



**COMMUNITY IMPROVEMENT  
PROJECTS  
(Direct Board Funding)  
APPLICATION PACKET**



Dear Board Member/Committee Chair

**Thank you** for your interest in the Community Improvement Project program that will award funds for VNC Board or Committee projects which will improve the quality of life in the Venice community. This program is administered by the Venice Neighborhood Council.

Please begin by reading the guidelines on pages 1–3 which will provide an overview of the funding process, eligibility requirements, and details on how to submit a proposal. The application to apply for funding can be found on pages 4–11. Applications for Board projects must be approved by the VNC Administrative Committee. Applications for Committee projects must be approved by a quorum of a Venice Neighborhood Council Standing Committee at a publicly noticed meeting. Additionally, all projects must be approved by the Budget & Finance Committee, before presenting it to the VNC Board.

We appreciate your efforts at helping to improve our community.

Linda Lucks  
President  
Venice Neighborhood Council

CONTACT: Ivan Spiegel, Program Administrator, at [parliamentarian@VeniceNC.org](mailto:parliamentarian@VeniceNC.org) for questions regarding the application process.

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## WHO CAN APPLY

Applications for these funds will only be accepted from Board members or Committee Chairs of the Venice Neighborhood Council.

The application requires the listing of a Project Manager. This is the Board member or Committee Chair who will be responsible for the day-to-day implementation and supervision of the project. The duties include the proper completion of all invoices and support materials and the submission of them to the Program Administrator for payment. A Board member may not submit an application for a project or serve as a Project Manager for a project if they have a potential conflict-of-interest relationship with any of the vendors.

## WHAT CAN BE APPLIED FOR

**Community improvement projects must provide a demonstrable benefit to the Venice community.** They should build community through the implementation process and enhance the neighborhood once complete. Projects may encompass a wide range and can include, but are not limited to: The Arts, Beautification, Community Support, Public Safety, or Education. The Department Of Neighborhood Empowerment (DONE) has the final discretion to determine whether or not the proposed project is clearly beneficial to the community

A project may be submitted that is part of a larger project, but if so, it must be able to be completed independently of the larger project and regardless of whether other funding needs to be secured.

All projects must conform to the funding guidelines of the Department Of Neighborhood Empowerment. When submitting an application ask yourself the following questions:

- Is this for program services (i.e. after school program, graffiti removal, etc.)?
  - If for a select group of individuals, the applicant must create a fair selection process to establish participants
  - Effort should be made to secure the best prices from competitive bids
  
- Is this for equipment and supplies?
  - Equipment and supplies can only be used for the benefit of the community
  - Equipment can not be turned into private property. Purchases intended for private and/or paid use are not allowed.
  
- Is this an event?
  - Events must be open and advertised to the public
  - There should not be an admission charge
  - Discuss appropriate liability issues
  
  -

All Community Improvement Projects must be completed within one year of the VNC Board's vote to approve funding. Funding will only be valid through this date; thereafter, approval for the funding shall expire.

All projects and publicity must credit the Venice Neighborhood Council for its support.

Applications may not be simultaneously submitted if the applicant has an application pending before the Neighborhood Committee as part of its competitive selection process for Community Improvement funds.

#### USE OF FUNDS

Community Improvement funds can only be used to pay for materials, supplies and services directly related to the implementation of the project. All funds are payable by the Department of Neighborhood Empowerment to be billed by a vendor following the completion of a service and the submission of an invoice. Invoices must be billed to the Venice Neighborhood Council and submitted to the Program Administrator. They will be forwarded to the Treasurer of the Venice Neighborhood Council who will then review them and forward them to DONE for payment.

Services may be performed by an organization or sole proprietor provided they have a City of Los Angeles Business License (B.T.R.C.) and a Federal Taxpayer ID number. Reimbursement to third parties is prohibited; payments must be made directly to the vendor that provides the service. If required, DONE will contract directly with the service provider using a City of Los Angeles approved contract. The service provider must agree to all terms and conditions contained therein.

The funding is entirely conditioned upon compliance with DONE's Neighborhood Council Demand Warrant Guidelines and Neighborhood Improvement Project policies, procedures and limitations and DONE's subsequent approval of such funding (**see DONE website -- [www.lacityneighborhoods.com](http://www.lacityneighborhoods.com)**).

