



**community
advisory board**

City of Santa Rosa

Community Improvement Grant Application Form

Project Name: Expanding the Santa Rosa Tool Library	Requested Grant Amount:	\$ <u>\$2500</u>												
	Other Funding Sources:	\$ <u>\$2714</u>												
Project Physical Address: 642 5th Street Santa Rosa, CA 95404	TOTAL Project Cost:	\$ <u>\$5139</u>												
	Group or organization: Santa Rosa Tool Library													
Contact Person responsible for Grant Application: Martin Reed	How did you hear about the Grant Program? Online													
What is your CAB area? (Check one) ☐ Northwest ☐ Northeast ☐ Southwest ☐ Southeast ☐ Core ☒ Citywide Not sure? Click here: http://srcity.org/DocumentCenter/Home/View/14754														
Property Owner (see page 3 for all requirements): <table><tr><td><u>Jessie Whitesides</u></td><td><u>Landlord</u></td></tr><tr><td>Name</td><td>Title</td></tr></table>			<u>Jessie Whitesides</u>	<u>Landlord</u>	Name	Title								
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Person or organization to whom the check should be made out to <table><tr><td><u>Santa Rosa Tool Library</u></td><td><u>administrator@borrowtools.org</u></td><td><u>707-229-3949</u></td></tr><tr><td>Name</td><td>Email</td><td>Phone</td></tr><tr><td><u>642 5th St.</u></td><td><u>Santa Rosa</u></td><td><u>95404</u></td></tr><tr><td>Address</td><td>City</td><td>Zip</td></tr></table>			<u>Santa Rosa Tool Library</u>	<u>administrator@borrowtools.org</u>	<u>707-229-3949</u>	Name	Email	Phone	<u>642 5th St.</u>	<u>Santa Rosa</u>	<u>95404</u>	Address	City	Zip
<u>Santa Rosa Tool Library</u>	<u>administrator@borrowtools.org</u>	<u>707-229-3949</u>												
Name	Email	Phone												
<u>642 5th St.</u>	<u>Santa Rosa</u>	<u>95404</u>												
Address	City	Zip												

GRANT SCOPE: This Application Packet describes the intended use of the requested Grant funds to complete the Project identified above 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 required attachments, is accurate.

Print Name Martin Reed

Signature Martin Reed

Title Director

Date 9/1/25

Community Improvement Grant Project Budget and Matching Funds

PROJECT NAME:

Cost Estimate: List all features, amenities, supplies and plans (Add or delete rows as needed)

Cost Estimate		Requested Funds	Match
Salaries/Wages (In-kind only)			
	Volunteers (\$22.14/hr- avg. 10 people x 10 hours each)	N/A	\$2214
Contracted Services			
Materials/Supplies			
	(8) Cordless String Trimmers	\$2050.00	
	(4) Cordless Circular Saws		
	(6) Corded Hedge Trimmers		
	(1) Bicycle Repair toolkit	\$450	\$450
Printing/Reproduction			
Rentals			
Other			
Total Requested Grant Amount		A. \$2500	
Total Matching Funds			B. \$2664
Total Project Cost (A+B)		\$5164	

Responses to Community Improvement Grant Questions

1. Project Summary

The Santa Rosa Tool Library (SRTL) proposes to expand its shared tool inventory—primarily battery-powered plus select specialty tools—to improve wildfire defensible space, low-cost bike repair, and sustainable yard care for Santa Rosa residents.

Objectives and goals (12-month targets)

- 1,000 additional loans of the new tools
- 250 households complete defensible-space tasks using SRTL tools
- 100 on-the-spot bicycle fixes using the Park Tool professional bike repair kit
- Member satisfaction $\geq 90\%$ (short checkout survey)

Beneficiaries and scale

Direct impact: 650+ unique households, supporting $\approx 4,000$ loans over the next year. Priority beneficiaries include renters and low- and moderate-income residents in fire-prone areas, bicycle commuters, and families that cannot afford rarely used equipment.

What we will purchase with grant + match

(8) cordless string trimmers; (4) cordless circular saws; (6) corded hedge trimmers; (1) Park Tool professional bike repair kit. Tools will be available at no cost to borrowers who live or work in Sonoma County.

Permits/approvals

No new permits are required to add tools to our existing City-compliant lending operation at 642 5th St. If we host any off-site demos during the project period, we will obtain required City Parks or special event permits in advance.

