



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.

Mike Newhouse
President
Venice Neighborhood Council

CONTACT: Ivan Spiegel, Program Administrator, at 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 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**).

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 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 submission without the approval of the Program Administrator.

APPLICATION SUMMARY SHEET

PROJECT NAME	YOUTH THEATRE PROGRAM
BRIEF PROJECT SUMMARY (50 WORDS OR LESS) Our project will provide a much-desired FREE Youth Theatre Program for Venice students. In addition to learning acting and theatre skills, they will learn increased self-confidence, increased public and social skills, group dynamic skills, and public speaking skills, and use theatre to dramatize issue confronting the community and VNC.	

PROJECT SITE NAME AND FULL ADDRESS: Venice-Abbot Kinney Memorial Library – 501 South Venice Blvd, Venice, CA 90291 & Pacific Resident Theatre – 703 Venice Blvd, Venice CA 90291	
PROJECT COMPLETION DATE: May 2009 – We would like to do this as a SPRING 2009 afterschool or weekend program.	# OF VENICE STAKEHOLDERS TO BENEFIT FROM THIS PROJECT : 25-40 Venice youths, ages 12 to 18, and their families and friends and the community at large.

NAME OF COMMITTEE (BOARD PROJECTS USE ADMINSTRATIVE COMMITTEE) VNC OUTREACH COMMITTEE	
APPROVED BY COMMITTEE ON	
COMMITTEE CHAIR SIGNATURE	PHONE (310) 305-9660
E-MAIL ADDRESS OUTREACH@VENICENC.ORG	

PROJECT MANAGER (MUST BE A VNC BOARD OR COMMITTEE MEMBER) MARC SALTZBURG		TITLE VNC Outreach Officer
MAILING ADDRESS P.O. Box 550, Venice, CA 90294		
DAY PHONE (310) 305-9660	EVENING PHONE (310) 305-9660	CELL PHONE (310) 305-9660
E-MAIL ADDRESS <u>Nadineparkos@aol.com</u>		FAX (310) 606-2015

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 \$2290

/s/ **MARC SALTZBURG***
BOARD MEMBER OR COMMITTEE CHAIR

October 25, 2008
DATE

REVIEW (For Office Use Only)

/s/ **MARC SALTZBURG***
PROJECT MANAGER

October 25, 2008
DATE

PROJECT # (For Office Use Only)

*Marc Saltzburg agreed at the October AdCom meeting to have this project be an Outreach-sponsored event; he is out of town at the moment and unavailable to sign this application in person.

PROJECT DESCRIPTION SHEET

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

Cutbacks in our schools' Arts Curriculum have left a gap in arts education for many students. Our goal is to bridge that gap within the Venice youth community. In addition to learning acting and theatre skills, some of the more obvious benefits are increased self-confidence, increased public and social skills, group dynamic skills, and public speaking skills. Our project will provide a much-desired FREE Youth Theatre Program for Venice students.

As in our Summer 2008 FREE Youth Theatre Program which the VNC previously funded, that we did in collaboration with the Venice Library's Young Adults Program, the curriculum will involve Theatre Games, Structured Improvisation, Neutral Scenes (Etudes), and Scene Work from published scripts and adapted literature. Themes to be improvised upon include issues of pertinence to the community, such as graffiti, gangs, working with authority figures, and drug and alcohol awareness.

Based on the success of that initial collaborative Summer 2008 Youth Theatre Project (see original VNC approved proposal attached), we are requesting funding from the VNC for a similar FREE Spring 2009 program.

8-Week Class Structure:

One group: Ages 12-18 (motivated younger participants may also be considered), meeting once per week for 8 weeks, with 1 teaching artist** per class. (**Ideally, would like 2 teachers per class but not until we find "matching funds" from other sources.)

The program will culminate with a FREE "invited master class" presentation at Pacific Resident Theatre that involves the students participating in class work in front of an invited audience as well as presenting scenes that are "works in progress" from their time in class.

Teaching Artist Salaries:

The average rate for teaching artists in Los Angeles Theatre Arts and Acting programs is \$67.50 per hour: \$45 per hour of class time, plus 50% of the hourly rate (\$22.50) as compensation for outside class preparation. This is true of all similar programs, whether privately-endowed or city, grant or university-funded.

Given that this is a new program, we have structured the stipends at \$45 per teaching hour. All additional lesson planning, and recruitment efforts are included within this stipend.

IS THIS PROJECT PART OF A LARGER PROJECT? YES NO

The Theatre Program will directly benefit the 25 to 40 young adult participants. These will include some members of the Venice-Abbot Kinney Memorial Library's Young Adult Program, in addition to others recruited through schools, boys and girls clubs, and word of mouth.. We are working with Beth Rubin, Director of the Young Adults Department of the Abbot Kinney Memorial Library to secure course credit. In addition, the Theatre Program will provide outreach to at least an additional 60 to 100 of the students' friends, families, and the general public with the Theatre Program culminates in a FREE public showcase performance at the end of the program.

