



CITY OF SURPRISE
Council Subcommittee on Community Outreach, Partnerships &
Grants

16000 N. Civic Center Plaza
Surprise, AZ 85374

Wednesday, August 14, 2024 @ 4:00 PM
COUNCIL CHAMBER OVERFLOW ROOM

- A. Call To Order
B. Roll Call
C. Pledge of Allegiance
D. Current Events and Reports
E. Staff Reports
F. Council Subcommittee on Community Outreach, Partnerships & Grants Meeting Agenda

CALL TO THE PUBLIC:

INSTRUCTIONS: In order to address the Board\Commission, you will need to fill out a Call to the Public Form available at the front counter, and then turn it in to the Secretary before the meeting begins.

Note: A.R.S. 38-431.01(H) - During this time members of the public may address the Board\Commission only on issues within the jurisdiction of the Board\Commission which are not an item on the agenda. At the conclusion of the open call, the Board\Commission may respond to criticism, may ask staff to review the matter or may ask that the matter be put on a future agenda. No discussion or action shall take place on any item raised.

CONSENT AGENDA:

REGULAR AGENDA ITEM - NON-PUBLIC HEARING:

- 1. Citywide Consideration and action pertaining to the approval of the minutes from the Subcommittee on Community Outreach, Partnerships and Grants meeting held on June 4, 2024. Jodi Tas Human Svcs and Comm Vitality
2. Citywide Consideration and action pertaining to the Neighborhood Grant Program timeline for FY25. Seth Dyson Human Svcs and Comm Vitality
3. Citywide Consideration and action pertaining to the Neighborhood Grant Program application for FY25. Seth Dyson Human Svcs and Comm Vitality
G. Other Business and Future Agenda Items
H. Adjournment

KRISTI PASSARELLI, CITY CLERK

POSTED: Friday, August 9, 2024 @ 9:00 AM

SPECIAL NOTE: PERSONS WITH SPECIAL ACCESSIBILITY NEEDS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETER, SHOULD CONTACT THE CITY CLERK'S OFFICE @ 623.222.1200 OR TTY 623.222.1002, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.



CITY OF SURPRISE
**Council Subcommittee on Community Outreach,
Partnerships & Grants**

Council Meeting Date: August 14, 2024

Contact Person: Jodi Tas, MNGMNT ANALYST - SR

Submitting Department: Human Svcs and Comm
Vitality

District: Citywide

Staff Recommendations:

Consent: No

Regular: Yes

Public Hearing: No

Report/Discussion: No

Agenda Wording:

Consideration and action pertaining to the approval of the minutes from the Subcommittee on Community Outreach, Partnerships and Grants meeting held on June 4, 2024.

Motion:

I move to approve the minutes from the Subcommittee on Community Outreach, Partnerships and Grants meeting held on June 4, 2024.

Background:

NA

Objective Analysis:

N/A

Policy Compliant:

This item is compliant with City and Council policies.

Financial Impact:

N/A

Budget Impact:

N/A

FTE Impact:

N/A

ATTACHMENTS:

1. 06042024 SCOP Meeting Minutes
-

CITY OF SURPRISE
Subcommittee on Community Outreach, Partnerships & Grants
16000 N Civic Center Plaza
Surprise, Arizona 85374

Tuesday, June 4, 2024 @ 4 pm
Council Overflow Room

A. Call to Order

B. Roll Call

Chair and Vice Mayor Nick Haney, Councilmembers Chris Judd and Patrick Duffy

Staff: Seth Dyson – Human Services & Community Vitality Director, Deb Perry – Human Services & Community Vitality Assistant Director, and Jodi Tas – Government Relations Director, Carson Bolton - Intern

C. Pledge of Allegiance

D. Staff Reports

CALL TO THE PUBLIC:

None

REGULAR AGENDA ITEMS – NON PUBLIC HEARING:

1. Consideration and action pertaining to the approval of the March 7, 2024 Council Subcommittee on Community Outreach, Partnerships and Grants meeting minutes.

Councilmember Duffy motioned to approve the Subcommittee on Community Outreach, Partnerships and Grants meeting minutes dated March 7, 2024. Councilmember Judd seconded the motion. The motion passed 3-0.

2. Consideration and action pertaining to the approval of the May 22, 2024 Council Subcommittee on Community Outreach, Partnerships and Grants meeting minutes.

