



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

16000 N. Civic Center Plaza
Surprise, AZ 85374

Monday, May 5, 2025 @ 11:00 AM
COUNCIL CHAMBERS 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 February 12, 2025. Human Svcs and Comm Vitality
2. Citywide Consideration and action pertaining to approval of the Neighborhood Grant Program timeline for FY26. Seth Dyson Human Svcs and Comm Vitality
3. Citywide Consideration and action pertaining to approval of the Neighborhood Grant Program application for FY26. Seth Dyson Human Svcs and Comm Vitality

- G. Other Business and Future Agenda Items
H. Adjournment

KRISTI PASSARELLI, CITY CLERK

POSTED: Tuesday April 29th, 2025 @ 3:30 PM
\*Amended on Thursday May 1st, 2025 @ 9:30 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 CLERK@SURPRISEAZ.GOV, BY NO LATER THAN 24 HOURS IN ADVANCE OF THE REGULAR SCHEDULED MEETING TIME.



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

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Council Meeting Date: May 5, 2025                      Contact Person:  
Submitting Department: Human Svcs and Comm      District: Citywide  
Vitality  
Staff Recommendations:

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Consent: No              Regular: No              Public Hearing: No              Report/Discussion: No

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**Agenda Wording:**

Consideration and action pertaining to the approval of the minutes from the Subcommittee on Community Outreach, Partnerships and Grants meeting held on February 12, 2025.

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**Motion:**

I move to approve the minutes from the Subcommittee on Community Outreach, Partnerships and Grants meeting held on February 12, 2025.

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**Background:**

N/A

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**Objective Analysis:**

N/A

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**Policy Compliant:**

This item is compliant with City and Council policies.

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**Financial Impact:**

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**Budget Impact:**

N/A

**FTE Impact:**

N/A

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**ATTACHMENTS:**

1. Subcommittee on COPG Meeting Minutes 2.12.2025
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**CITY OF SURPRISE**  
**Subcommittee on Community Outreach, Partnerships & Grants**  
**16000 N Civic Center Plaza**  
**Surprise, Arizona 85374**

Tuesday, February 12, 2025 @ 11:00 a.m.  
Council Overflow Room

A. Call to Order

Chair Judd called the meeting to order at 11:05 am.

B. Roll Call

Committee members: Councilmember/Chair Chris Judd and Councilmembers Nick Haney and Patrick Duffy

Staff: Seth Dyson – Human Services & Community Vitality Director, Deb Perry – Human Services & Community Vitality Assistant Director, and Julie Akerly – Arts & Culture Manager

C. Pledge of Allegiance

D. Current Events and Reports

None

E. Staff Reports

None

**CALL TO THE PUBLIC:**

None

**REGULAR AGENDA ITEMS – NON PUBLIC HEARING:**

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

Councilmemembr Duffy made a motion to approve the October 22, 2024 Subcommittee on Community Outreach, Partnerships and Grants meeting minutes. Councilmember Haney seconded the motion. The motion carries 3-0.

2. **Presentation and discussion regarding the Surprise Arts & Cultural Grant opportunities.**

Julie Akerly presented the grant opportunities to the Subcommittee.

3. **Consideration and action pertaining to the application of the Surprise Community Outreach Program grant for FY26.**

Councilmember Duffy made a motion to approve the application of the Surprise Community Outreach Program grant for FY26, as amended. Councilmember Haney seconded the motion. The motion carries 3-0.

4. **Consideration and action pertaining to the timeline of the Surprise Community Outreach Program grant for FY26.**

Councilmember Haney made a motion to approve the timeline of the Surprise Community Outreach Program grant for FY26. Councilmember Haney seconded the motion. The motion carries 3-0.

F. Other Business and Future Agenda Items:

**ADJOURNMENT:**

Councilmember Haney made a motion to adjourn the meeting. Councilmember Duffy seconded the motion. The motion carries 3-0. The meeting adjourned at 12:02 pm.

	<hr/> Chris Judd, Councilman, Chair
<b>ATTEST:</b>	<hr/> Deb Perry, Human Service & Community Vitality Assistant 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 February 12, 2025.

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

Council Meeting Date: May 5, 2025 Contact Person: Seth Dyson, DIRECTOR - HSCV
Submitting Department: Human Svcs and Comm District: Citywide
Vitality
Staff Recommendations:

Consent: No Regular: No Public Hearing: No Report/Discussion: No

Agenda Wording:

Consideration and action pertaining to approval of the Neighborhood Grant Program timeline for FY26.

Motion:

I move to approve the Neighborhood Grant Program timeline for FY26.

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 FY26 Neighborhood Grant Program will not exceed \$10,000.

Budget Impact:

The FY26 Budget was adopted with \$10,000 in funding for the Neighborhood Grant Program.