Necessary licenses, permits and/or tax identification numbers shall be presented to the Venice Neighborhood Council prior to the commencement of work.

In addition, project budgets may not include line items for:

- Work performed managing the project
- Administrative salaries
- An organization's operational expenses
- Ongoing maintenance expenses
- Purchases prior to the award notification
- Any item not included on the submitted budget sheet
- Transportation
- Equipment that will become the property of the applicant

## APPLICATION REVIEW PROCESS

The number of projects funded overall will be determined by the amount of applications received. Every effort will be made to share the money as equitably as possible throughout the Venice community.

Applications will be reviewed by the Board Of Officers of the Venice Neighborhood Council. The Board is comprised of people from the Venice community and is elected by Venice stakeholders. The Neighborhood Council Board will select applicants for funding at one of its regularly scheduled public meetings. Applicants will be notified of the Board's decision within 14 days of the meeting and the final decision will be posted on the VNC website (VeniceNC.org).

## REVIEW CRITERIA

Applications will be reviewed based on the following criteria:

1. The **budget** is realistic, appropriate, and supported with quotes.
2. The organization or individual is **capable** of completing the project.
3. The **work plan** is detailed, specific, and feasible.
4. The project is **supported** by the involvement of the community.
5. The **number** of Venice stakeholders that will benefit from this project.
6. The project implementation process will **build community**.
7. The complete project will **enhance the community**.
8. The **application** overall is clear and logical.

## APPLICATION SUBMITTAL

### SUBMISSION REQUIREMENTS

- Please submit two (2) complete copies of the application to:  
Community Improvement Projects  
Venice Neighborhood Council  
P.O.Box 550  
Venice, CA 90294
- The application packet is not to exceed 25 sheets. Submittals beyond the 25<sup>th</sup> sheet will be discarded.
- The packet dimensions should not exceed 8½ X 11 inches. Fold large inserts.
- Applications should not be submitted in decorative folders.
- All letters of support and supplemental materials **must** be submitted with the original application.
- When including attachments, number them sequentially and place them behind the corresponding application sheet. For example, 2.1, 2.2, 2.3 etc.

Applications cannot be added to or modified in any way after submission without the approval of the Program Administrator.



**APPLICATION SUMMARY SHEET**

PROJECT NAME Tourist Signage	
BRIEF PROJECT SUMMARY (50 WORDS OR LESS) Installation of community signs through out Venice, including signs pointing tourists to popular destinations, such as the beach, and signs to serve the community (such as "Children at Play" signs).	
PROJECT SITE NAME AND FULL ADDRESS Throughout Venice	
PROJECT COMPLETION DATE- Summer 2022	# OF VENICE STAKEHOLDERS TO BENEFIT FROM THIS PROJECT- Hundreds

NAME OF COMMITTEE (BOARD PROJECTS USE ADMINSTRATIVE COMMITTEE) Nieghborhood Committee	
APPROVED BY COMMITTEE ON May 9, 2022	
COMMITTEE CHAIR SIGNATURE 	PHONE 310-310-3005
E-MAIL ADDRESS VP@VeniceNC.org	

PROJECT MANAGER (MUST BE A VNC BOARD OR COMMITTEE MEMBER) Yolanda Gonzalez	TITLE NC Committee Member
MAILING ADDRESS	
DAY PHONE 310-902-8690	EVENING PHONE
E-MAIL ADDRESS firstmateyo@yahoo.com	FAX

BY SIGNING BELOW, I agree to the terms of the Community Improvement Project funding guidelines. I also acknowledge that the Information submitted in this application is accurate to the best of my knowledge. Submitting an application with misleading information may be cause for disqualification.

AMOUNT REQUESTED \$ 2,500
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\_\_\_\_\_  
BOARD MEMBER OR COMMITTEE CHAIR  
  
Yolanda Gonzalez  
\_\_\_\_\_  
PROJECT MANAGER

May 9, 2022  
\_\_\_\_\_  
DATE  
  
May 9,  
\_\_\_\_\_  
DATE

REVIEW (For Office Use Only)
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PROJECT # (For Office Use Only)
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## PROJECT DESCRIPTION SHEET

PAGE 5

PROJECT DESCRIPTION (Include how many stakeholders will be working on this project.) (Maximum 500 words)

The Neighborhood Committee seeks funding for the placement of street signs throughout Venice to guide tourists and members of the community to places of interest, such as the beach, the Canals, Abbot Kinney, the Venice Sign, etc. Signs will be placed down Venice Boulevard, Washington, Abbot Kinney, Main and Rose.

