



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

**COMMUNITY IMPROVEMENT  
PROJECTS**

**(Direct Board Funding)**

**APPLICATION PACKET**



Dear Board Member/Committee Chair

**Thank you** for your interest in the Community Improvement Project program that will award funds for VNC Board or Committee projects which will improve the quality of life in the Venice community. This program is administered by the Venice Neighborhood Council.

Please begin by reading the guidelines on pages 1-3 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 4-11. Applications for Board projects must be approved by the VNC Administrative Committee. Applications for Committee projects must be approved by a quorum of a Venice Neighborhood Council Standing Committee at a publicly noticed meeting. Additionally, all projects must be approved by the Budget & Finance Committee, before presenting it to the VNC Board.

We appreciate your efforts at helping to improve our community.

Linda Lucks  
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 for these funds will only be accepted from Board members or Committee Chairs of the Venice Neighborhood Council.

The application requires the listing of a Project Manager. This is the Board member or Committee Chair who will be responsible for the day-to-day implementation and supervision of the project. The duties include the proper completion of all invoices and support materials and the submission of them to the Program Administrator for payment. A Board member may not submit an application for a project or serve as a Project Manager for a project if they have a potential conflict-of-interest relationship with any of the vendors.

## 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, Public Safety, or Education. The Department Of Neighborhood Empowerment (DONE) has the final discretion to determine whether or not the proposed project is clearly beneficial to the community

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 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. 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 should not be an admission charge
  - Discuss appropriate liability issues
  -

All Community Improvement Projects must be completed within one year of the VNC Board's vote to approve funding. 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.

Applications may not be simultaneously submitted if the applicant has an application pending before the Neighborhood Committee as part of its competitive selection process for Community Improvement funds.

## 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 Department of Neighborhood Empowerment to 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](http://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 operational expenses
- Ongoing 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

## APPLICATION REVIEW PROCESS

The number of projects funded overall will be determined by the amount of applications received. Every effort will be made to share the money as equitably as possible throughout the Venice community.

Applications will be reviewed by the Board Of Officers of the Venice Neighborhood Council. The Board is comprised of people from the Venice community and is elected by Venice stakeholders. The Neighborhood Council Board will select applicants for funding at one of its regularly scheduled public meetings. Applicants will be notified of the Board's decision within 14 days of the meeting 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, appropriate, 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 involvement of the community.
5. The **number** of Venice stakeholders that will benefit from this project.
6. The project implementation process will **build community**.
7. The complete project will **enhance the community**.
8. The **application** overall is clear and logical.

## APPLICATION SUBMITTAL

### SUBMISSION REQUIREMENTS

- Please submit two (2) complete copies of the application to:  
Community Improvement Projects  
Venice Neighborhood Council  
P.O.Box 550  
Venice, CA 90294
- 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 submission without the approval of the Program Administrator.



**APPLICATION SUMMARY SHEET**

PROJECT NAME Venice Toy Dive & Holiday Celebration	
BRIEF PROJECT SUMMARY (50 WORDS OR LESS) The purpose of the Venice Toy Drive & Holiday Celebration is to hold a toy drive that primarily benefits Venice youth. Gifts would be collected and distributed at the Oakwood Community Center on a date in December.	
PROJECT SITE NAME AND FULL ADDRESS Oakwood Recreation Center, 767 California Street, Venice, California, 90291	
PROJECT COMPLETION DATE December 25, 2011	# OF VENICE STAKEHOLDERS TO BENEFIT FROM THIS PROJECT 200+

NAME OF COMMITTEE (BOARD PROJECTS USE ADMINSTRATIVE COMMITTEE) Budget Committee; Administrative Committee.	
APPROVED BY COMMITTEE ON	
COMMITTEE CHAIR SIGNATURE	PHONE
E-MAIL ADDRESS	

PROJECT MANAGER (MUST BE A VNC BOARD OR COMMITTEE MEMBER) Mariana Aguilar	TITLE Community Officer	
MAILING ADDRESS 825 Flower Avenue, Venice, California, 90291		
DAY PHONE 310-926-3572	EVENING PHONE 310-926-3572	CELL PHONE 310-926-3572
E-MAIL ADDRESS mla5@cornell.edu		FAX

BY SIGNING BELOW, I agree to the terms of the 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 \$2,000

REVIEW (For Office Use Only)

PROJECT # (For Office Use Only)

BOARD MEMBER OR COMMITTEE CHAIR  
  
PROJECT MANAGER

DATE  
9/2/11  
DATE

## PROJECT DESCRIPTION SHEET

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

Venice Stakeholders have expressed a strong interest in starting an annual toy drive that will serve to primarily benefit those youth in our own community. Having heard this expression of interest, Oakwood Recreation Center and I would like to start such a toy drive. The toy drive will begin in October and continue up to the date of distribution. On the date of distribution, children from needy families identified by Oakwood, VCHC, and other Venice organizations etc. will be invited to the Center for an afternoon of fun and to collect a gift.

We are interested in having as many volunteers as possible to serve as many Venice children as possible (at least 200). The goal of the project is to create a model for an event that can then occur on an annual basis.

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 purpose of having a neighborhood toy drive and celebration is to ensure that every child in Venice has a toy this holiday season. Although LAPD Pacific Division holds a wonderful toy drive each year, Stakeholders have expressed an interest in holding a more local toy drive to ensure that transportation issues do not prevent any child from receiving a toy.







**PROJECT PLANNING SHEET**

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

We will begin to collect gifts, publicize the event, and seek donations in October. The date that gifts will be distributed will occur in early to mid-December.

**MAINTENANCE PLAN** (If applicable)



VENICE NEIGHBORHOOD COUNCIL  
COMMUNITY IMPROVEMENT PROJECT APPLICATION PACKET (DBF)



**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)

The mission of the project is to provide a memorable holiday for those who are less fortunate in our community. The project will accomplish this goal by holding a toy drive and holiday celebration in Venice so that transportation issues do not prevent our own neighbors from taking part in this season.

RESUME AND/OR QUALIFICATIONS OF KEY PROJECT PERSONNEL

Lizka Mendoza, Facility Director, Oakwood Recreation Center.  
Mariana Aguilar, Venice Stakeholder, and Venice Neighborhood Council Board Member.



**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



VENICE NEIGHBORHOOD COUNCIL  
COMMUNITY IMPROVEMENT PROJECT APPLICATION PACKET (DBF)



**COMMUNITY INVOLVEMENT SHEET**

Use this sheet to establish the involvement of Venice stakeholders. This sheet may also be used to document pledges of volunteer hours.

PROJECT NAME Venice Toy Drive & Holiday Celebration

COMMITTEE

NAME	ADDRESS	SIGNATURE	DATE SIGNED	WORK OR MATERIALS PLEDGED	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.