Councilmember Judd motioned to approve the Subcommittee on Community Outreach, Partnerships and Grants meeting minutes dated May 22, 2024. Councilmember Duffy seconded the motion. The motion passed 3-0.

3. Consideration and action for funding recommendations for the FY25 Surprise Community Outreach Grant Program.

Councilmember Judd motioned to approve the following funding recommendation for the full City Council consideration. Councilmember Duffy seconded the motion. The motion carries 3-0.

Spencer's Place	\$10,000
Best Buddies Inclusion Project	\$10,000
Arizona Burn Foundation	\$10,000
Radiant Church	\$10,000
Autism Life & Living	\$10,000
Sounds of Autism, Inc.	\$9,000
Hart Pantry	\$8,000
Surprise Young Life	\$8,000
Benevilla	\$7,500
Surprise Youth Foundation	\$7,500
Seeds of Hope International Ministries	\$7,000
Stepping Up for Seniors	\$6,500
Chance Shelter	\$6,000
Surprise Original Townsite Stakeholders Committee	\$5,000
Women4Women Tempe	\$5,000
Dysart Special Education EPTSA	\$5,000
Valley of the Sun YMCA	\$5,000
Dysart Education Foundation	\$5,000
Hope Community Services	\$5,000
Autism Society of Greater Phoenix	\$3,000
The Foster Alliance	\$2,500
Valley View Community Food Bank	\$2,500
One Step Beyond Inc.	\$2,500

ADJOURNMENT:

Councilmember Judd motioned to adjourn with a second from Councilman Duffy. The motion carries 3-0. The meeting adjourned at 4:40 pm.

	<hr/> Nick Haney, Vice Mayor, Chair
ATTEST:	<hr/> Jodi Tas, Government Relations Director

CERTIFICATION:

I, Kristi Passarelli, City Clerk, City Clerk Office, Maricopa County, Arizona, do hereby verify that these are the true and correct minutes of the Subcommittee on Community Outreach, Partnerships and Grants meeting held on May 22, 2024

	<hr/> Kristi Passarelli, City Clerk
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CITY OF SURPRISE
Council Subcommittee on Community Outreach,
Partnerships & Grants

Council Meeting Date: August 14, 2024

Contact Person: Seth Dyson, DIRECTOR - HSCV

Submitting Department: Human Svcs and Comm
Vitality

District: Citywide

Staff Recommendations:

Consent: No

Regular: Yes

Public Hearing: No

Report/Discussion: No

Agenda Wording:

Consideration and action pertaining to the Neighborhood Grant Program timeline for FY25.

Motion:

I move to approve the Neighborhood Grant Program timeline for FY25.

Background:

Each year, the City Council sets aside \$10,000 for the Neighborhood Grant Program. This provides residents, HOAs, organizations other than non-profits the ability to apply for grant funding for events, community gatherings, etc.

Objective Analysis:

The Neighborhood Grant Program was established to build community engagement and neighborhood camaraderie.

Policy Compliant:

This item is compliant with City and Council policies.

Financial Impact:

Expenditures for the FY25 Neighborhood Grant Program will not exceed \$10,000.

Budget Impact:

The FY25 Budget was adopted with \$10,000 in funding for the Neighborhood Grant Program.

FTE Impact:

N/A

ATTACHMENTS:

- 1. FY 25 Neighborhood Grant Program - DRAFT Timeline



Date: August 14, 2024
To: Community Partnerships and Grants Sub-Committee
From: Seth Dyson, Director
Re: Neighborhood Grant Program Timeline FY25

- August 14, 2024** Sub-Committee approves Neighborhood Grant Timeline and Application
- August 19** Funding opportunity is publicly released
- August 27** Pre-Application meeting
- October 11** Applications due (8 week application period)
- October 14-18 TBD** Sub-Committee Meeting: Proposal presentations and award decisions
- November 5** Full Council to review and consider approved subcommittee funding recommendations
- November 6** Award letters sent. Initiate contracts with awardees
-
- January 15, 2025** Project update report due to staff from recipient
- April 15, 2025** Project update report due
- June 15, 2025** Final report due



CITY OF SURPRISE
Council Subcommittee on Community Outreach,
Partnerships & Grants

Council Meeting Date: August 14, 2024

Contact Person: Seth Dyson, DIRECTOR - HSCV

Submitting Department: Human Svcs and Comm

District: Citywide

Vitality

Staff Recommendations:

Consent: No

Regular: Yes

Public Hearing: No

Report/Discussion: No

Agenda Wording:

Consideration and action pertaining to the Neighborhood Grant Program application for FY25.

