

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
- Business Improvement Districts
- 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.

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 a capital improvement project?
 - It should be on public property within Venice.
 - There must be co-ordination with appropriate City agencies (i.e. Street Services, Fire, Rec & Parks, etc).
 - Appropriate permits need to be in place.
- 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 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 can not be an admission charge or donation required for admission or participation.
 - Discuss appropriate liability issues

All Community Improvement Projects in this round must be completed by April 15, 2014. 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.

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 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 -- <http://done.lacity.org/dnn>**).

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, 2013
- 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. Beginning with this cycle of funding we are cancelling the previous matching requirement and instituting the following phase-out policy:

- 1-The first time an applicant applies for funding they may request up to the maximum amount (\$2000 this cycle).
- 2-The next time an applicant applies they may only request 75% of the maximum amount (\$1500 this cycle).
- 3-The third time an applicant applies they may only request 50% of the maximum amount (\$1000 this cycle).
- 4-After an applicant has been funded three times they will not be eligible to receive funding from this program.

This phase-out will include all previously funded applications.

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 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, 2013 AND MUST BE COMPLETED and INVOICED BY APRIL 15, 2014.** 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 \$2000 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. The committee is comprised of stakeholders from the geographic areas of Venice as defined by the Venice Coastal Specific plans and is elected by the Board of Officers of the Venice Neighborhood Council. The Committee will make its recommendations for funding to the Venice Neighborhood Council at the June 2013 Board of Officers meeting. The Neighborhood Council Board will make the final selections at a public meeting in July 2013 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**.
7. The completed project will **enhance the community**.

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 Tuesday, April 2, 2013 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 25th 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 2, 2013.