



## **SPECIAL MEETING AGENDA**

**Friday, May 17, 2024**

**Yountville Community Center  
Reception Room**

**3:00 PM**

### **Yountville Community Foundation**

*Majel Arnold, Chair*  
*Carol Fink, Vice Chair*  
*Carol Shirmang, Director*  
*Sandy Fagan, Director*  
*Scott Owens, Director*  
*Cynthia Kapjian, Director*  
*Pamela Zeidell, Director*  
*Brad Raulston, Treasurer*  
*Samantha Holland, Secretary*

The Town of Yountville is committed to complying with the Americans with Disabilities Act (ADA) and other similar federal and state laws in all respects. If, as an attendee or participant in this meeting, or in meetings on a regular basis, you will need special assistance beyond what is provided, the Town will provide reasonable accommodations for you. Individuals who need auxiliary aids or services for effective communication or participation in programs and services of the Town of Yountville are invited to make their needs and preferences known by contacting the Town Clerk at (707) 944-8851 at least 72 hours prior to the meeting. This notice is available in accessible alternate formats from the ADA Coordinator.



**1. CALL TO ORDER**

**2. ROLL CALL**

**3. ADOPTION OF AGENDA**

**4. APPROVAL OF MINUTES FROM APRIL 26, 2024**

**5. ADMINSTRATIVE**

**A** Review and Approval of Small Project Grant Program Draft

**6. NEW FUND/FUNDING REQUESTS**

NONE

**7. BOARD MEMBER UPDATES**

**8. ADJOURNMENT**

Adjourn to the Yountville Community Foundation Meeting Friday, July 26, 2024 at 3 PM at the Yountville Community Center Founders Room



## **Meeting Minutes**

**Friday, April 26, 2024**

**3:00 PM**

### **Yountville Community Foundation**

*Carol Shirmang, Chair*  
*Sandy Fagan, Vice Chair*  
*Scott Owens, Director*  
*Cynthia Kapjian, Director*  
*Pamela Zeidell, Director*  
*Carol Fink, Director*  
*Majel Arnold, Director*  
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1. **CALL TO ORDER**  
*Meeting called to order at 3 PM*
2. **ROLL CALL**  
*In attendance were members Shirmang, Kapjian, Zeidell, Arnold, Fink and Holland*
3. **ADOPTION OF AGENDA**  
*Motion for adoption by Fagan, Seconded by Arnold, All Ayes*
4. **APPROVAL OF MINUTES**  
*Motioned for approval by Fink, Seconded by Zeidell, All Ayes*
5. **ADMINISTRATIVE**
  - A. Appoint New Chair and Vice Chair (1-Year Term)  
*Motion to appoint new Chair as Majel Arnold and New Vice Chair as Carol Fink by Kapjian, Seconded by Shirmang, All Ayes*
6. **FINANCIAL REPORT**
  - A. Financial Report ending March 2024  
*Motion to accept Financial Report by Fagan, Seconded by Zeidell, All Ayes*
7. **NEW FUND/FUNDING REQUESTS**  
NONE
8. **BOARD MEMBER UPDATES**
  - A. Small Project Grant Program Update (Subcommittee)  
*Board received an update from the Subcommittee. Request was made to call a special meeting on Friday, May 17 to approve the draft program to go to the Town Council in June.*
9. **ADJOURNMENT**  
Adjourn to the Yountville Community Foundation Meeting Friday, July 26, 2024 at 3 PM at the Yountville Community Center Founders Room  
*Meeting adjourned at 3:35 PM*



# SMALL PROJECTS GRANT FUND APPLICATION

## 2025 Funding Period

The Town of Yountville Community Foundation exists to promote and raise funds to support community-based programming that benefits and serves the residents of Yountville. Priorities of the TOYCF include Youth Recreation and Education; Community Wellness and Enrichment; Senior Recreation, Leisure, Education and Support Services; Parks and Facility Improvements; Cultural Arts Programs; Initiatives and Events Staffed by Community Volunteers; and acts a partner for community organizations as a fiscal agent.

The TOYCF is intended to operate as an administrative organization providing financial and administrative support for various areas of specified interest. Specifically, to serve as a facilitator for local fund-raising and provide a structure and distribution for funds consistent with the mission of the foundation.