Motion:

I move to approve the Neighborhood Grant Program application for FY25.

Background:

Each year, the City Council sets aside \$10,000 for the Neighborhood Grant Program. This provides residents, HOAs, organizations other than non-profits the ability to apply for grant funding for events, community gatherings, etc.

Objective Analysis:

The Neighborhood Grant Program was established to build community engagement and neighborhood camaraderie.

Policy Compliant:

This item is compliant with City and Council policies.

Financial Impact:

Expenditures for the FY25 Neighborhood Grant Program will not exceed \$10,000.

Budget Impact:

The FY25 Budget was adopted with \$10,000 in funding for the Neighborhood Grant Program.

FTE Impact:

N/A

ATTACHMENTS:

1. Neighborhood Grant Program Application FY25 DRAFT
-



S U R P R I S E

A R I Z O N A

**NEIGHBORHOOD GRANT PROGRAM
APPLICATION INFORMATION
FY 2024-2025**

PROGRAM PURPOSE

Surprise City Council would like to engage residents and increase community spirit. To encourage our residents to do so, the Neighborhood Grant Program has been initiated to provide monetary assistance to support activities with goals that comply with our initiative.

Are you interested in sponsoring a special event in your neighborhood to bring your neighbors together to discuss issues and concerns? Would you like to organize a concert in your local park? If you are willing to work hard to see your ideas come to fruition, the City could help make them a reality through the City of Surprise's Neighborhood Grant Program.

HOW THE PROGRAM WORKS

The City of Surprise will provide small grants through the Neighborhood Grant Program to foster partnerships between the City and its neighborhoods each year. Through an application process, qualifying neighborhoods will receive funds for specific projects outlined through the application.

HOW TO APPLY

If you are seeking funds for Fiscal Year 2024-2025, you will need to do as follows:

1. Complete and submit a Neighborhood Grant Program Application to Jodi Tas by **Friday, October 11, 2024 by 5 p.m.** All proposals received after this deadline will not be considered.
 - a. This application must be signed by a minimum of five neighbors within your residential area supporting the idea and the project applicant.
 - b. The application must include a thorough description of how the funding will be utilized.
 - c. **If required, your respective HOA must approve your project prior to grant funds being released. Written approvals will be required prior to November 5th if awarded.**
2. Present your proposal at the Community Outreach, Partnerships & Grants Sub-Committee Meeting on **Wednesday, October xx, 2024 at xpm.**
 - a. The aforementioned panel must support your project for it to move forward.
 - b. Projects must comply with City policy.
 - c. Please contact Jodi Tas, Governmental Relations Program Director at 623.222.1330 with any questions, submittal of application and to determine which meeting agenda your application will be considered.

City of Surprise Neighborhood Grant Program

Overview

The Neighborhood Grant Program, established in 2015, fosters a special partnership between the City of Surprise and its neighborhoods. Through an application process, qualifying neighborhoods will receive funds for specific projects. Award decisions are made by the Committee on Community Outreach, Partnerships & Grants. The Program encourages involvement of residents and other public and private organizations to support neighborhood-initiated planning, community-building or improvement projects. This fiscal year, the City is providing up to **\$10,000** for neighborhood projects. Neighborhoods are not limited to one project per fiscal year and may submit more than one application annually.

To receive support, projects must:

- Provide a public benefit
- Result in a product, which benefits a neighborhood or the larger Surprise community
- Be feasible for completion by Friday, **June 15, 2025**
- Involve the benefiting neighborhood in project identification, planning and execution
- Emphasize neighborhood self-help, be educational, or community-building
- Submit a Project Report by **January 15, 2025 & April 15, 2025**
- Complete a final report about the project by **June 15, 2025**

Projects not eligible for funding:

- Duplication of an existing private or public program or service
- Ongoing services or requests that support service organizations' operating budgets
- Projects that conflict with existing City policy
- Projects that conflict with your respective HOA policies
- Projects exceeding the duration of one year
- Maintenance of projects built with previous Neighborhood Matching Funds
- Nonprofit 501(c)3 organizations

IDEAS BY PROJECT CATEGORY

1. Neighborhood Events

- Events and gatherings for the community such as a concert in the park, food truck event or movie night.

