



## COMMUNITY IMPROVEMENT PROJECTS

2015-2016  
APPLICATION PACKET



Dear Venice Stakeholder

**Thank you** for your interest in the Community Improvement Project funding, a competitive process in which funds of up to \$5,000 will be awarded to local groups and individuals to improve the quality of life in the Venice community. This program is administered by the Venice Neighborhood Council and is offered subject to the availability of funds from the City Of Los Angeles. The Venice Neighborhood Council reserves the right to alter this program due to reduced funding.

Please begin by reading the guidelines on pages A–D which will provide an overview of the application process, eligibility requirements, and details on how to submit a proposal. The application to apply for funding can be found on pages 1–9. All applicable pages must be submitted by mail and postmarked by Wednesday, April 1, 2015.

We appreciate your efforts at helping to improve our community.

Marc Saltzberg  
Vice 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 will be accepted from stakeholders of the Venice Neighborhood Council and Venice community based organizations. A community-based organization is a grouping of five or more Venice stakeholders. An organization can be an organization formed for the sole purpose of creating a proposed project. An organization does not need to have “501(c)(3)” status to apply.

Qualifying organizations can include:

- Homeowner’s Associations
- Businesses and Non-Profit Organizations based in Venice
- Neighborhood Block Clubs
- Neighborhood Watch Groups
- Faith-based Organizations (for projects of a non-religious nature)
- “Friends of ...” Groups
- Parent and Teacher Associations
- Service Clubs

The application requires the listing of a Project Manager. This is the person within an organization or the individual who will be responsible for the day-to-day implementation and supervision of the project.

## 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, Education and Capital Improvements on public property.

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 (see **EmpowerLA website** – [www.EmpowerLA.org](http://www.EmpowerLA.org)).

When submitting an application, ask yourself the following questions:

- Is this a capital improvement project?
  - It should be on public property within Venice.
  - There must be co-ordination with appropriate City agencies (e.g. Street Services, Fire, Rec & Parks, etc).
  - Appropriate permits need to be in place.
- Is this for program services (e.g. 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 or salvaged.
  - Purchases for private organizations need to benefit the local community. 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 cannot be an admission charge or donation required for admission or participation.
  - Discuss required permits necessary and appropriate liability issues

All Community Improvement Projects funded through this application must be completed by May 15, 2016. Funding will only be valid through this date; thereafter, approval for expenditures paid through CIP funding shall expire.

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

#### 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 Los Angeles City Controller and must 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 the Department of Neighborhood Empowerment (“EmpowerLA”) 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, EmpowerLA 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 EmpowerLA’s Financial Guidelines and Neighborhood Improvement Project policies, procedures and limitations and EmpowerLA’s subsequent approval of such funding (**see EmpowerLA website – [www.EmpowerLA.org](http://www.EmpowerLA.org)**).

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 ongoing operational expenses or services
- Maintenance expenses
- Purchases prior to August 1, 2015
- Any item not included on the submitted budget sheet
- Transportation
- Equipment that will become the property of the applicant

## MAXIMUM FUNDING REQUEST

One of the goals of this program is to develop community partnerships by funding new projects which we hope will become self-sustaining in the future. In order to accomplish this we have instituted the following phase-out policy:

- 1-The first time an applicant applies for funding they may request up to the maximum amount (\$5000 this cycle).
- 2-The next time an applicant applies they may only request 75% of the maximum amount (\$3750 this cycle).
- 3-The third time an applicant applies they may only request 50% of the maximum amount (\$2500 this cycle).
- 4-After an applicant has been funded three times they will not be eligible to receive funding from this program.

For the purposes of this policy an applicant is deemed to be the ultimate beneficiary of the project. For example, if a Friends Of \*\*\* School applies for a project for which the school is the ultimate recipient (such as a garden), the school will be deemed the beneficiary as if the school had applied directly.

If you are not sure of your present status, please contact the Program Administrator at [parliamentarian@venicenc.org](mailto:parliamentarian@venicenc.org) prior to completing this application.

## IMPORTANT DATE CHANGES

The dates and time frame for this cycle of funding are different from previous cycles. This has been necessitated by changes to the entire Neighborhood Council funding process. **PROJECTS MAY NOT BEGIN PRIOR TO AUGUST 1, 2015 AND MUST BE COMPLETED and INVOICED BY MAY 15, 2016.** Projects falling outside of this timeline will not be considered.

## APPLICATION REVIEW PROCESS

The number of projects funded overall will be determined by the amount of applications received with a maximum amount of \$5000 per project. Every effort will be made to share the funds as equitably as possible throughout the Venice community.

