



**V E N I C E**  
neighborhood council

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

# Community Improvement Projects

## NC Funding Program Policy 2.5 - Expenditures of Community Improvement Projects

### 1. Community Improvement Projects (CIP)

CIPs include projects associated with beautification and capital improvement projects on public places such as, but not limited to:

- a. Street medians, parkways landscaping
- b. Neighborhood markers
- c. Street furniture
- d. Murals
- e. Tree plantings
- f. graffiti abatement
- g. Community gardens
- h. Capital improvements on recreation centers, libraries, parks, fire stations, etc.
- i. Signage such as Neighborhood Watch signs
- j. Historic-Cultural Monument Applications

### 2. Review of CIPs

Community Improvement Projects are reviewed on a case by case basis, depending on the scope of work or services involved. Thus, the proposed project may require certain permits such as, but not limited to:

- Insurance certificates,
  - Authorizations from other agencies,
  - Contracts or agreements involving a number of public agencies, vendors, etc.
- a. Additional guidance from other City agencies and/or Departments may be necessary.

### 3. Submission Deadline

All Community Improvement Projects must be submitted to the NC Funding Program for review and approval no less than 30 days PRIOR to issuance of payment to involved vendors and commencement of project.

### 4. Unauthorized Projects

Capital improvement or beautification projects involving private property are not permitted under the NC Funding Program, except when permitted and authorized by applicable City Ordinance.

### 5. Method of Payment

- a. Payments for CIPs are primarily issued through the check payment method, in particular when a contract is involved and stipulates check payments to be issued:
  - i. The NC must provide a completed Board Action Certification (BAC) Form and an executed contract.



**PROJECT DESCRIPTION SHEET**

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

IS THIS PROJECT PART OF A LARGER PROJECT?  YES  NO

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





**PROJECT PLANNING SHEET**

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

MAINTENANCE PLAN (If applicable)



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**PROJECT RENDERING SHEET (If applicable)**

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



**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





**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
COMMITTEE

ENTITY OR NAME OF PERSON WHO CONTROLS USE OF THE PROPERTY	TITLE
FACILITY/BUSINESS NAME	PHONE
SITE ADDRESS	

DESCRIPTION OF USE AND PERMISSION NEEDED FOR THIS SITE

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

\_\_\_\_\_

DATE

