



**APPLICATION SUMMARY SHEET**

**RECEIVED**

APR 04 REC'D

PROJECT NAME <b>The Melvyn Hayward Senior Back To School Event</b>	
BRIEF PROJECT DESCRIPTION (50 WORDS OR LESS)  Oakwood Recreation Center will host the 5 <sup>th</sup> Annual "The Melvyn Hayward Senior Back To School Event" for the community on Saturday, August 10, 2013 from 12:00pm - 2:00pm. Community members will enjoy festive music, arts & crafts and school supply giveaways.	
PROJECT SITE NAME AND FULL ADDRESS Oakwood Recreation Center 767 California Ave. Los Angeles, CA 90291	
PROJECT COMPLETION DATE August 10, 2013	# OF VENICE STAKEHOLDERS TO BENEFIT BY THIS PROJECT <b>200</b>

ORGANIZATION OR STAKEHOLDER NAME <b>City of Los Angeles, Department of Recreation &amp; Parks Oakwood Recreation Center</b>		
QUALIFYING ADDRESS  <b>767 California Ave Venice, CA 90291</b>		
DAY PHONE <b>310/452.7479</b>	EVENING PHONE <b>310/452.7479</b>	CELL PHONE <b>310/590.5560</b>
E-MAIL ADDRESS <b>Lizka.Mendoza@lacity.org</b>		FAX <b>310/399.3805</b>

PROJECT MANAGER <b>Zekaia Smith</b>		TITLE <b>Founder</b>
MAILING ADDRESS <b>1201 Ocean Park Blvd, Apt #A</b> <i>Santa Monica, CA 90405</i>		
DAY PHONE <b>424/214.8203</b>	EVENING PHONE <b>424/214.8203</b>	CELL PHONE <b>424/214.8203</b>
E-MAIL ADDRESS		FAX

BY SIGNING BELOW, I agree to the terms of the 2011-12 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 <del>\$2000.00</del> <b>\$1000</b>
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*[Signature]*  
STAKEHOLDER SIGNATURE

4/2/2013  
DATE

REVIEW (For Office Use Only)
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*Zekaia Smith*  
PROJECT MANAGER SIGNATURE

4/2/2013  
DATE

PROJECT # (For Office Use Only) <b>A</b>
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**PROJECT DESCRIPTION SHEET**

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

The goal of "The Melvyn Hayward Senior Back To School Event" is to provide low-income youth with school supplies for the upcoming year.

Every year, Oakwood Recreation Center assist founder, Zekaia Smith with her annual "Melvyn Hayward Senior Back To School Event". This event provides backpacks and school supplies for youth in Venice. The event began in memory of Melyvn Hayward Senior. He was a matriarch of the Venice community and always provided after school club and sport activities to the children of Venice. Ms. Smith wanted to continue this legacy and provide school supplies for low-income children of the community each year.

Oakwood Recreation Center began hosting the "Melvyn Hayward Senior Back To School Event" in 2008. Ms. Smith began with school supplies and small sack lunches. The event has grown to include festive music, arts & craft corners, bubble machines, Tommy The Clown, The Nature Institute, delicious food, backpacks, school supplies and a great day for the family to enjoy. Jesus Christ of Latter Day Saints has been a supporter of this event and provided volunteers and food supplies. Oakwood Recreation Center donates their facility and also provides promotion for the day's event.

Together, our goal is to continue the legacy of Melvyn Hayward Senior by offering a day of good camaraderie for the entire family in a safe and festive atmosphere. The event will take place on Saturday, August 10, 2013 from 12:00-2:00pm.

IS THIS PROJECT PART OF A LARGER PROJECT?  YES  NO

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

The benefit of providing the "Melvyn Hayward Senior Back To School Event" at Oakwood Recreation Center is two-fold: It allows the community to come together to provide school supplies for low-income youth in Venice while at the same time providing a safe and festive atmosphere at their neighborhood park. Building community is essential for Oakwood Recreation Center since it is the basis for a well-utilized park.



**BUDGET SHEET**

All applicants must complete this page. Include written invoices or quotes when possible. **If your total costs are more than the Maximum Funding Amount, please indicate which items you would like the VNC to fund.**

PART A - VENDOR AND MATERIALS/SERVICES INFORMATION	TOTAL COST	NOTES
Backpack/ Gift Cards	<del>\$1000.00</del>	VNC Cover Cost
Staples School Supplies	<del>\$200.00</del>	VNC Cover Cost
Moonbounce	\$600.00	
Tommy The Clown	\$500.00	VNC Cover Cost
Bubble Man!	\$150.00	
DJ	\$150.00	
Tables and Chair Rental	\$160.00	
Ice Cream Trucks	<del>\$450.00</del> OK	
Train (ABC Train)	\$300.00	VNC Cover Cost

PROJECT TOTAL     \$3510.00

*\$1000 max per budget*



**PROJECT PLANNING SHEET**

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

April 15 -19 - Create Flyer to be posted/mailed/emailed

- Contact Local Venice Organizations for funding
- Jumper Vendors for dates
- Contact Rental company for tables and chairs
- Contact DJ for dates
- Create volunteer list

April 29 – May 24 - Buy School supplies

Month of June - Promote event in Venice and at VNC meeting

August 10 - Host event at Oakwood Recreation Center 12:00- 2:00pm

MAINTENANCE PLAN (If applicable)

**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 **Zekaia Smith**

QUALIFYING ADDRESS **1201 Ocean Park Blvd, Apt #A**

QUALIFICATION STATUS  LIVE  OWN PROPERTY  WORK - NAME OF BUSINESS \_\_\_\_\_

RESUME AND QUALIFICATIONS FOR COMPLETING THIS PROJECT

We have worked with, and received approval for, Oakwood Recreation Center for the past five years for the Melvyn Hayward Senior Back To School Event.

VENICE NEIGHBORHOOD COUNCIL  
COMMUNITY IMPROVEMENT PROJECT APPLICATION PACKET 2013-14

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

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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 <b>The Melvyn Hayward Senior Back To School Event</b>
APPLICANT <b>Zekaia Smith</b>

ENTITY OR NAME OF PERSON WHO CONTROLS USE OF THE PROPERTY <b>Lizka Mendoza</b>	TITLE <b>Facility Director</b>
FACILITY/BUSINESS NAME <b>Oakwood Recreation Center</b>	PHONE <b>310/452.7479</b>
SITE ADDRESS <b>767 California Ave Los Angeles, CA 90291</b>	

DESCRIPTION OF USE AND PERMISSION NEEDED FOR THIS SITE

**Event will utilize field area and Annex Room.**

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, 2013.

  
SIGNATURE

4/2/2013  
DATE