2. Neighborhood Organizing / Organizational Development

- Activities, services and materials that generate new neighborhood connections and activities to grow an organization or educate neighborhood leadership and promote involvement.

3. Neighborhood Cultural, Social, and Recreational Initiatives

- Materials, programs or services that promote diversity, family literacy, neighborhood access to technology, after school enrichment programs, career preparation, services for the needy, disabled or elderly and cultural activities such as music, dance or art programs.

Important Dates to Remember:

Item	Due Date	Time
Information Session <i>Surprise City Hall, 16000 N Civic Center Plaza, Council Overflow Room</i>	August 27, 2024	4 PM
Grant Applications Due	October 11, 2024	5 PM
Proposal Presentations to Sub-Committee <i>Surprise City Hall, 16000 N Civic Center Plaza, Council Overflow Room</i>	October xx, 2023	xx PM
City Council Meeting (Funding Decision)	November 5, 2024	6 PM
Project Status Report Due	January 15, 2025	5 PM
Project Status Report Due	April 15, 2025	5 PM
Project Completion Deadline	June 15, 2025	
Final Report	June 15, 2025*	5 PM

*Subject to change

The City of Surprise
Neighborhood Grant Program
PROJECT SUMMARY FORM
FY 2024 – 2025

IMPORTANT: The Project Application Forms on the following pages must be thoroughly completed.

For more information contact:

Jodi Tas

Governmental Relations Program

Director

623.222.1330

PROJECT APPLICATION FORMS

Please provide the following information regarding your proposed project.

This three-page application is due to Jodi Tas on Friday, October 11 by 5 p.m.

Name of Neighborhood:	
Name of Proposed Project:	
<p>Contact Person:</p> <p>Name: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Email: _____</p> <p>Other Contacts (If Applicable):</p> <p>Name: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Email: _____</p> <p>Note: May include a community partner working on the project.</p>	
What is the goal of the project?	
Please describe the need for the project.	
What support have you received? Who is involved?	
Have you received HOA approval? <i>Must be received prior to November 5th if applicable</i>	
Do you have the support of 5 neighbors?	

How will this bring your neighborhood together?	
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PROPOSED PROJECT EXPENSES

Note: These are only common categories and may not be all inclusive of the expenses for your project or program. Please add to this list on this sheet or another sheet of paper if needed and leave sections blank that do not apply to your project or program.

Type of Cost	Description of Expense	Projected \$ Amount
Salaries/Wages such as youth to clean up after an event, babysitters, etc.		\$
Contracted Services such as site planning, sidewalk installation, etc.		\$
Material/Supplies such as refreshments, safety equipment, etc.		\$
Communication such as long distance phone calls, internet usage, etc.		\$
Printing/Reproduction such as fliers, invitations, applications, etc.		\$

Rentals/Leases such as renting a PA System for an event		\$
Capital Purchases such as playground equipment, trees, etc.		\$
Other		\$
Grand Total of Expenses	a)	\$

PROPOSED PROJECT REVENUE

Cash Donations from Partners

Name of Neighborhood, Person or Organization	\$ Amount	
	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
Total Cash From Partners	b)	\$

In-Kind Donations from Partners

Person/Group & Activity Performed

\$ Amount

	\$	
	\$	
	\$	
	\$	
	\$	
Total In-Kind From Partners	c)	\$

Volunteer Hours (Valued at \$31.80 per hour)

**# of Hours
X \$31.80
per hour =**

Person/Group & Activity Performed

	\$	
	\$	
	\$	
	\$	
	\$	
Total Volunteer Labor	d)	\$

Grand Total (b+c+d=e)

e) \$

Project Overage or Shortage (a-e=f)

f) \$

City Grant Request (Total cash request from the City of Surprise)

g) \$

Minimum amount willing to accept to continue with the project

e) \$

Neighbors within your residential area supporting the idea and the project application. A minimum of five (5) is required. The city reserves the right to contact supporting neighbors.

Name: _____

Address: _____

Phone: _____ Email: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Name: _____

Address: _____

Phone: _____ Email: _____

Name: _____

Address: _____

Phone: _____ Email: _____