



### Community Improvement Grant 2025 Application Form

Project Name: Makeshift Traveler backpack	Requested Grant Amount:	\$ <u>2,000</u>
	Matching Funds:	\$ <u>2,000</u>
Project Physical Address:  N/A	TOTAL Project Cost:	\$ <u>4,000</u>
	Group or organization: The HomeMore Project	
Contact Person responsible for Grant Application: Zac Clark	How did you hear about the Grant Program? Online Search	
What is your CAB district? ( <a href="#">Find Your District</a> ) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input checked="" type="checkbox"/> City Wide		
Property Owner (see page 3 for all requirements):  <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <u>N/A</u> Name </div> <div style="text-align: center;"> <u>N/A</u> Title </div> </div>		
Person or organization to whom the check should be made out to		
<u>Zac Clark</u> Name	<u>zac@homemoreproject.org</u> Email	<u>678-654-7070</u> Phone
<u>1600 Bryant ST. #411447 SMB#51223</u> Address	<u>San Francisco</u> City	<u>94141</u> 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 Zac Clark

Signature Zac Clark



Title Makeshift Traveler backpack

Date 10/18/2025

**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)

<b>Cost Estimate</b>		<b>Requested Funds</b>	<b>Matching Funds</b>
<b>Salaries/Wages (in-kind only)</b>			
	Volunteer Hours (\$22.14/person/hour) (6 volunteers) (8 hours)	N/A	\$1,062.72
<b>Contracted Services</b>			
	N/A	N/A	N/A
<b>Materials/Supplies</b>			
	Makeshift Traveler backpacks	\$1,300	\$700
	Sets of Included Materials- Sleeping bag, radio, flashlight, etc.	\$1,300	\$700
<b>Printing/Reproduction</b>			
	N/A	N/A	N/A
<b>Rentals</b>			
	N/A	N/A	N/A
<b>Other</b>			
Total Requested Grant Amount		A. \$2,000	
Total Matching Funds			B. \$2,000
Total Project Cost (A+B)		\$ 4,000	

**Other Funding Sources:**

<b>Funding Sources</b>	<b>Date Committed</b>	<b>Amount</b>
The HomeMore Project- Unrestricted Grant Funds	10/18/2025	\$2,000



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Total

\$2,000
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## **Community Advisory Board 2025 Community Improvement Grant Questions**

Answer the following questions as they apply to your project. **Responses are limited to three double-sided pages with 12-point font including drawings and photographs. Include page numbers on all pages.**

1. Describe your project, including objectives and goals, and explain how your project will meet these goals.
  - a. Also include who will benefit from this project and how many people your project is expected to impact.
  - b. Describe any approvals and permits needed and obtained for your project (i.e. land use, City, etc.)
  - c. Include a clear timeline outlining its start, implementation, and completion phases.
2. Describe the community support for your project.
  - a. What organizations, neighborhood associations, non-profits, residents, etc. are involved in the project?
  - b. What roles are they playing and how collaborative is the project?
  - c. What other support exists for your project?
3. What is your outreach plan? Please also explain how your project will be open and accessible to the community.
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. Provide a brief statement on how you will keep project participants safe during implementation (e.g. social distancing protocols, gloves, masks, etc.).
6. Project Budget: Grant requests may not exceed \$2,500. Explain how the requested funds will be used, how the cost estimate was determined and the status of matching funds. Please explain your plans to ensure the project's long-term sustainability. This section is supplemental information to the Cost Estimate Form.
7. Projects should reflect environmental consciousness regarding materials, energy, and conservation. Please describe how your project will meet this goal.

# THE HOMEMORE PROJECT



[zac@homemoreproject.org](mailto:zac@homemoreproject.org)



[www.thehomemoreproject.org](http://www.thehomemoreproject.org)



## Santa Rosa Community Improvement Grants- Makeshift Traveler

### 1. Project Description, Objectives, and Goals

The HomeMore Project seeks funding to distribute 20 solar-powered Makeshift Traveler backpacks to individuals experiencing homelessness in Santa Rosa, California, specifically targeting older adults and seniors. This \$2,000 grant will be matched dollar-for-dollar from The HomeMore Project's unrestricted funds, allowing us to deliver a total of 40 backpacks to unhoused seniors in the area.

