North Santa Clara Resource Conservation District
An independent special district of the State of California

To: NSCRCD Board of Directors
From: Stephanie Moreno, Executive Director/District Clerk
Subject: Staff Report for Consent Agenda Item 4.5
Meeting Date: March 6 , 2025

Requested Action:

Authorize the Executive Director to approve the advance payment request for the community grant previously awarded to the Guadalupe River Park Conservancy for their Beginning Environmental Explorer (BEE) Early Youth Environmental Education Program.

Discussion:

Guadalupe River Park Conservancy (GRPC) is a local nonprofit organization responsible for management of a three-mile ribbon of park land of regional importance that runs along the banks of the Guadalupe River. The District partners with GRPC on programs and initiatives that highlight our shared priorities of environmental stewardship, public education, and community engagement.

The District awarded GRPC a $5,000 Community Grant in 2021 to support new fruit trees, site preparation, new irrigation installation, and project/community engagement coordination for their historic orchard. Unfortunately, because of the conditional terms the Board of Directors placed on the grant award, GRPC was unable to utilize District funding for the project. I encouraged GRPC to develop a modification request, which they submitted for their Beginning Environmental Explorers (BEE) Program, a free, drop-in series of classes in English and Spanish, designed for children 2-5. Although the Board of Directors approved the modification request in 2021, the program had a delayed start date, so the term end date has been extended until 2026. GRPC has submitted a request for advance payment of the grant award in order to reduce the additional administrative time required by a regular reimbursement schedule, which will enable them to direct more capacity towards program development and implementation. The funding was encumbered and no additional funding is required for approval. I concur with the request.

Cc: GRPC Request for Advance Payment of Grant Award
GRPC Community Grant Mid-Term Progress Report

Guadalupe-Coyote Resource Conservation District

An independent special district of the State of California

(408) 288-5888 888 N. 1st St, Ste 204, San Jose, CA 95112 www.rcdsantaclara.org

Request for Advance Payment of Grant Award

Please submit this request and any supporting documentation electronically to gcrcd@gcrcd.org .
Contact Executive Director Stephanie Moreno if you have any questions or need assistance with the form.

Grantee (Legal Name of Organization): Guadalupe River Park Conservancy

Project Name: Beginning Environmental Explorer (BEE) Early Youth Environmental Education Program

Amount Requested in Advance: $5,000 Date Advance is Needed: 05/1/2025

Justification for Request: Our advance payment request supports our program efficiency goals by reducing the additional administrative time commitment of a regular reimbursement schedule, enabling us to direct more capacity towards program development and implementation.

I certify that the information contained within this request is true and correct to the best of my knowledge, and that I am the authorized grant signatory authority. I understand that failure to use the advanced funds as specified in the Grant Award Agreement may be cause for GCRCD to require the return of all or a portion of the advanced funds.

Grant Signatory Authority

Jason Su / Executive Director — 02/03/2025
Print Name/Title — Date

GCRCD Use Only:

Date: _____ Grant Cycle: _____ Amount Approved: $_____

Reason: _____

Authorized Signature/Title

North Santa Clara Resource Conservation District Community Grant

Mid-Term Progress Report: *Beginning Environmental Explorer (BEE) Early Youth Environmental Education Program*

February 28, 2025

PROGRAM ENGAGEMENT

From January to May 2024, the BEE program attracted 368 participants with activities featuring a range of themed crafts and park exploration activities. Between June through September 2024, the program went on a Summer break to mirror student and family availability.

- On September 21, 2024 our team conducted a soft re-launch of the BEE program, aimed at generating public interest and engaging young children through a variety of interactive and educational activities available in both English and Spanish. The event attracted 22 participants and feedback from attendees was positive, demonstrating the program's potential to foster curiosity and enthusiasm among young learners and guardians.
- On December 7, the program officially launched for the upcoming 2025 year with both English and Spanish sessions, garnering a total of 24 participants for the month. Feedback from guardians was positive, with families returning each week to engage in new activities.
- Between December 7, 2024 through February 15, 2025, staff facilitated 18 BEE program sessions which engaged a total of 129 student participants and 100 guardian attendees. Feedback from the families was positive, with many looking forward to upcoming sessions and activities.

In addition to funds provided by North Santa Clara Resource Conservation District, the Office of Santa Clara County Supervisor Susan Ellenberg and Northrop Grumman also contributed fiscal support to ensure the continuation of the BEE program for the 2024-2025 academic year.

PROGRAM FEEDBACK

“This program is very good for kids to learn and explore. The instructors are very friendly and patient to the kids. Absolutely recommend it to my friends!”

- Guardian Participant from 2/15/25 session

“The instructor demonstrated knowledge, patience and level of communication for kids and parents. Great activity and overall experience. Thank you!”

- Guardian Participant from 2/15/25 session

PLAYGROUND
CHAMP