Timeline

- Oct 2025: purchase tools
- Nov 2025: volunteer training on new tools; outreach launch

- Dec 2025–Aug 2026: lending and monitoring (loans, households served, quick surveys)
- Sept 2026: evaluation and final report

2. Community Support

Community backing is strong and growing. A recent newsletter and direct-appeal campaign raised more than \$20,000 from donors across Santa Rosa and Sonoma County. Volunteers enable about 4,000 annual loans to roughly 650 members, and our volunteer coordinator, Austin—who joined in May—trained 12 new volunteers over the summer who have already contributed 200+ hours to tool maintenance, borrower orientations, and outreach.

The project is powered by Santa Rosa residents who keep the Tool Library running through lending shifts, maintenance, and community outreach. We are collaborating with neighborhood associations, Fire Safe councils, cycling groups, libraries, and other nonprofits to pilot additional pickup sites and co-market safety, repair, and yard-care resources so more residents can access tools close to home.

Our volunteer coordinator continues to onboard and schedule the new volunteers, who also support partner events and day-to-day operations. Letters of support are in process. Collaboration will include quarterly coordination, a shared event calendar, and joint tracking of reach by ZIP code, while ongoing volunteer engagement and countywide donor participation continue to sustain and expand the project.

3. Outreach plan and accessibility

SRTL is committed to broad accessibility, conducting bilingual (English/Spanish) outreach both online and at in-person community events, neighborhood meetings, libraries, and local businesses. Our communications include flyers, website updates, partner emails, and direct text messaging with borrowers. For those with mobility or language barriers, staff and volunteers assist with tool orientation and curbside pickup.

SRTL's equity and access policy ensures anyone living or working in Sonoma County may join at no cost and borrow tools, regardless of background or financial status. Tools are available during convenient open hours, and we are committed to serving all Santa Rosa and Sonoma County residents equitably.

4. Ongoing maintenance required and responsibility

Routine maintenance of existing and newly added tools—including cleaning, sharpening, battery checks, and repairs—will be managed by existing SRTL trained volunteers. Our tool maintenance is performed regularly and any unrepairable tools are discarded; SRTL allocates unrestricted funds and accepts donations year-round to purchase consumables, repair parts, and ensure ongoing safe lending.

5. Participant safety during implementation

SRTL holds the safety of our borrowers as a top priority. All borrowers are offered safety guidance and orientation to tools upon check out. We always encourage proper safety gear (gloves, closed-toed shoes, eye and hearing protection, etc.) be used by our borrowers.

6. Project budget

CIG funds (\$2,425 requested) will be used exclusively to purchase high-demand landscape, fire safety, and bike repair tools at current retail/vendor prices verified in August 2025. The itemized tool list, cost breakdown, and sourcing are detailed in the attached budget form.

Matching funds are composed of:

- \$2,214 in volunteer labor (10 people × 10 hours × \$22.14/hr, tracked upon project launch),
- \$500 in matching funds: committed donor support for the Park Tools Professional Bike Repair Kit.

This match is fully committed and either on hand or pledged by project launch. No CIG dollars will be used for ongoing salaries, routine maintenance, or non-eligible costs. Receipts, volunteer logs, and matching documentation will be maintained per CIG reporting guidelines.

7. Environmental consciousness

All major new equipment will be battery-powered rather than gas-powered, reducing emissions and supporting the City's climate goals. Lending instead of owning increases each tool's "lifetime use" and reduces total material and energy consumption compared to individual ownership. We emphasize safe, efficient, and resource-saving practices in our borrower communications.

Executed Sublease (642 5th St, Santa Rosa; Jan 1, 2023–Dec 31, 2025) — evidence of site control and authorization for project activities.

Short-Form Commercial Sublease

Location: 642 5th St, Santa Rosa, California

Date: 12/1/22

Sublandlord: A Squared Studio

Subtenant: Santa Rosa Tool Library

Premises. A portion of 642 5th Street, Santa Rosa, CA 95401, within Sublandlord's studio; non-exclusive common-area use per the master lease.

Master Lease. This Sublease is subject and subordinate to the master lease between [Master Landlord] and Sublandlord. If there is a conflict, the master lease controls as to obligations to Master Landlord.

1) Term. January 1, 2023 through December 31, 2025.

2) Rent. \$475.00 per month, due on the 1st. **Payment method:** check payable to A Squared Studios and **left on the desk of Jessie Whitesides**. Late after 5 days: the lesser of 5% of the overdue amount or \$50, plus lawful interest until paid. **No security deposit.**

3) Use. Nonprofit office, storage, staging, circulation and related tool-library activities; comply with laws, building rules, and the master lease. Only customary maintenance supplies; store/use safely.