The Small Projects Grant Fund is offered through financial sponsorship from the Town of Yountville. Each year, the fund allocates a grant budget for projects in Yountville. The minimum grant amount is \$2,500 and a maximum amount of \$20,000 per year. Matching funds are suggested but not required. Eligibility does not guarantee funding. The TOYCF Board of Directors will review all eligible grant applications and is the final decision-making body in selecting grant awards.

*The TOYCF Small Projects Grant Program will fund projects that are accessible to and benefit the public at large with the goal of improving the quality of life for Yountville Residents. Funds cannot be used to benefit a specific person or for-profit entity.*

### 2025 Funding Period Deadlines (DRAFT)

	Date
Application Period Opens	7/1/2024
In Person Orientation	TBD
Question & Answer Distributed	One Week after Orientation
Application Deadline	8/31/2024
TOYCF Selection & Approval	10/25/2024
Applicants Notified	11/1/2024
Project Funding Period Begins	1/1/2025
Projects Complete	12/31/2025

## APPLICATION PROCESS INFORMATION

Applications must be submitted electronically in PDF format by emailing [TOYCF@yville.com](mailto:TOYCF@yville.com). The PDF can be one document containing all the assets or separate files for each.

The deadline to apply is August 21, 2024 and emails must be received no later than midnight. Applicants will receive a confirmation email. If you do not receive a confirmation email within 3 business days of sending your application in, please check in by emailing or calling 707-948-2627.

After the In Person Orientation, a list of Questions and Answers will be posted on the website [www.toycf.org](http://www.toycf.org). We recommend you check this document before emailing questions and/or submitting your application.

## FREQUENTLY ASKED QUESTIONS

### 1. WHAT TYPES OF PROJECTS MAY BE FUNDED?

The TOYCF Small Projects Grant Program will fund projects that are accessible to and benefit the public at large with the goal of improving the quality of life for Yountville Residents. Funds cannot be used to benefit a specific person or for-profit entity.

- Projects must be accessible and inclusive to all regardless of ability to pay.
- Projects should demonstrate how they improve the quality of life for Yountville Residents.

### 2. WHO MAY APPLY?

- A. Applicants do not have to be an established organization to apply.
- B. Non-Profits, Neighborhood Groups, Homeowners Associations, Service Clubs, Community Groups or other organizations are encouraged to apply.

### 3. WHAT EXPENSES ARE ELIGIBLE?

- A. Contractor Fees
- B. Supplies
- C. Equipment Rentals
- D. Permit and insurance fees or costs
- E. Other costs associated with the project.
- F. Planning Costs.

#### Expenses that are not eligible:

- Costs incurred prior to the grant award.
- Indirect costs, ongoing operational costs or overhead expenses like rent, mortgage, property taxes, utilities or office supplies
- Ongoing maintenance, upkeep or repairs
- Fundraising expenses
- Staff salaries
- Membership Dues
- New business seed money

- Individual training or education
- Travel

**\*List is not comprehensive**

#### **4. WHAT IS THE GRANT MATCH AND HOW MUCH IS REQUIRED?**

The Small Projects Grant Program highly encourages funding matches but does not require it. These funds may be actual cash donations or in-kind donations (Supplies, volunteer hours etc..)

#### **5. WHAT ARE THE CRITERIA FOR GRANT EVALUATION?**

Goal: Improving the Quality of Life for Yountville Residents

- A. Project Team – Volunteers and project partners are a significant component of this process. Applications should reference the partnering organizations, individuals, and associations who are involved in the project.
- B. Community Support – Projects must have clear neighborhood and community support. Projects should demonstrate this support and what value this project will add to the Community. Support may be demonstrated through letters or support or a petition.
- C. Budget – The budget should be well thought out, reasonable and realistic. Applicants are encouraged to explore other supplemental funding sources to show diverse support for the project.
- D. Project Reach – Description of how many people are estimated to benefit from your project.
- E. Environmental Consciousness – Projects should reflect environmental consciousness regarding materials, energy and conservation.
- F. Accessibility – Projects should be as broadly accessible as possible. This means creating opportunities for people of all abilities and thinking broadly about how to be widely inclusive, welcoming and collaborative.