The objective of this project is to provide practical, portable, and dignified support to those living unsheltered by equipping them with essential survival and connectivity tools. Each Makeshift Traveler backpack includes a solar-powered battery bank, sleeping bag, rain poncho, hygiene kit, flashlight, radio, and water bottle—all designed to enhance safety, health, and stability. The goal is to meet immediate needs while empowering recipients with tools for communication and self-sufficiency.

#### *Beneficiaries:*

This project will serve approximately 40 homeless seniors in Santa Rosa, prioritizing those who are unsheltered or in transitional housing. Older adults are among the fastest-growing segments of California's homeless population and often face compounded health challenges. This initiative provides an immediate, life-enhancing intervention tailored to their needs.

#### *Approvals and Permits:*

No special permits or land use approvals are required, as all distribution activities occur through direct outreach in coordination with nonprofit and faith-based partners operating within the city's public and service spaces.

#### *Timeline:*

- March 2026: Coordination with Santa Rosa-based outreach partners, finalize recipient list.
- April 2026: Manufacture and assemble 40 Makeshift Traveler backpacks.
- May 2026: Conduct outreach distribution event(s) in Santa Rosa with local partners.
- June 2026: Collect recipient and partner feedback, compile reports, and share outcomes with funders.



## Santa Rosa Community Improvement Grants- Makeshift Traveler

### **2. Community Support**

This project hopes to work with local nonprofit organizations, including Catholic Charities of Santa Rosa, The Living Room, and Redwood Gospel Mission. These organizations would assist in identifying recipients, coordinating outreach, and ensuring equitable access across the community.

The collaboration is highly community-driven with prospective partners bringing deep knowledge of the population, while The HomeMore Project provides the resources and logistical capacity to implement an efficient and effective distribution. Additional community support includes local volunteers who help assemble backpacks and assist during distribution events. The project also benefits from in-kind donations, such as Bombas socks and hygiene supplies, which expand the value and reach of each backpack.

### **3. Outreach Plan and Accessibility**

Our outreach approach prioritizes accessibility, equity, and respect. We work directly with established local service providers who have longstanding trust with the unhoused population in Santa Rosa. Through this collaboration, we ensure that every distribution is inclusive, safe, and accessible to seniors, including those with mobility challenges. Outreach events are held at shelters, encampments, and public spaces where partners already operate, ensuring that the project directly meets people where they are.

### **4. Maintenance and Responsibility**

The Makeshift Traveler backpacks are designed for durability and low maintenance. Each unit is waterproof, weatherproof, and self-contained, requiring no ongoing upkeep once distributed. The HomeMore Project remains responsible for follow-up communication with partner organizations and will gather feedback to evaluate longevity, usability, and overall satisfaction.



## Santa Rosa Community Improvement Grants- Makeshift Traveler

### **5. Safety Protocols**

All outreach and distribution events follow basic health and safety guidelines to protect both recipients and volunteers. Team members and partners will use gloves and hand sanitizer during assembly and distribution. Events will be held outdoors or in well-ventilated spaces to minimize risk. Volunteers receive a short briefing on respectful engagement and safe distribution practices before each event.

### **6. Project Budget and Sustainability**

The total project budget is \$4,000, with \$2,000 requested from this grant and \$2,000 provided by The HomeMore Project's unrestricted funds. Each Makeshift Traveler backpack costs approximately \$100, which includes manufacturing, assembly, shipping, and delivery logistics. All matching funds are secured and reserved, ensuring full project implementation. Long-term sustainability is achieved through ongoing partnerships, recurring donor support, and bulk purchasing agreements that reduce costs over time.

### **7. Environmental Consciousness**

The Makeshift Traveler backpack reflects a commitment to sustainability and environmental responsibility. Each pack includes a solar-powered charging system, reducing dependence on disposable batteries and promoting renewable energy use. The backpacks are made from durable, weatherproof materials designed for longevity, minimizing waste. Additionally, by supporting unsheltered individuals who live outdoors, the project helps reduce environmental degradation caused by discarded or damaged personal items.

### **Conclusion**

This project offers a simple, cost-effective, and deeply human solution to improve the lives of 40 unhoused seniors in Santa Rosa. Thank you for your time and consideration!



Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

THE HOMEMORE PROJECT INC  
449 OFARRELL STREET UNIT 502  
SAN FRANCISCO, CA 94102-0000

Date:  
10/30/2020  
Employer ID number:  
85-2644419  
Person to contact:  
Name: Customer Service  
ID number: 31954  
Telephone: 877-829-5500  
Accounting period ending:  
December 31  
Public charity status:  
170(b)(1)(A)(vi)  
Form 990 / 990-EZ / 990-N required:  
Yes  
Effective date of exemption:  
August 5, 2020  
Contribution deductibility:  
Yes  
Addendum applies:  
No  
DLN:  
26053648001850

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements



Community Improvement Grant 2025 Application Form

Form with fields for Project Name, Requested Grant Amount, Matching Funds, Project Physical Address, Contact Person, CAB district, Property Owner, and check recipient information.

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 David Chen

Signature [Handwritten Signature]



Title President, Skyhawk

Date 10/20/2025

### 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)

<b>Cost Estimate</b>		<b>Requested Funds</b>	<b>Matching Funds</b>
<b>Salaries/Wages (in-kind only)</b>			
	30 volunteers, 90 hrs @ \$22.14	N/A	\$1,992
<b>Contracted Services</b>			
<b>Materials/Supplies</b>			
	Food and drink, est 200 people	\$800	\$800
	Tablecloth, napkin, plates	\$300	
<b>Printing/Reproduction</b>			
	Flyers, signage		\$350
<b>Rentals</b>			
	Park reservation, permit, insurance	\$550	
<b>Other</b>			
	Performance	\$600	\$500
	Mixer, microphones, cables	\$250	
	Total Requested Grant Amount	A. \$2,500	
	Total Matching Funds		B. \$3,642
	Total Project Cost (A+B)	\$ 6,142	

**Other Funding Sources:**

<b>Funding Sources</b>	<b>Date Committed</b>	<b>Amount</b>

## Skyhawk Neighborhood Day 8/15/2026 2025 Community Improvement Grant Questions

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

Description of Project: The Skyhawk Neighborhood Night is an event that promotes community, culture and fun, where neighbors gather and meet one another; enjoy an afternoon of food, entertainment, arts and culture; and share resources on common needs and interests, such as fire safety, creek maintenance, and school safety.

Objectives and goals: (a) Build community through offering an afternoon of music, food, vendors, and words from a diverse showing of cultures represented in our neighborhood. (b) Offer an annual event that helps build community bonds among our neighbors, where they can meet, connect, and build strong ties.



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

Skyhawk United is a new 501(c)(3) formed by Skyhawk community members for the purpose of building community, promoting neighborhood safety, and sharing resources. Our mission is to build a strong community, protect our shared values, and improve the safety and livability of the Skyhawk and its surrounding neighborhoods.

Skyhawk United is made up of a Board of Directors, an Executive Committee and Subcommittees that will promote the event through their friends and social networks.

Skyhawk United has a strong Facebook presence ([www.facebook.com/groups/skyhawkunited](http://www.facebook.com/groups/skyhawkunited)), and an Email distribution list with over 400 subscribers, where we will advertise the Neighborhood Night. Event organizers will also utilize NextDoor, the Skyhawk United website ([skyhawkunited.org](http://skyhawkunited.org)), and our monthly board meetings to promote the event. As well, the group will post advertisements in the local elementary school (Austin Creek Elementary) newsletter.

**3. Describe the community support for your project.**

The Neighborhood Night event hosts a variety of associations, nonprofits, and local artists that all bring their unique talents, resources, and entertainment to the event. These include (but are not limited to): the Redwood Empire Chinese Association, the Jazz Apostles, the Santa Rosa Chinese Christian Church, the Parent Club at Austin Creek Elementary, representatives from the local fire and police departments, and local youth leader.

Event Organizers include members of Skyhawk United Board of Directors: David Chen, Ann Brown, Weixiang Shi and Tracy Gu.

Skyhawk United Subcommittee Chairs will also volunteer their time to lead outreach efforts; secure vendors, entertainment and speakers; and organize set-up and clean-up crews. These individuals include Diana Coddling (Park and Common Area subcommittee); Beibei Sun (Austin Creek Elementary Liaison); Tracy Gu (Business Partnerships and Social Media subcommittee); Lisa Zheng (Youth Programming subcommittee); Peter Schnack (Safety and Evacuation subcommittee); and David Paul (Eastlake HOA Liaison).