4) Utilities/Services. Ordinary utilities and building services included; excess/special use may be billed as additional rent. Subtenant handles janitorial inside the Premises.

5) Maintenance/Alterations. Keep space clean/in good order; repair damage caused by Subtenant beyond ordinary wear. No alterations, penetrations, or exterior-visible signage without Sublandlord's written consent and compliance with the master lease; removal/restoration may be required.

6) Insurance/Indemnity. Subtenant carries CGL (\$500,000 per occurrence/\$1,000,000 aggregate) naming Sublandlord and Master Landlord as additional insureds (primary/non-contributory; waiver of subrogation where available), property insurance on Subtenant's property/improvements at replacement cost, and workers' compensation as required. Subtenant indemnifies/defends Sublandlord and Master Landlord from claims arising from Subtenant's use or breach, except to the extent caused by the gross negligence or willful misconduct of the indemnified party.

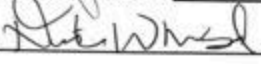
7) Defaults/Termination/Entry. Defaults and remedies follow the master lease to the extent applicable to a subtenant. This Sublease ends if the master lease ends or Sublandlord loses possession rights. Sublandlord may enter on reasonable notice to inspect, repair, or show, per the master lease.

8) Assignment/Notices/Misc. No assignment or further subletting without Sublandlord's written consent. Notices may be sent by email and to the physical addresses below. California law governs. Entire agreement; changes must be in writing. Counterparts and e-signatures are valid. No brokerage.

Signatures

Sublandlord:  Date: 12-1-22

Name/Title: Jessie Whitesides

Subtenant:  Date: 12/1/22

Name/Title: Dustin Zuckerman



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Community Improvement Grant
2025 Application Form

Project Name: Roseland Elementary Strider Bikes for Climate Change Program	Requested Grant Amount:	\$ 801.20
	Matching Funds:	\$ 1756.67
Project Physical Address: 950 Sebastopol Road, Santa Rosa, Ca 95407	TOTAL Project Cost:	\$ 2057.87
	Group or organization: Roseland Elementary School	
Contact Person responsible for Grant Application: Laurel Green	How did you hear about the Grant Program? Through the Sonoma County Bicycle Coalition	
What is your CAB district? (Find Your District) ☐ 1 ☐ 2 ☒ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ City Wide		
Property Owner (see page 3 for all requirements): <u>Roseland School District</u> _____ Name Title		
Person or organization to whom the check should be made out to <u>Roseland Elementary</u> <u>lgreen@roselandsd.org</u> _____ Name Email Phone <u>950 Sebastopol Rd.</u> <u>Santa Rosa</u> <u>95407</u> Address City Zip		

GRANT SCOPE: This Application Packet describes the intended use of the requested Grant funds to complete the Project identified above 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 required attachments, is accurate.

Print Name Laurel Green

Signature Laurel Green



community
advisory board

City of Santa Rosa

Title Physical Education Teacher Date Aug. 27th, 2025

Community Improvement Grant
Project Budget and Matching Funds

PROJECT NAME:

Cost Estimate: List all features, amenities, supplies and plans (Add or delete rows as needed)

Cost Estimate		Requested Funds	Matching Funds
Salaries/Wages (in-kind only)			
		N/A	
Contracted Services			
Materials/Supplies:			
	24 Bicycle Helmets for Ages 4-6	301.20	
	4 Storage Bins to store helmets	200.00	
Printing/Reproduction			
Rentals			
Other			
	Replacement fund for damage	300.00	
Total Requested Grant Amount		A. 801.20	
Total Matching Funds			B. 1756.67
Total Project Cost (A+B)		\$ 2557.87	

Other Funding Sources:

Funding Sources	Date Committed	Amount
Donors Choose (12 Strider Bikes)	Already funded	\$ 1756.67 - Total

2025 Community Improvement Grant Application Answers

Project Title: *Learning Bicycling Skills Early Puts a Pause on Climate Change*

Applicant: Roseland Leadership Academy – Physical Education Program

1. Project Description, Objectives, and Goals

Our project, *Bicycling Skills Pause Climate Change* project will provide **youth bicycle helmets** to complement the 12 Strider Balance bikes already awarded to Roseland Leadership Academy through [Donors Choose](#). These helmets are the essential missing piece to ensure that our students can safely participate in a new biking program designed for our youngest learners.

