



COMMUNITY IMPROVEMENT PROJECTS

2011-2012
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 \$2,000 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. For the 2011-12 cycle of funding, the Venice Neighborhood Council has a budget of \$16,000 to award.

Please begin by reading the guidelines on pages A–D 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 1–9. All applicable pages must be submitted by mail and postmarked by Tuesday, March 1, 2011.

We appreciate your efforts at helping to improve our community.

Carolyn Rios
Vice President
Venice Neighborhood Council

CONTACT: Ivan Spiegel, Program Administrator at parliamentarian@VeniceNC.org for questions regarding the application process.

Table Of Contents

GUIDELINES

Who Can Apply.....	A
What Can Be Applied For	A
Use of Funds	B
The Match.....	C
Application Review Process.....	D
Review Criteria	D
Application Submittal	D

APPLICATION

Application Summary Sheet.....	1
Project Description Sheet	2
Budget Sheet	3
Project Planning Sheet	4
Project Rendering Sheet.....	5
Organization Sheet	6
Individual Applicant Sheet.....	7
Permission For Use Of Property Sheet.....	8
Community Involvement Sheet.....	9

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.

VNC Board members or VNC committees may not apply for funding from this program.

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 Community Events.

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.
 - Discuss appropriate liability issues

All Community Improvement Projects in this round must be completed by May 15, 2012. Funding will only be valid through this date; thereafter, approval for the funding shall expire.

All projects and publicity must credit of 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 -- 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 ongoing operational expenses or services
- 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

THE MATCH

All applicants previously receiving Community Improvement funds from the Venice Neighborhood Council must provide matching funds. The match is the applicant's contribution towards the project. The applicant must provide documentation that shows a contribution that equals or exceeds the amount requested from the VNC.

The pledged match should come from resources accumulated by the applicant to be used specifically towards the implementation and completion of the proposed project. All matching funds must be in "hard" dollars. Volunteer time or donated labor or services may not be used to match. Matching funds must be generated from the time of funding (July 2011) until the completion of the project. Documentation of contributions or pledges of support should be attached to this application.

Applicants required to provide matching funds must complete PART B of the Budget form. The project's total budget should be the amount requested plus the match.

It is recommended that any questions concerning appropriate matching funds be addressed to the Program Administrator prior to the submission of this application.

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 May Board of Officers meeting. The Neighborhood Council Board will make the final selections at a public meeting in June 2011. 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, March 1, 2011 to:
Community Improvement Projects
Venice Neighborhood Council
PO Box 550
Venice, CA 90294

NOTE: Do not send by registered or certified mail or request a return receipt as the address is a PO Box. If you want you can ask for a proof of mailing receipt which should have the date of mailing stamped.

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 March 1, 2011.



PROJECT DESCRIPTION SHEET

PAGE 2

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)



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	The proposal must include the names and SIGNATURES of 5 members of the organization (preferably Board members)	YEAR ESTABLISHED
---------------	---	------------------

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 July 1, 2011.

SIGNATURE

DATE

