

Project Activity Descriptions & Key Details BeautifySJ Grant Program Cycle 8

I. BEAUTIFICATION PROJECTS

Beautification projects on public property identified with an asterisk (*) require approved permissions prior to funding being released.

CATEGORY 1: Beautification Projects

Beautification Project:	Description of Activity:	Contact Person or Link for More Information:	Permissions Required:
Adopt-A-Park*	Adopt-A-Park is a one-year commitment to help with picking up litter, removing graffiti, removing weeds, and trimming bushes.	Adopt-A-Park City of San José (sanjoseca.gov) Leticia Espino at: Leticia.Espino@sanjoseca.gov	Yes – Department of Parks, Recreation & Neighborhood Services
Landscaping/ Gardening*	Landscaping & gardening projects in public spaces, trails and City parks.	Landscaping City of San José (sanjoseca.gov) Leticia Espino at: Leticia.Espino@sanjoseca.gov	Yes – Department of Parks, Recreation & Neighborhood Services *Email confirmation required by parks supervisors.
Neighborhood Planting Projects	Neighborhood planting projects such as gardening spots in open spaces, streets and Infront of schoolyard, aimed at improving the look and feel of neighborhood surroundings.	Marisol Barahona at: Marisol.Barahona@sanjoseca.gov	Yes – Department of Parks, Recreation & Neighborhood Services.
Neighborhood Clean-Up	Dumpster Days, Litter Pick-Ups, Graffiti Abatement	Anti-Graffiti & Anti-Litter City of San José (sanjoseca.gov) Maribel Roman at: Maribel.Roman@sanjoseca.gov	No Permission or Approval Required <i>However, groups must coordinate with the designated contact person on event logistics and invoicing.</i>

Planting* Planting of trees and/or any other type of planting in parks & trails. Leticia Espino at: Leticia.Espino@sanjoseca.gov Yes- Department of Parks, Recreation, & Neighborhood Service (Parks Division)

KEY ITEMS TO CONSIDER IF PROPOSING BEAUTIFICATION PROJECTS	
Ineligible Groups	District Leadership Groups are not eligible for beautification projects.
Art Projects	Public art activities including murals, traffic signals/utility boxes, or other type of art projects are ineligible for Cycle 8.
Maintenance	City is not responsible for the ongoing maintenance or repairs of any of these beautification projects. Beautification projects that are not maintained may be returned to the original condition.
Private Property	Projects proposed on private property are NOT eligible, this includes neighborhood-led events
Permissions on Public Property	Projects performed on public property will require a letter of approved permission from the property owner for the funded project. This requirement applies to all projects delivered on public property regardless of the jurisdiction (City of San José, County of Santa Clara, State of California, etc.). Permission must be in writing and submitted to the City <u>prior to</u> receiving grant funding for the activity or project.
Tree Planting	Any Grantees conducting a tree planting on any public property, including parks & trails are required to contact Leticia Espino. Grantee will provide a <u>minimum</u> of three years maintenance for the tree.
Signage	All permanent signs/signages must comply with the City's signage ordinance that can be accessed at City of San Jose, City Clerks Records .

II. NEIGHBORHOOD-LED EVENTS

Events identified with an asterisk (*) may require event insurance, permits, and/or a detailed summary of the event to be obtained by the group/organization.

Permitting requirements will vary greatly by event. Please note that if partnering with another City of San José entity, such as a City Council office, event insurance and/or permits might already be provided by that entity, but it is the responsibility of the Grantee to ensure that the proper event insurance and/or permits are in place. See [City of San José Permits](#) for requirements.

Neighborhood-led events may not be conducted on private property.

Grantees may be required to submit copies of relevant permits and communication approvals as part of their documentation. This includes, but is not limited to, Special Event Permits, facility reservation confirmations, and written approvals or event summaries from host sites. These materials serve as verification of permissions and may be requested to release funds for events requiring permissions/approvals.

CATEGORY 2: Neighborhood Quality of Life and Neighborhood Organization Building Events or Projects

Beautification Project:	Description of Activity:	Contact Person / Link for More Information:
Neighborhood-Led Events*	National Night Out, Cultural Festivals, Community Building Events, public safety activities, neighborhood celebrations, community projects, etc.	If you are proposing a neighborhood-led event, please refer to the table below outlining key items to consider.
Neighborhood Organization Support	Newsletters, PO Boxes, United Neighborhoods of Santa Clara County Membership Fees, special events insurance, association web pages/domains.	Marisol Barahona at: Marisol.Barahona@sanjoseca.gov United Neighbors of Santa Clara County UNSCC at UNSCC
One-Day Volunteer Event at a Park*	Your neighborhood group can work with Parks Division’s Volunteer Management Unit to choose a project based on the number of participants and the work that is needed.	Leticia Espino at: Leticia.Espino@sanjoseca.gov

KEY ITEMS TO CONSIDER IF PROPOSING NEIGHBORHOOD-LED EVENTS

Please be advised that permit requirements may vary depending on the type of event and location. It is recommended to incorporate sufficient time into your project timeline to account for potential permitting processes and approvals.