By working in conjunction with professional actors who are involved in the Venice and Los Angeles performing arts institutions and community, this is also an opportunity to develop the "new audience" for performing arts within the Venice community and the Los Angeles community at large.

The content of the production will address issues of concern to the Venice community at large and under consideration by the VNC, thereby provoking public discussion and consideration of these issues (actual issues not yet decided, but could include topics such as homelessness, street gangs, or environmental issues).. Bringing such issues to the stage, under the aegis of the VNC, increases public awareness and participation in these issues.

The idea of community outreach is especially important in this partnership, which would provide free instruction to young people that may not otherwise have this opportunity. We particularly want to target a diverse group of interested young adults who are under-served in the arts.



BUDGET SHEET

VENDOR AND MATERIALS/SERVICES INFORMATION	TOTAL COST	NOTES
Scripts, Theatre Publications, Scene Study Materials/Publications	\$100	We also have about \$50 worth of content from last class funded by VNC
Class material / Photocopying	\$100	
Recruitment Advertising Flyer	\$200	Distributed to schools etc
Dry Cleaning	\$50	Costumes used in final presentation at PRT
Props	\$50	Hand props for final presentation at PRT
Program/Poster	\$100	for final presentation at PRT
Light Technician	\$100	for final presentation at PRT
Refreshments	\$150	for final presentation at PRT
Teaching Artist Stipends	\$1440	Professional actor/teachers from PRT

PROJECT PLANNING SHEET

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

After notification of VNC funding, Program Start Date will be Spring 2009 (February – April 2009, as requested by the library) ***

*****Recruitment:** The main thing we learned after the initial summer Youth Theatre Program session was that recruitment is absolutely essential to the success of the program. We are aiming to host a larger number of participating students from diverse backgrounds. Therefore, recruitment and preparation efforts before the program begins must be a high priority. We are hoping to remedy these challenges with the following approach:

- **Allow at least 3 weeks before beginning of classes for recruiting students.** If the project and its budget are approved, it is crucial that Venice Library, PRT, and the individual teaching artists combine their efforts and resources to expand the initial roster of students.
- Marketing efforts would include contacting and communicating with drama teachers and principals from local schools, thereby creating yet another partnership for the betterment of arts education.
- Assistance of the Outreach Committee in terms of their newsletter and press contacts.
- This 3 or 4-week lead-time would also allow time for potential "free advertising" through feature articles in city and local papers, as well as flyer distribution at key attraction points.

8-Week Class Structure, commencing in February 2009 with performance in April 2009:

One group: Ages 12-18 meeting once per week for 8 weeks, with 1 teaching artist** per class. (**Ideally, would like 2 teachers per class but not until we find "matching funds" from other sources.)

The program will culminate with a FREE "invited master class" presentation at Pacific Resident Theatre, and reception, that involves the students participating in class work in front of an invited audience as well as presenting scenes that are "works in progress" from their time in class.

MAINTENANCE PLAN (If applicable)

NOT APPLICABLE



PROJECT RENDERING SHEET (if applicable)

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Attach conceptual images of the project to this sheet or design and print your own sheet. Include text explanations.

NOT APPLICABLE

COMMITTEE AND PERSONNEL SHEET

COMMITTEE MISSION (Explain the Committee's mission and how this project will advance it)

The mission of the VNC's Outreach and Event Planning Committee is to promote stakeholder awareness of Venice community issues and participation in Venice Neighborhood Council activities. The proposed Youth Theatre Program (YTP) will support the Outreach committee's mission in three ways:

- The content of the YTP's public production, to be staged at the Pacific Resident Theater and if possible also at a local school, will be tailored to deal with community issues with which the VNC is directly involved. While specific issues have not been identified, they might include such topics as homelessness, street gangs, or community improvement. The program would thereby engage the 25 to 40 participating students in dealing, through dramatic art, with problems facing the VNC and our community at large. Publicity for the show, brochures, etc, would bear the VNC logo, thus extending outreach further into the community.
- The public production(s) will draw audience(s) of the participating students' friends, family members, and teachers. This audience(s) will extend the program's outreach further into the community.
- The Outreach committee will attempt to interest local media, such as the Argonaut newspaper, in producing stories on the program.

Young Adults are a part of our stakeholder base, and this program will provide them, and their families, with a positive awareness of the support and resources available through their Neighborhood Council.

