

IMAGINE YOUNTVILLE GRANT PROGRAM

MISSION

The TOYCF Imagine Yountville 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





IMPORTANT DATES

Application Period Opens	August 4, 2025
In Person Orientation	August 14, 2025 5:30 PM
Question & Answer Distributed	August 18, 2025
Application Deadline	September 3, 2025
TOYCF Special Board Meeting Review	September 26, 2025
TOYCF Board Meeting and Approval	October 24, 2025
Applicants Notified	October 28, 2025
Project Funding Period Begins	1/1/2026
Projects Complete	12/31/2026



APPLICATION PROCESS

APPLICATION PROCESS

- Must be submitted electronically by emailing TOYCF@yville.com
- September 3, 2025 by the MIDNIGHT deadline.
- You will receive a confirmation email letting you know it's been received.
- If items are missing, you will be notified and have a short window of time to submit them.



**Who, What,
When, Where,
Why**



Who May Apply?

- Anyone...
 - Non-Profits
 - Neighborhood Groups
 - HOA's
 - Service Clubs
 - Community Groups
 - Individuals

What Types of Projects May Be Funded?

- Accessible to and benefit the public at large.
- Accessible and inclusive to all regardless of ability to pay.
- Improves quality of life for residents.

What Can the Grant Pay For?

- Contractor Fees
- Supplies
- Equipment Rentals
- Permit and Insurance Fees or Costs
- Other costs associated with the project
- Planning costs.

Expenses that ARE NOT eligible.

- Costs incurred prior to 2026
- Indirect costs, ongoing operational costs or overhead expenses like rent, property taxes, mortgage, utilities, and office costs
- Ongoing maintenance or upkeep
- Fundraising expenses
- Staff salaries
- Membership Dues
- New business seed money
- Individual training or education
- Travel

What is the grant match and how much is required?

- No match required but highly encouraged.
- Match can be money or in-kind such as supplies, volunteer hours etc..

CRITERIA FOR EVALUATION

Goal: Improving the Quality of Life for Yountville Residents.

- Project Team
- Community Support
- Budget
- Project Reach
- Environmental Consciousness
- Accessibility

APPLICATION CHECKLIST

Page 4

APPLICATION CHECKLIST

Application Form

PAGE 4

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.

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>



IMAGINE YOUNTVILLE

GRANT FUND APPLICATION

2025 Funding Period

PROJECT NAME: Yountville Holiday Skating Rink 2025

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

COST ESTIMATE	Requested Funds	Match
Salaries/Wages (In-Kind Match Only)	N/A	
	0	0
Contracted Services		
Contract with Skating Rink Co.	10,000	2,500
Materials/Supplies		
Hot chocolate and cookies	150	0
Socks	250	0
Printing/Marketing		
Yountville Sun Ads	950	0
Rentals		
Zamboni Rental		2500
Other		
Liability Insurance	3,650	0
TOTAL REQUEST AMOUNT	A. 15,000.00	
TOTAL MATCHING FUNDS		B. 5000.00
TOTAL PROJECT COST (A+B)	\$ 20,000	

Page 6 - 7

NARRATIVE

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:

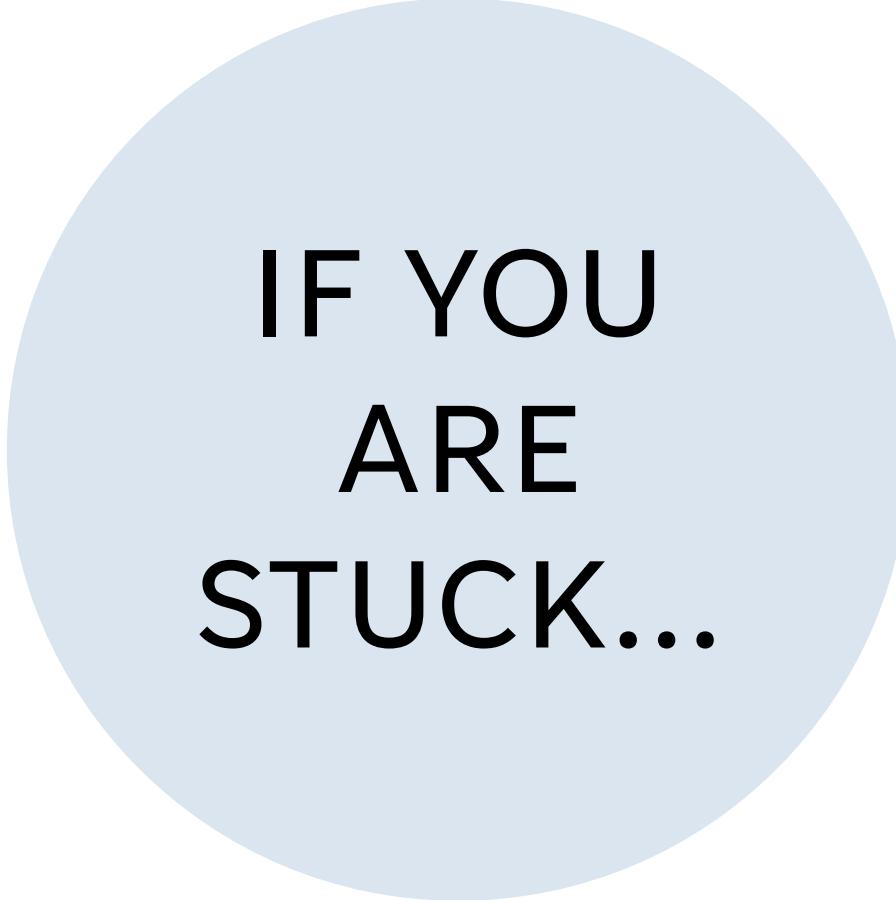
- Who will benefit from the project and how many people are expected to be impacted by the project?
- Describe any approvals and permits needed and obtained for your project.

2. What is your outreach plan? Please explain how your project will be open and accessible to Yountville residents.
3. Describe the community support for your project.
 - a. What organizations, non-profits, resident groups are involved with the project?
 - b. What roles do they play and describe their collaboration with the project?
 - 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. How will the project reduce waste, reuse materials or resources and recycle? 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.

OTHER ATTACHMENTS

- Written Permission from property owner or manager.
- Written Permission for projects on Town Owned Property.
- Any drawings, photos or other attachments that can assist with understanding the request.
- Letters of support.



IF YOU
ARE
STUCK...

LET US HELP!

- Ask for assistance by calling 707-948-2627 or emailing TOYCF@yville.com at least 72 hours BEFORE the deadline.
- If you need help submitting the final packet, bring your compiled documents to the Parks and Rec Office, and we will scan them in for you to send electronically BEFORE the deadline.

OTHER QUESTIONS?

Samantha Holland, Secretary

707-948-2627

toycf@yville.com

www.toycf.org