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

Event organizers will be responsible for field maintenance. We encourage all attendees to pick up after themselves and use the receptacles in the grounds for trash pickup. Event organizers will assign volunteers for clean-up and ensure that the site looks better than when we arrived.

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

All parties will bring their own tables, chairs and equipment for their presentations. The Skyhawk United organization will provide compostable plates and recyclable utensils to promote environmental consciousness and conservation. Our planning team will consult with Recology to ensure we have recycling and compost bins on site. Our clean up crew will pack out all trash from the bins.

**6. Please provide a brief statement on how you will keep project participants safe during implementation (e.g. social distancing protocols, gloves, masks, etc.).**

The designated site of the Neighborhood Night will take place on the soccer field below Austin Creek Elementary. The field provides ample room for the projected attendees (250-300 people) so guests can practice social distancing, if they choose. Hand sanitizers will be available at several locations on the field, and all food vendors will wear gloves to ensure safe food delivery and service.

**7. Project Budget: Grant requests may not exceed \$2,500. Please explain how the requested funds will be used, how the cost estimate was determined and the status of matching funds. This section is supplemental information to the Cost Estimate Form.**

The total event budget equals \$6,142, where \$2,500 is requested from the Community Improvement grant. (See budget page).



Community Improvement Grant 2025 Application Form

Project Name: AAPIC General Meeting / Community Gathering - annual	Requested Grant Amount:	\$ 2,500
	Matching Funds:	\$ 9,878
Project Physical Address: Christ Church United Methodist 1717 Yulupa Avenue, Santa Rosa	TOTAL Project Cost:	\$ 12,378
	Group or organization:	Asian American Pacific Islander Coalition of North Bay (AAPIC)
Contact Person responsible for Grant Application: LAURIE FONG	How did you hear about the Grant Program? SRZ CITY Website	
What is your CAB district? ( <a href="#">Find Your District</a> )		
<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input checked="" type="checkbox"/> City Wide		
Property Owner (see page 3 for all requirements): Christ Church United Methodist		
Name: Asian American Pacific Islander Coalition of North Bay Title:		
Person or organization to whom the check should be made out to		
Name	Email	Phone
5737 Melita Road	Laurie @ aapicnorthbay.org	(707) 975-0832
Address	City	Zip
	Santa Rosa	95409

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 LAURIE FONG  
President, AAPIC NB

Signature [Handwritten Signature]

<b>Community Advisory Board, City of Santa Rosa</b>			
<b>Community Improvement Grant</b>			
<b>Project Budget and Matching Funds</b>			
<b>October 20, 2025</b>			
<b>Project Name: AAPIC Annual General Meeting &amp; Community Gathering</b>			
		<b>Requested Funds</b>	<b>Matching Funds</b>
<b>Cost Estimate</b>			
Salaries/Wages (in-kind only)			
Volunteers (200 hrs x \$22.14)	\$ -	\$	4,428
<b>Contracted Services</b>			
Purchase food & beverages	\$ 1,550	\$	450
Honorarium to performers	\$ 200	\$	200
AV equipment and services	\$ 300		
<b>Materials/Supplies</b>			
Paper plates, napkins, table decoration	\$ 150		
Hall decoration	\$ 50	\$	50
Stationery, forms, supplies, thank you cards	\$ 50	\$	50
<b>Printing/Reproduction</b>			
Signage at venue, door, Publicity flyers, posters & miscel documents	\$ 100	\$	100
<b>Rentals</b>			
Rental of hall at Christ Church United Methodist including use of kitchen	\$ 100		
<b>Other</b>			
Food & beverages and other items donated by AAPI businesses and brought by community members for consumption and door prizes		\$	1,000
<b>Total Requested Grant Amount</b>	<b>\$ 2,500</b>		
<b>Total Matching Funds</b>		<b>\$</b>	<b>6,278</b>
<b>Total Project Cost (A+B)</b>	<b>\$ 8,778</b>		

**ASIAN AMERICAN PACIFIC ISLANDER COALITION OF NORTH BAY**

**Community Advisory Board**

**2025 Community Improvement Grant Questions**

Answer the following questions as they apply to your project. Responses are limited to three double-sided pages with 12-point font including drawings and photographs. Include page numbers on all pages.