FTE Impact:

N/A

ATTACHMENTS:

- 1. FY 26 Neighborhood Grant Program - DRAFT Timeline



**Date:** May 5, 2025  
**To:** Community Partnerships and Grants Sub-Committee  
**From:** Seth Dyson, Director  
**Re:** Neighborhood Grant Program Timeline FY26

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**May 5** Sub-Committee approves Neighborhood Grant Timeline and Application

**June 16** Funding opportunity is publicly released

**June 23** Pre-Application meeting

**August 22** Applications due (10 week application period)

**September 8** Sub-Committee Meeting: Proposal presentations and award decisions

**September 19** HOA approval due, if applicable

**October 7** Full Council to review and consider approved subcommittee funding recommendations

**October 8-9** Award letters sent. Initiate contracts with awardees

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**January 15, 2026** Project update report due to staff from recipient

**April 15, 2026** Project update report due

**June 15, 2026** Final report due



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

Council Meeting Date: May 5, 2025                      Contact Person: Seth Dyson, DIRECTOR - HSCV  
Submitting Department: Human Svcs and Comm      District: Citywide  
Vitality  
Staff Recommendations:

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Consent: No              Regular: No              Public Hearing: No              Report/Discussion: No

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**Agenda Wording:**

Consideration and action pertaining to approval of the Neighborhood Grant Program application for FY26.

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**Motion:**

I move to approve the Neighborhood Grant Program application for FY26.

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**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.

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**Objective Analysis:**

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

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**Policy Compliant:**

This item is compliant with City and Council policies.

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**Financial Impact:**

Expenditures for the FY26 Neighborhood Grant Program will not exceed \$10,000.

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**Budget Impact:**

The FY26 Budget was adopted with \$10,000 in funding for the Neighborhood Grant Program.

**FTE Impact:**

N/A

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**ATTACHMENTS:**

1. Neighborhood Grant Program Application FY26 - DRAFT
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**S U R P R I S E**

**A R I Z O N A**

**NEIGHBORHOOD GRANT PROGRAM  
APPLICATION INFORMATION  
FY 2025-2026**

## 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 2025-2026, you will need to do as follows:

1. Complete and submit a Neighborhood Grant Program Application to Deb Perry by **Friday, August 22, 2025 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 September 19th if awarded.
2. Present your proposal at the Community Outreach, Partnerships & Grants Sub-Committee Meeting on **Monday, September 8, 2025 at 6p.m.**
  - a. The aforementioned panel must support your project for it to move forward.
  - b. Projects must comply with City policy.
  - c. Please contact Deb Perry, Human Service & Community Vitality Assistant Director at 623.222.1623 or [deborah.perry@surpriseaz.gov](mailto:deborah.perry@surpriseaz.gov) with any questions.

# City of Surprise Neighborhood Grant Program

## Overview

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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 **June 15, 2026**
- 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, 2026 & April 15, 2026**
- Complete a final report about the project by **June 15, 2026**

### ***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

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### 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>	June 30, 2025	5 PM
Grant Applications Due	August 22, 2025	5 PM
Proposal Presentations to Sub-Committee <i>Surprise City Hall, 16000 N Civic Center Plaza, Council Overflow Room</i>	September 8, 2025	6 PM
HOA approval due, if required	September 19, 2025	5 PM
City Council Meeting (Funding Decision)	October 7, 2025	6 PM
Project Status Report Due	January 15, 2026	5 PM
Project Status Report Due	April 15, 2026	5 PM
Project Completion Deadline	June 15, 2026	
Final Report	June 15, 2026*	5 PM

\*Subject to change

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The City of Surprise  
Neighborhood Grant Program  
PROJECT SUMMARY FORM  
FY 2025 – 2026

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

**For more information contact:**

Deb Perry

Human Service & Community Vitality Assistant  
Director

[deborah.perry@surpriseaz.gov](mailto:deborah.perry@surpriseaz.gov)

623.222.1623

# PROJECT APPLICATION FORMS

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Please provide the following information regarding your proposed project.

**This three-page application is due to Deb Perry on Friday, August 22 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? If not, what is the expected date of HOA approval? <i>Must be received prior to September 19 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
<b>Salaries/Wages</b> such as youth to clean up after an event, babysitters, etc.		\$
<b>Contracted Services</b> such as site planning, sidewalk installation, etc.		\$
<b>Material/Supplies</b> such as refreshments, safety equipment, etc.		\$
<b>Communication</b> such as long distance phone calls, internet usage, etc.		\$
<b>Printing/Reproduction</b> such as fliers, invitations, applications, etc.		\$

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

## PROPOSED PROJECT REVENUE

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### Cash Donations from Partners

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

**In-Kind Donations from Partners**

**Person/Group & Activity Performed**

**\$ Amount**

	\$	
	\$	
	\$	
	\$	
	\$	
<b>Total In-Kind From Partners</b>	<b>c)</b>	\$

**Volunteer Hours (Valued at \$33.49 per hour)**

**# of Hours  
X \$33.49  
per hour =**

**Person/Group & Activity Performed**

	\$	
	\$	
	\$	
	\$	
	\$	
<b>Total Volunteer Labor</b>	<b>d)</b>	\$

**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: \_\_\_\_\_