RESUME AND/OR QUALIFICATIONS OF KEY PROJECT PERSONNEL

TEACHING ARTISTS:

Christian Barillas is a recent graduate of UCLA, and has worked as a teaching artist throughout Los Angeles. His numerous theatrical credits include: Laguna Playhouse Debut. Regional: Cornerstone's As You Like It at Pasadena Playhouse, Center Theater Group's A Very Old Man with Enormous Wings at the Kirk Douglas Theater, A Midsummer Night's Dream (Demetrius), Othello and Fashion at the Will Geer Theatrical Botanicum and a touring children's show of Hercules. Other theater: Vieux Carré (Writer) at the Ivy Substation, The Tempest (Ferdinand) for the Ark Theater Company, The Beaux Strategem (Archer), True Love, Orestes 2.0, Butterfly Kiss, A Chorus Line, Kiss of the Spider Woman (Valentin). Film: The Appointment, Sabotage, La Cena, 'Til Parole Do Us Part. Television: The Playbook for Spike TV. Education: University of North Carolina, MFA from University of California, Los Angeles. Actors' Equity Member.

Elizabeth Karr has been a Teaching Artist for 12 years. She is currently a Professional Teaching Artist on the Music Center roster (K - 12), Master Artist with (Out)Laws & Justice, LA's Best After School Program, and LAUSD (her own ACPN approved program, "Learning Through Character.") Elizabeth has taught in LAUSD, CCUSD, Burbank, as well as private schools and CBS Radford Comedy on the Lot. She is a graduate of Los Angeles County Professional Artist School-based Training Program. As well as Cornell University and British American Drama Academy. Elizabeth is a leader in the Los Angeles Theatre community: Chairman of the Board of Classical Theatre Lab for ten years. Founder and Producer of Classical Theatre Lab's Free Shakesperare in the Parks during July and August in West Hollywood. Artistic Director of Cedarburg Productions. Company member of Pacific Resident Theatre. Elizabeth has produced numerous critically-acclaimed theatrical productions in LA and New York. Elizabeth is regularly seen in starring roles on stage, including "Trojan Women" at the Getty Museum for an International Theatre Symposium of Greek Scholars and Dramatists, hosted by Olympia Dukakis, and in film and TV. Behind the camera, Elizabeth created/produced a TV Pilot for the Disney Channel (VIRTUALLY CASEY) and a feature film RADIO FREE ALBEMUTH, due in theatres this spring. Elizabeth has judged the ESU National High School Shakespeare Competition finals for five years in a row. She's also a sought after Acting and Audition Coach for both children and adults. Elizabeth brings the same passion and commitment to teaching that she brings to performing.

Christopher Shaw: Trained professionally at Circle in the Square in NYC, and North Carolina School of the Arts. Has taught acting for High School students in numerous programs both in Los Angeles, Pennsylvania and New York City. Appeared recently at PRT as Nick in "THE TIME OF YOUR LIFE" and as The Colonel in "THE HASTY HEART" Other PRT productions include "LEO in "The Blue Dahlia", and as Dr. Nakamura (the Japanese gangster), in "HAPPY END". He also appeared as Arthur Rudolph in "APOLLO" at the new Kirk Douglas Theatre (CTG) in Culver City, and in two productions of "WAR MUSIC"; at the Geffen Playhouse, and the original Echo Theatre Co production at LATC. Chris will be doing another production of "Apollo" at Portland Center Stage in Portland, Oregon. Shaw has performed in numerous regional theatres throughout the United States.

Sarah Zinsser is a founding member of Pacific Resident Theatre. She was 'the Fly' in the original PRT production of Happy End. She is a founding member of the 24th Street Theatre and works with their acclaimed Arts Education Program, Enter Stage Right. She has many Los Angeles theatre credits including a Drama Critics Circle Award for Bitter Women. She has appeared in numerous theatrical productions throughout the United States and in film and television.



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	NOT APPLICABLE
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 YOUTH THEATRE PROGRAM	COMMITTEE OUTREACH
-------------------------------------------	---------------------------

NAME	ADDRESS	SIGNATURE	DATE SIGNED	WORK OR MATERIALS PLEDGED	HOURS PLEDGED
Beth Rubin	Venice Library -- Young Adult Program			Recruiting Students, Pitching Program	30
Chris Shaw	Pacific Resident Theatre			Recruiting Students, teaching	40
Tania Getty	Pacific Resident Theatre		10/31/08	Recruiting Students, Committee coordinator	40
Sarah Zinsser	Pacific Resident Theatre			Recruiting Students, teaching	40
Christian Barillas	Pacific Resident Theatre			Recruiting Students, teaching	40
Elizabeth Karr	Pacific Resident Theatre			Recruiting Students, teaching	40
Mark Saltzburg	Outreach Committee, VNC			Project Manager	

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.