## **APPLICATION CHECKLIST**

- ☐ **Application Form**
- ☐ **Detailed Project Budget**
- ☐ **Response to Questions**
- ☐ **Permission from Property Owner or Authorized Manager**
  - If your project will take place on private property, please submit documentation demonstrating the approval or endorsement for the project from the property owner, including information on both the length and scope of the use. This may be an authorization letter from the property owner, an agreement or lease.
- ☐ **Permission and Approvals for Town-Owned Property**
  - Does your project require Town permits, approvals, or involvement? Please identify the permits that are needed and follow the instructions below. It is the applicant's responsibility to obtain all necessary permits and approvals for the project. An application may be denied for failure to adequately research or secure Town approvals.
- ☐ **Use of Parks or Recreation Facilities**
  - Please contact the Parks and Recreation Department for information on use of a park or recreation facility.
- ☐ **Public Art Projects**
  - Public Art Projects must be approved by the Yountville Arts Commission. Please contact the Yountville Arts Liaison at [yvillearts@yville.com](mailto:yvillearts@yville.com).
- ☐ **Special Events**
  - For events taking place on city streets, sidewalks or in a park with over 200 people must apply for a Special Event Permit. For information, please visit <https://www.townofyountville.com/448/Permits-Licenses>





**Yountville Community Foundation**  
**SMALL PROJECTS GRANT PROGRAM**  
**2024 Application Form**

<b>Project Name:</b>	<b>Requested Grant Amount:</b> \$ _____ <b>Other Funding Sources:</b> \$ _____ <b>TOTAL Project Cost:</b> \$ _____
<b>Project Physical Address:</b>	<b>Group or Organization Name:</b>
<b>How did you hear about this grant program?</b>	
<b>Contact Person Name:</b>	<b>Contact Person Phone #:</b>
<b>Contact Email:</b>	<b>Contact Mailing Address:</b>
<b>Property Owner of Project Site</b> <b>Name:</b>  <b>Address:</b>  <b>Phone:</b>	
<p>Grant Scope: This application packet describes the intended use of the requested grant funds to complete the project identified in the application and the elements listed in the Project Budget. I declare under penalty of perjury, under the laws of the state of California, that the information contained in this Application Packet, including the required attachments, is accurate.</p> <p>Print Name: _____ Signature: _____</p> <p>Title: _____ Date: _____</p>	



**Yountville Community Foundation**  
**SMALL PROJECTS GRANT PROGRAM**  
**PROJECT BUDGET**

**PROJECT NAME:** \_\_\_\_\_

**BUDGET:** List all features, amenities, supplies, and plans

<b>COST ESTIMATE</b>	<b>Requested Funds</b>	<b>Match</b>
<b>Salaries/Wages (In-Kind Match Only)</b>	<b>N/A</b>	
<b>Contracted Services</b>		
<b>Materials/Supplies</b>		
<b>Printing/Marketing</b>		
<b>Rentals</b>		
<b>Other</b>		
<b>TOTAL REQUEST AMOUNT</b>	<b>A.</b>	
<b>TOTAL MATCHING FUNDS</b>		<b>B.</b>
<b>TOTAL PROJECT COST (A+B)</b>	<b>\$</b>	

<b>FUNDING SOURCES</b>	<b>Date Committed</b>	<b>Amount</b>
<b>TOTAL</b>		<b>\$</b>

**\* Add Additional Pages to Budget if needed**

Please answer the following questions as they apply to your project. Responses are limited to 5 pages at 12-point font including drawings and photographs. Please include page numbers on all pages.

1. Describe your project, including objectives and goals, and explain how your project will meet these goals.

Include the following:

- Who will benefit from the project and how many people are expected to be impacted by the project?
- Describe any approvals and permits needed and obtained for your project.

2. What is your outreach plan? Please explain how your project will be open and accessible to the community.

3. Describe the community support for your project.

- a. What organizations, non-profits, resident groups are involved with the project?
- b. What roles are they playing and describe how collaborative the project is?
- c. What other support exists for your project?

4. Is there ongoing maintenance required for your project? If so, what is the plan for maintenance and who is going to be responsible?

5. Projects should reflect environmental consciousness regarding materials, energy, and conservation. Please describe how your project will meet this goal.

6. Project Budget: Grant requests may not exceed \$ 20,000. Please explain how the requested funds will be used, how the cost estimate was determined and the status of matching funds. This section is in addition to the cost estimate form.