Signs will also be installed at sensitive locations to caution that children are present.

Signs cost approximately \$30-\$80 per sign, depending on the size and customization needed, and hardware for installation costs between \$5 and \$50, depending on the size of the sign and where it is being attached.

IS THIS PROJECT PART OF A LARGER PROJECT?  YES  NO

COMMUNITY BENEFIT (Description of benefit to the entire community and justification for these benefits)

This project will benefit the entire community as well as tourists who have a hard time finding points of interest in Venice.





## PROJECT PLANNING SHEET

PAGE 7

WORK PLAN (Include a TIME-LINE for the project with beginning date and completion date of each phase)

Work will begin immediately. Some signs may be ordered and installed very quickly. Others, depending on exact placement, will require approval from the City (Council office, DOT, etc.).


MAINTENANCE PLAN (If applicable)

N/A

# PROJECT RENDERING SHEET (If applicable)

Attach conceptual images of the project to this sheet or design and print your own sheet. Include text explanations.

Park Guide Sign: Beach Access (with Right Arrow) (K2-1783-R)



**1 Select Size: 12" x 18"**

12" x 18"  18" x 24"

**2 Select Material:** Quantity / Price (Per Sign)

For size: 12" x 18" 1-2

REFLECTIVE ALUMINUM SIGNS

- 3M Engineer Grade Reflective Al... \$19.46
- 3M Hi Intensity Reflective Alumin... \$22.24

REFLECTIVE ALUMINUM SIGNS - PREMIUM

- 3M Diamond Grade Reflective Al... \$27.19

RIGID SIGNS

- Aluminum \$18.34

[View all quantity based discounts](#)

**3 Select Adder:**

3M SmartShield POF Laminate - Superior protection against

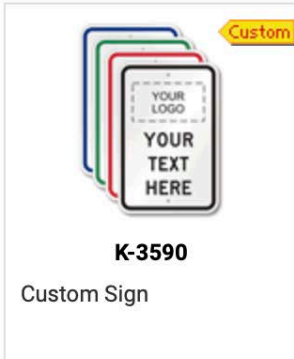
**Order Quantity:**

Part#	K2-1783-R
SPN#	36US
Color	White On Brown
Shape	Horizontal


Ships Today.  
Order within 13 hrs 39 mins



**CAUTION CHILDREN  
SIGN**  
from \$44.00



**K-3590**  
Custom Sign



**K2-3407**  
Custom Parking Sign

**Select Size: 18" x 24"**

12" x 18"  18" x 24"  24" x 30"

**Select Material:** Quantity / Price (Per Sign)

For size: 18" x 24" 1

REFLECTIVE ALUMINUM SIGNS

- 3M Engineer Grade Reflective Alu... \$63.75
- 3M Hi Intensity Reflective Aluminu... \$72.45



**COMMITTEE AND PERSONNEL SHEET**

COMMITTEE MISSION (Explain the Committee's mission and how this project will advance it)

RESUME AND/OR QUALIFICATIONS OF KEY PROJECT PERSONNEL

May 9, 2022



**PERMISSION FOR USE OF PROPERTY SHEET (If applicable)**

Use this form to show the approval of the use of the project site from the property owner, school principal, city agency, etc. Attach as many as necessary.

PROJECT NAME Venice Street Signage
COMMITTEE Neighborhood Committee

ENTITY OR NAME OF PERSON WHO CONTROLS USE OF THE PROPERTY City of LA	TITLE
FACILITY/BUSINESS NAME	PHONE
SITE ADDRESS Throughout Venice	

DESCRIPTION OF USE AND PERMISSION NEEDED FOR THIS SITE

Permissions differ depending on exact sign placement.

BY SIGNING BELOW, I declare in good faith that I own or am responsible for the named property. I understand that the applicant is seeking funding through the Venice Neighborhood Council. I grant the applicant permission to use the property for the implementation of the above named project. I understand that the project will begin after July 1, 2008.

  
SIGNATURE

May 9, 2022  
DATE