The goals of this project are to:

- **Provide every student with a properly fitted bicycle helmet** for safe participation.
- **Introduce balance, coordination, and bike safety skills** through structured Physical Education lessons.
- **Promote healthy and active lifestyles** that extend beyond the classroom.
- **Model and instill lifelong safety habits** that students will share with their families and communities.

This project directly supports the physical, social, and emotional well-being of our students by combining fun, fitness, and safety in one program.

Who Will The *Bicycling Skills Pause Climate Change* Project Benefit and Impact?

- Each year, approximately **200 students (TK–2nd grade)** will directly participate in the bike program.
- Over the course of multiple years, the helmets will allow **hundreds of children** in our community to learn bike safety skills.
- Families and siblings will benefit as students share knowledge of helmet safety, expanding the impact well beyond our school walls.

Approvals and Permits:

This project does not require city or land-use permits. All activities will take place on school property, using the blacktop and playground. The project has full support from school administration.

Timeline:

- **January 2025:** Grant funds awarded, helmets ordered.
- **February 2025:** Helmets arrive, fittings conducted with student volunteers and staff.
- **March 2025:** Launch of the *Bicycling Skills Pause Climate Change* program in P.E. classes.
- **April–June 2025:** Weekly lessons continue, incorporating balance, coordination, and safety skills.

- **Ongoing:** Helmets stored securely on campus, available for each new group of students.

2. Community Support

Partners Involved:

- ***Roseland Leadership Academy*** – Host site and project lead Physical Education Teacher, Laurel Green
- ***Sonoma County Bicycle Coalition*** supporting Safe Routes to School Program
- ***Donors Choose*** – Provided the Strider bikes (valued at \$1756).
- ***Parent and Student Volunteers*** – Assist with helmet fitting and in-class events.
- ***Teachers and Administrators*** – Provide support, scheduling, and family communications.

Collaboration:

This project is built on collaboration between school staff, parents, and community partners.

The Physical Education teacher will coordinate the program, while parent and student volunteers help with in-class events and staff help promote safe practices.

Other Support:

- The principal has committed to supporting storage and instructional support
- Our upper grade level students are supportive and eager to assist.

- The community has already shown support by funding the Strider bikes through Donors Choose, demonstrating excitement for expanding safe and active opportunities for children.

3. Outreach Plan

Our outreach plan ensures that the project is visible, accessible, and inclusive.

- Families will be invited to attend bike-balance classes and demonstrations.
- Program updates will be shared in the school Weekly, social media, and at parent meetings.
- Helmets will remain at school, guaranteeing **equitable access** so that every student, regardless of income, can participate safely.

4. Ongoing Maintenance

- Helmets will be labeled and stored in plastic bins in the P.E. Shed #2.
- The Physical Education teacher will conduct regular checks for wear and damage, cleaning helmets as needed.
- Replacement helmets (due to growth or damage) will be purchased through the fundraisers or small community donations.

This maintenance plan ensures the long-term sustainability of the program.

5. Participant Safety Plan

Safety is at the core of this project. Protocols include:

- Helmets required for all students, every time they ride.
- Proper fit and use taught before each riding session.
- Bikes used only in safe, designated blacktop areas free of traffic.
- Staff trained in CPR/First Aid present at all times.
- First Aid kits available at every session and school nurses onsite for emergencies.

6. Project Budget

Grant Request: \$801.20

Planned Use of Funds:

- 24 CPSC-approved youth helmets in assorted sizes (~\$12.55 each) = \$301.20
- Helmet storage bins and labels = \$200
- Replacement/contingency fund (for growth or damage) = \$300

Matching and Supplemental Funds:

- Strider bikes already secured through Donors Choose (valued at \$1756).
- School PE fundraisers and possible community contributions will support ongoing replacement.

Sustainability:

- Helmets are durable and designed for multiple years of use.
- Clear storage, labeling, and replacement procedures will keep the program sustainable long-term.

7. Environmental Consciousness

Our project reflects environmental awareness in several ways:

- Helmets will be **reused for many years**, minimizing waste.
- By labeling helmets, we extend their lifespan and reduce replacement needs.
- Encouraging biking supports **sustainable, green transportation**, planting the seeds of environmentally conscious habits in our youngest learners.
- The project requires no new construction, no energy use, and no disposable materials.

Conclusion:

The project provides a simple, effective, and sustainable way to improve student safety, health, and lifelong habits. With helmets in place, our *Bicycling Skills Pause Climate Change* program can give every child the confidence and protection needed to learn how to ride safely—skills that will ripple out into their families and community for years to come, reducing emissions, building physical fitness, and fostering an appreciation of human powered transportation.