**1. Describe your project, including objectives and goals, and explain how your project will meet these goals.** We are requesting funding to support our 2026 Asian American Pacific Islander Coalition's (AAPIC) **Annual General Membership Meeting/Community Gathering (AGM/CG)** to take place on January 17, 2026. This is our only in-person annual gathering for our general membership.

**The objective** is to instill connection, pride and confidence in our very diverse Asian and Pacific Islander community. We will meet, share food and culture, network, hear about the work AAPIC has done in the past year, learn about the current status of our community, provide input/feedback, and increase AAPIC efficacy/involvement in civic affairs.

**Our overarching goal** is to increase AAPIC's reach and strength to be able to represent and support our broad, immigrant majority community (60% of AAPICs in Sonoma County are foreign-born). We intentionally welcome people of all backgrounds to meet, connect, and collaborate with AAPIC residents and professionals, fostering understanding and unity across communities.

**Our 2026 AGM will help us meet our goal** of staying closely connected with our community through in-person engagement. Face-to-face conversations, personal interactions, and social connection all strengthen our sense of belonging and involvement. The AGM/CG offers that opportunity, as most of our usual contact happens through smaller events, online communication, or social media.

**a. Also include who will benefit from this project and how many people your project is expected to impact.** The benefits of gathering as an AAPIC community—when we represent only 5.2% of Sonoma County's population—are immeasurable. We anticipate about 200 attendees and reach over 1,000 people through our communications. Our events intentionally welcome people of all backgrounds to meet, connect, and collaborate with AAPIC residents and professionals, fostering understanding and unity across communities. Included are Wat Meangkolvorn Cambodian Temple, Wat Mahabuddhaphumi Thai Temple, Wat Lao Saysettha Temple groups.

**b. Describe any approvals and permits needed and obtained for your project (i.e. land use, City, etc.)** We have a confirmation in place for the venue, Christ Church United Methodist for our event.

**c. Include a clear timeline outlining its start, implementation, and completion phases.** We are currently planning our 2026 AGM/CG for January 17, 2026, with implementation and completion on the same day. Feedback gathered at the event will inform our 2026 Strategic Plan, to be finalized at a Strategy Meeting within a month.

**2. Describe the community support for your project.**

**a. What organizations, neighborhood associations, non-profits, residents, etc. are involved in the project?** AAPIC North Bay is a coalition of Asian and Pacific Islander community organizations. We are in close relationship with other AAPI community groups. Community-based nonprofit organizations that were involved in last year's Community Gathering are: RECA (Redwood Empire Chinese Association), JACL Sonoma County (Sonoma County Japanese American Citizens League), FANHS (Filipino American National Historical Society Sonoma County Chapter), SOVA (Sonoma County Vietnamese Association), NBIAA (North Bay Indo-American Association), FIPF (Fiji Indigenous People's Foundation). We have developed new relationships with the Nepali Lion's Club and the Korean Language School in Santa Rosa. Also supporting us are Asian martial arts studios in Sonoma County including DeLeon Judo Studio, Cotati Aikido, Wu Academy, Chang's Taekwondo. We have relationships as well with just about every other ethnic organization, including religious temples and churches and they will participate/attend.

**b. What roles are they playing and how collaborative is the project?** These groups' roles include outreach for attendance and participation, contributions to the dialogue/discussions at the meeting, provisions of cultural arts entertainment, and (TBD), possible donations (monetary or in-kind). We are in the process of consulting with individuals in each group as we finalize the plans for the January event. We ask: what would they like to see? What is important to them? What might we be missing in this meeting? Whose voices need to be heard? Our work with these groups is on-going and in partnership.

