments 2" section of WebGrants, you will find the sections where you may upload your meeting minutes and bylaws, as well as any other items you may want to upload. These sections are entitled:
- Copy of Bylaws (or minutes from the last meeting)
- News, press clippings, photographs, or neighborhood plans (optional)

**Q3. As President of the Neighborhood Association, in the "Board/Association Members" application form of WebGrants, whose email do I type in: my own personal email address, or the NA's email address?**
**A3.** The email that should be used for your association's application should belong to the person who will be applying for the grant.

## APPLICATION PROCESS

**Q4. We are a newly growing group. Do we still need to include bylaws since we are a group that is still forming?**
**A4.** No.  According to the Cycle 3 General Information Requirements, in place of bylaws, emerging groups are required to submit a copy of the minutes/notes from the last group meeting.

**Q5. I was wondering if it is a firm requirement to submit "committee member" addresses for this application.**
**A5.** For the application, submitting cross streets is sufficient to determine residency. Please note, that if awarded funding, the person responsible for managing the grant is required to list their address on the MOU.

**Q6. As a nonprofit that that conducts city-wide work, how do you suggest we identify the neighborhood boundaries?**
**A6.** Community Partner Group projects should list the neighborhood boundaries where the project(s) that they are proposing will be implemented.

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*or call (408) 535-3570 or (408) 294-9337 for TTY assistance.*

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**Q7. Could we list the number of households served in the program we are proposing the event for?**
**A7.** Yes.

**EXPENSE ELIGIBITY**

**Q8. Is hiring vendors for National Night Out an eligible expense (like taco trucks, face painters, etc.)?**
**A8.** Yes, but with restrictions. Taco Trucks serving food are considered a "food and refreshments" expense, which is and eligible item and subject to the $15 per person limit. Face painters are considered entertainment and are eligible. Vendors that neither serve food nor are entertainers are ineligible. The "hiring of personnel to assist in the project, with the exception of Beautification Projects," is considered an ineligible expense, according to the "Ineligible Expenses" section outlined in Part II, Section 5, number 24 (page 11), of the General Information Requirements document.

**Q9. Could renting a bounce house be considered an eligible expense?**
**A9.** Bounce house rental fees may be considered an eligible expense if the rental business is not performing any services or assistance for the project. Grantee volunteers must manage the monitoring of the bounce house.

**PROJECT ELIGIBILTY**
**Q10. As a nonprofit that conducts citywide work, must our event be open to the entire public or can it be open to all the people we serve through our program?**
**A10.** Nonprofit agencies that are not neighborhood associations are considered "Community Partners." Community partners must involve volunteers that reside in the neighborhood being served, and are only eligible to receive up to $1,500 for beautification projects. The beautification project/activity must be open to all volunteers in the neighborhood that your group is conducting the project(s).

**Q11. Are there any permits I should be considering if I my group wants to host a block party? I was thinking it would be an outdoor gathering with pot-luck food.**
**A11.** The details of the event will determine what sort of permits are needed. Some examples of permits for events include:
1. A block party that closes a street must apply for the street closure through SJPD. The application can be found here.
2. An event in a park may require either a picnic ground reservation or Special Park Use permit, depending on the size, location, and time of the event. More information can be found here or by calling 408-794-7275.

If your event is granted funding, the Fiscal Agent or the PRNS Analyst can help you identify the appropriate permits for the event.

## BeautifySJ Cycle 3

Building Community Through **Fun**

SAN JOSE
PARKS, RECREATION &
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CAPITAL OF SILICON VALLEY

**PERMISSIONS**

**Q12. How do I know which utility boxes are eligible for murals?  Presumably some of them are owned by private companies like AT&T, while others may be situated on private property:**
**A12.**  Certain utility boxes owned by the City's Department of Transportation are eligible for murals. Please contact the Two Fish Design Group to determine which Utility Boxes can be part of the Utility Box Program:

<div align="center">

**Two Fish Design**
366 South First Street
San Jose, CA 95113
408.271.5151
studio@twofishdesign.com

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**Q13. Who do we contact for Caltrans permission?**
**A13.** Caltrans Adopt-a-Highway coordinators can be found here.

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