

Menlo Park Belle Haven Mini Grant Initiative

**Memorandum of Understanding (MOU)
January 1, 2020 – December 31, 2020**

Purpose

The purpose of this **MOU** is to articulate roles and responsibilities for the successful implementation of the Menlo Park Belle Haven Mini Grant program. The purpose of the Mini Grant Program is to provide resources for Belle Haven neighborhood: cleaning and greening and other aesthetic improvements initiated by residents; neighborhood based and initiated activities designed to improve sense of community; and for other activities supporting the neighborhood's priorities as identified in the Belle Haven Vision process.

Silicon Valley Community Foundation, the City of Menlo Park, and Belle Haven Community Development Fund will utilize the allocated City grant of \$30,000 to fund projects such as these examples and others meeting the purpose above with a funding cap of \$1,500 per mini grant. Any mini grant above \$1,500 will be reviewed by the City of Menlo Park:

1. Home improvement/ curb appeal
 - a. Front yard chain link fence removal / replacement through a list of approved contractors (preferably from the neighborhood) to be supplied by the City
 - b. Removal of window bars from street-facing windows through a list of approved contractors (preferably from the neighborhood) to be supplied by the City
 - c. Landscaping (preferably drought resistant native species not requiring irrigation). Residents interested in this area should contact the City's Environmental Programs office at 650-330-6720 or at recycle@menlopark.org.
 - d. Blight removal such as trash and junk removal, removal of dilapidated sheds and other accessory structures, painting, and neighborhood clean-up activities
 - e. Compliance with City of Menlo Park code enforcement project as long as it is in keeping with the mini-grant guidelines (e.g. trash cans hidden from view in the front, cutting privacy hedges down to the 4 ft. limitation, etc.)
2. Community Building Events
 - a. Block parties
 - b. Start-up activities for neighborhood watch and other crime prevention trainings and meeting
 - c. Food and other expenses for neighborhood gatherings
 - d. Supplies and other support for cross-cultural dialogues and interactions
 - e. Activities promoting the use of public space for community building
3. Activities supporting Belle Haven Vision priorities
 - a. Youth development and mentoring activities
 - b. Recreation activities
 - c. Activities designed to reduce driving and improve traffic safety
 - d. Activities to expand partnerships with local businesses

The City of Menlo Park will be responsible for:

- Providing grant funding for the program of \$30,000 for FY 2019-20. Additional funding may be available upon approval by the City Council for future fiscal years.
- Participating in program evaluation efforts to be developed by Belle Haven Community Development Fund.
- Participating in learning community meetings with the Silicon Valley Community Foundation, Belle Haven Community Development Fund and other partners to discuss progress and lessons learned, as appropriate.
- Working with the Silicon Valley Community Foundation, Belle Haven Community Development Fund and other community partners to accomplish the goals of the program.
 - Marketing the mini grant program through the Community Services Department, neighborhood newsletter, Neighborhood Service Center, neighborhood message center, traffic signs, and more.
 - Act as a point of contact for grantees seeking technical assistance and resource / referral in order to successfully complete their project.

Silicon Valley Community Foundation will be responsible for:

- Providing fiscal agent services to receive, disburse, and account for mini grant program funds.
- Ensuring that a Round 7 financial report is to the City by September 13, 2020, including, at least: who received grants, how much those grants were for, the purpose of the grant and administrative expenses to date.
- Participating in program evaluation efforts.
- Participating in learning community meetings to discuss progress and lessons learned, as appropriate.
- Supporting the work of Belle Haven Community Development Fund in making the decisions about individual grant applications, including supporting an application process, submission review and award process, notification of awards, disbursement of funds, and development of an accounting process meeting accepted accounting practices.
- Evaluating program applications to ensure specific charitable purpose, aligning with the exempt purposes per the Internal Revenue Code Section 501(c)(3).
- Tracking program administrative expenses and deducting it from the program balance not to exceed 8% of the total program budget; 5% for SVCF fees and 3% for BHCDF administrative costs.

Belle Haven Community Development Fund will be responsible for:

- Developing selection criteria and reviewing mini grant applications for alignment with the program purpose, eligibility (ie does the applicant reside / work in / provide services to the Belle Haven neighborhood?), and likelihood of project completion.
- Working with the City and Silicon Valley Community Foundation on development of a simple and effective mini grant application form and process.
- Leading the effort, with the City and Silicon Valley Community Foundation, on development of a simple and effective mini grant quarterly reporting form and process indicating number of grants, values of grants and types of project supported by the grants.
- Leading program evaluation efforts, including evaluation design, data collection, interpretation and dissemination.
- Participating in learning community meetings to discuss progress and lessons learned, as appropriate.

- Ensuring that grant reviews are fair and potential conflicts of interest are avoided by recusing grant review committee members from the process during any time period in which there may be the appearance of a conflict of interest.

Payment Dates

The City shall pay Silicon Valley Community Foundation the grant funding allocation of \$30,000 upon receipt of a fully signed MOU and invoice. If at the conclusion of the grant cycle, there are unexpended funds, those funds should be returned to the City or at the City’s discretion allow those funds to be carried over to the next grant cycle year and used for purposes that would benefit the program. Should the City Council find the program effective, the program may be extended into the next calendar year and additional funding may be allocated for the program.

Term of MOU

The term of this **MOU** shall run from January 1, 2020 through December 31, 2020 unless any party to this **MOU** notifies the other parties, in writing, of its election to terminate the **MOU**.

Amendment of MOU

This **MOU** contains all of the terms and conditions agreed upon by all of the parties. No amendment or modification shall be valid unless made in writing and signed by all of the parties. No oral understanding or agreement shall be binding.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have affixed their hands.

City of Menlo Park

[Signature] Feb 6, 2020

 Representative Date
 City of Menlo Park

Silicon Valley Community Foundation

Alex Tenorio Feb 6, 2020

 Representative Date
 Silicon Valley Community Foundation

Belle Haven Community Development Fund

Quanita R. Croft Feb 6, 2020

 Representative Date
 Belle Haven Community Development Fund