If your planning on serving food at your event, please be advised that a food service permit is required, which must be obtained through the [County’s Environmental Health Department](#).

Location	Description	Contact Person/Link for More Information
Public Park Events	Grantees reserving a park for their events are required to go through the Special Parks Use Permits process. *Non-permit events are prohibited.	Special Park Use at: SPUapplications@sanjoseca.gov Special Parks Use Permits at Festivals & Large Events City of San José (sanjoseca.gov)
Facility Events	Grantees planning events at City-owned community centers must contact the designated staff person for each location to initiate the reservation process.	Facility Room Rentals City of San José (sanjoseca.gov)

Street or Block Events	Grantees planning a street or block events may need to apply for a Special Event Permit through the City of San José’s Office of Cultural Affairs.	Special Events City of San José (sanjoseca.gov)Special Events Permits City of San JoséSpecial Events City of San José (sanjoseca.gov) OCAapplications@sanjoseca.gov
Partner Site Events	Grantees hosting events at partner sites(e.g., faith-based organizations, nonprofit facilities, or privately managed community spaces) do not require formal permission from the City of San José. However, grantees must coordinate directly with the host site to confirm availability, access, and any site-specific requirements.	Will Vary based on the site.

III. NEIGHBORHOOD SUPPORT & CAPACITY BUILDING

CATEGORY 3: Neighborhood Support & Capacity Building Events or Activities

Beautification Project:	Description of Activity:	Contact Person / Link for More Information:
Neighborhood Group Outreach & Communication	Connecting neighborhood leaders to City Council and City of San José staff. Communicating and sharing resources, including funding opportunities. Conducting outreach to identify neighborhood leaders, in Equity Priority Communities to establish new emerging groups. Communicate and coordinate BeautifySJ funded projects that enable multiple groups to better utilize resources. Conducting outreach to community members to foster greater engagement in joining or establishing neighborhood groups where there are no groups.	Marisol Barahona at: Marisol.Barahona@sanjoseca.gov
Capacity Building	Regular engagement meetings with emerging groups and neighborhood associations to provide coaching on how to develop Bylaws, meeting agendas, and grant proposals. Provide neighborhood groups with “How to Guides” for Beautification projects. Support residents, emerging groups and associations by providing language interpretation services.	Marisol Barahona at: Marisol.Barahona@sanjoseca.gov

INELIGIBLE GRANT EXPENSES	
GRANTEE shall not use funds for activities or items such as:	
1	Fiscal agent fees;
2	Subscriptions/Advertising/Registrations to all electronic communication programs, ongoing costs that for websites outside initial design & deployment, web pages/domains fees, and social media that exceed \$800 per grant cycle;
3	Purchase of computers, software, cameras, gardening tools/equipment, or any other permanent equipment;
4	Disposable cameras/film;
5	Transportation costs or admission fees including the rental or purchase of vehicles;
6	Gasoline;
7	Facility Use Fees, including park permit fees, that exceed \$400 per event or meeting;
8	All items that will be gifted to residents/others with the exception of t-shirts or baseball caps with neighborhood name or logo related to an approved neighborhood event or activity (limit of \$25 per shirt/cap);
9	Gift cards, give-a-ways, prizes (raffle or game), handouts, and food NOT consumed at neighborhood event or activity; (limit of \$20 per person for snacks/drinks for routine meetings);
10	IRS or government fees;
11	Ongoing bank fees;
12	All insurance fees except for insurance for Neighborhoods Association Meetings and Special Events;
13	Political campaigns and candidate forums, debates, or meet-the-candidate events;
14	Plants or improvements to property for individual property owners, businesses, or non-profits;
15	Projects performed on public land without written permission from the appropriate government agency to perform the project;
16	Tree Projects and purchases not coordinated by Our City Forest;
17	Ongoing or routine repair/maintenance do not qualify for this program;
18	Permanent playground equipment;
19	Any activity with a religious message or theme;
20	Contributions to the Family Giving Tree, any other Non-Profit/Profit organization, or Neighborhood Association;
21	Alcoholic beverages;
22	Any food served at a restaurant. Takeout food from restaurants/Food Trucks/Popups is eligible (limited to \$20 per person);
23	Any event that requires payment for attendance. Events must be open to all residents inside the Neighborhood Association boundaries. A donation may be requested, but cannot be required for attendance;

24	Any beautification activities that will improve non-public property, including but not limited to individual properties, businesses, or non-profit's property;
25	Hiring of personnel to assist in the project, with the exception of Beautification Projects;
26	Little Free Library (LFL) materials, construction, installation and books.
27	Overlap or duplication of projects or activities that other groups/organizations have been funded for. This applies to all groups/organizations, including District Leadership Groups.