**c. What other support exists for your project?** We have a close relationship with Christ Church United Methodist where the AGM/CG will take place. Christ Church is well-known for its support for social justice issues. Our developing relationships with Santa Rosa Community Health, NAMI Sonoma County, Siyan Clinic, Jewish Free Clinic, First Five, Sonoma Clean Power, Sonoma County Economic Development Collaborative, Sonoma County Registrar of Voters, Santa Rosa Economic Development, serve to support the health and behavioral health, and economic development needs of the AAPI population. We partner with NBOP, North Coast Rapid Response Network, VIDAS, Secure Families Collaborative, Sanctuary Coalition; Sonoma Immigrant Services to serve our immigrant population. KRCB, KRSH, KSRO media outlets regularly reach out to us. We have received other private and public funding in 2025 plus we have a legion of volunteers.

**3. What is your outreach plan? Please also explain how your project will be open and accessible to the community.** Our subscriber list is 1000 individuals and we regularly send

news and updates. We reach out via social media as well as our website. AAPIC has always welcomed all to our efforts and events: we believe in celebrating and sharing AAPIC culture; we believe in advocating for AAPIC needs, and we do this in collaboration with area-wide agencies, non-profits and government entities, including elected officials.

Our recent first-ever pan-Asian *Many Moons Festival*, held in October in Sonoma County, was attended by over 2,800 people and the feedback for celebrating, sharing, and including all in our ethnic heritages was overwhelmingly positive. Even more people are now aware of our work as a non-profit.

**4. Is there ongoing maintenance required for your project? If so, what is the plan for maintenance and who is going to be responsible?** AAPIC has created and maintained an online database of Asian and Pacific Islander community groups, individuals, and businesses. This is an ongoing project which is essential for our activities and networking to achieve our mission. The maintenance of this database is not specifically for this Annual General Meeting but is essential for the organizing of the event. The responsible persons are in our Executive Committee.

**5. Provide a brief statement on how you will keep project participants safe during implementation (e.g. social distancing protocols, gloves, masks, etc).** The venue we are currently seeking is large enough to hold 300 people, with good natural ventilation. Face masks are optional, participants are asked to stay home if they are not feeling well. Activities will be held both indoors and outdoors. In terms of other safety, we will be posting lay security at the entrances to screen attendees (tickets, pre-registration, etc).

**6. Project Budget: Grant requests may not exceed \$2,500. Explain how the requested funds will be used, how the cost estimate was determined and the status of matching funds. Please explain your plans to ensure the project's long-term sustainability. This section is supplemental information to the Cost Estimate Form.** Our request is for \$2500. We plan for an attendance of 120 people. 60% of the requested funds will be food costs. 35% of the requested funds are for site supplies, signage, venue rental, AV, decor, publicity. The rest will be a cultural performer honorarium. These numbers are based on two previous AGM/CG's in 2024 and 2025. Our matching funds are comprised of volunteer hours (200 hours x \$22.14), food/beverages, more decor and paper goods, existing signage and donated food. In-kind contributions total \$6,278. The total cost for the event (requested funds + matching funds) = \$8,778.

**7. Projects should reflect environmental consciousness regarding materials, energy, and conservation. Please describe how your project will meet this goal.** We re-use our decorations, tablecloths (fabric), metal utensils, and we have a supply of purchased chopsticks that are washed and re-used. We use eco-friendly paper goods. We do not use single-use water bottles or single-serve drinks: we provide tea in compostable cups. We minimize the use of printed materials by using digital invitations and fliers where possible. All our organizing committee and Board meetings are online to reduce the necessity of traveling. Participants are encouraged to carpool to in-person gatherings.



**Christ Church United Methodist**  
*A Reconciling Congregation in Santa Rosa, California*  
**Seeking - Growing - Serving Together**

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August 27, 2025

Grace Cheung-Schulman  
Vice President  
Asian American Pacific Islander Coalition of North Bay (AAPIC)  
1136 Baird Road  
Santa Rosa, CA 95409

Dear Ms. Cheung-Schulman,

Re: Reservation for Use of the Church Sanctuary

This is to confirm that we have made a reservation for your organization to use the Church Sanctuary on Saturday, January 17, 2026, from 12 - 4 pm for a Community Gathering at a rental cost of \$100.

Peace and be well,

**Robin Coolidge (she/her)**  
Business Administrator  
**Christ Church United Methodist**  
1717 Yulupa Avenue  
Santa Rosa, CA 95405  
(707) 542-2569  
[office@srchristchurch.org](mailto:office@srchristchurch.org)