Applications will be reviewed by the Neighborhood Committee of the Venice Neighborhood Council which is comprised of stakeholders from the geographic areas of Venice. The Committee will make its recommendations for funding to the Venice Neighborhood Council at the June 2015 Board of Officers meeting. The Neighborhood Council Board will make the final selections at a public meeting in July 2015 and all applicants are strongly advised to send a representative to this meeting and to make a short presentation to the Board and VNC stakeholders. Applicants will be notified of the Board's decision by e-mail within 14 days 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, 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 community.
5. The **number** of Venice stakeholders that will benefit from this project.
6. The project implementation process will **build community** through participation in this project.
7. The completed project will **enhance the community**.
8. The overall **vision** of the project.

Priority will be given to applications using services or supplies from local (Venice) vendors.

## APPLICATION SUBMITTAL

Please submit **TWO (2) COPIES** of the application postmarked by Wednesday, April 1, 2015 to:

Community Improvement Projects  
Venice Neighborhood Council  
PO Box 550  
Venice, CA 90294

Applications delivered by any other method will not be accepted.

## SUBMISSION REQUIREMENTS

- 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 April 1, 2015.



**APPLICATION SUMMARY SHEET**

PROJECT NAME	
BRIEF PROJECT DESCRIPTION (50 WORDS OR LESS)	
PROJECT SITE NAME AND FULL ADDRESS	
PROJECT COMPLETION DATE	# OF VENICE STAKEHOLDERS TO BENEFIT BY THIS PROJECT

ORGANIZATION OR STAKEHOLDER NAME		
QUALIFYING ADDRESS		
DAY PHONE	EVENING PHONE	CELL PHONE
E-MAIL ADDRESS		FAX

PROJECT MANAGER		TITLE
MAILING ADDRESS		
DAY PHONE	EVENING PHONE	CELL PHONE
E-MAIL ADDRESS		FAX

BY SIGNING BELOW, I agree to the terms of the 2015-16 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.

STAKEHOLDER SIGNATURE	DATE
PROJECT MANAGER SIGNATURE	DATE

AMOUNT REQUESTED
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REVIEW (For Office Use Only)
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PROJECT # (For Office Use Only)
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**PROJECT DESCRIPTION SHEET**

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

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

RETURN ON VNC INVESTMENT (One of the main missions of the VNC is to outreach to Venice stakeholders so that we can represent them to the City. Will this project help us do that, and in what ways).





## PROJECT PLANNING SHEET

PAGE 4

**WORK PLAN** (Include a TIME-LINE for the project with beginning date and completion date of each phase. Projects may not begin prior to August 1, 2015 and must be completed by May 15, 2016)

**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.

**ORGANIZATION SHEET (If applicable)**

(Only complete this form if the applicant is an organization. If so, do not complete Page 7)

ORGANIZATION NAME
ORGANIZATION ADDRESS
ORGANIZATION DESCRIPTION AND PURPOSE (Include the experience that your organization has in the execution of similar projects)

TOTAL MEMBERS	<b>The proposal must include the names and SIGNATURES of 5 members of the organization (preferably Board members)</b>	YEAR ESTABLISHED
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BY SIGNING BELOW, I declare in good faith that I am a member of the organization named above. I realize the Venice Neighborhood Council may contact me to verify my membership and participation in this organization.

NAME	ADDRESS	PHONE	SIGNATURE



**INDIVIDUAL APPLICANT (If applicable)**

(Only complete this form if the applicant is an individual or sole proprietor. If so, do not complete Page 6)

STAKEHOLDER NAME
QUALIFYING ADDRESS
QUALIFICATION STATUS <input type="checkbox"/> LIVE <input type="checkbox"/> OWN PROPERTY <input type="checkbox"/> WORK – NAME OF BUSINESS _____
RESUME AND QUALIFICATIONS FOR COMPLETING THIS PROJECT



**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
APPLICANT

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 August 1, 2015.

\_\_\_\_\_

SIGNATURE

\_\_\_\_\_

DATE



**COMMUNITY INVOLVEMENT SHEET**

Use this sheet to establish the involvement of Venice stakeholders in this project. It may also be used to document pledges of volunteer hours. Points will be deducted during the review process if this sheet is not completed.

PROJECT NAME	APPLICANT
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NAME	ADDRESS	SIGNATURE	DATE SIGNED	NATURE OF INVOLVEMENT	HOURS PLEDGED

Attach letters of support from the community behind this page. Letters that state something unique about the project or from people who will be directly affected by the project will have a greater impact.