



**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 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**).

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 Conservation of Vietnam Memorial Mural	
BRIEF PROJECT SUMMARY (50 WORDS OR LESS) Restoration of the Vietnam Memorial Mural painted by Peter Charles Stewart, which consists of removing vandalism, reattachment of acrylic paint layers, and aesthetic recovery of 2,273 hand lettered names of POW's and MIA's who served in Southeast Asia. The artwork will be fully restored and protected with SPARC's MuralShield Preservation System against future vandalism and environmental wear.	
PROJECT SITE NAME AND FULL ADDRESS Metro Service Yard – 614 Pacific Ave., Venice CA 90291	
PROJECT COMPLETION DATE March 1 st , 2017	# OF VENICE STAKEHOLDERS TO BENEFIT FROM THIS PROJECT Direct: 30-50; Indirect: Thousands Local Venice Community, Veterans, Volunteers, Tourists

NAME OF COMMITTEE (BOARD PROJECTS USE ADMINSTRATIVE COMMITTEE)	
APPROVED BY COMMITTEE ON	
COMMITTEE CHAIR SIGNATURE	PHONE
E-MAIL ADDRESS	

PROJECT MANAGER (MUST BE A VNC BOARD OR COMMITTEE MEMBER)		TITLE
MAILING ADDRESS		
DAY PHONE	EVENING PHONE	CELL PHONE
E-MAIL ADDRESS		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

REVIEW (For Office Use Only)

BOARD MEMBER OR COMMITTEE CHAIR

DATE

PROJECT MANAGER

DATE

PROJECT # (For Office Use Only)

PROJECT DESCRIPTION SHEET

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

Restoration of the Vietnam Memorial Mural painted by Peter Charles Stewart (dec.), which consists of removing vandalism, reattachment of acrylic paint layers, and aesthetic recovery of 2,273 hand lettered names of POW's and MIA's who served in Southeast Asia. The artwork will be fully restored and protected with SPARC's MuralShield Preservation System against future vandalism and environmental wear.

SPARC conducted an initial assessment of the Vietnam Memorial Mural on May 31st, 2016. The artwork consists predominantly of hand lettered names of 2,273 POW and MIA's who served in Southeast Asia. These names appear to have been painted with an airbrush. The second art element on the mural is a flag with five portraits of servicemen.

SPARC was asked to assess the state of the artwork after an incident of vandalism that obscured the lower 6 ft of mural with aerosol graffiti and large bubble writing. The weekend following the vandalism, community volunteers gathered and obtained highly caustic graffiti removers and reactive solvents that were inappropriate for mural conservation. This in turn caused substantial damage to the original mural, which included additional delamination, the disappearance of servicemen names, and permanent chemical staining.

The current state of the mural includes extensive delamination in the portrait region of the mural and in the lower segment where most of the graffiti removal took place. The colored pigments have undergone extensive oxidation and binder wear. There is also an extensive amount of efflorescence present throughout the mural surface. Additionally, there are still several dozen smaller tags remaining on the mural that will be thoroughly removed before applying any consolidating materials.

SPARC will fully restore the Vietnam Memorial Mural to its original likeness. The final artwork will be protected against environmental wear and vandalism. SPARC requests funding to cover a portion of the costs of conservation grade materials that will be used to restore the artwork.

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 restoration of the Vietnam Memorial Mural will beautify the local Venice community and recover the names of servicemen who served in Southeast Asia. The artwork is a memorial to those who were POW's and MIA's and include the names of family members from the local Venice community. The mural creates a space where visitors and local members can reflect on the history associated with the names being memorialized on the artwork. The mural becomes a visual representation on the impact of war, while also transforming a historical document into a highly visible public artwork. Few sites exist in Los Angeles that bring recognition to the sacrifices made by service men and women. As such, murals like the Vietnam Memorial Mural are very significant to individuals who have served in the military, those who have family members and friends who have served, both directly or indirectly in the period depicted, but also for those who served in the past and present. The mural contributes to creating a sense of belonging and importance for service people. Our repairs will help restore dignity to those whose names were obscured by senseless vandalization in a symbolic and physical manner.

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)

Conservation Procedure:

The SPARC Conservation team requires access to water, a secure storage area for scaffolding and scissor lifts, access to a bathroom, or a site where we can install a portable bathroom.

Graffiti Removal

SPARC Conservation Technicians will remove all remaining graffiti and pigment ghosting on the mural surface using biodegradable removers that will preserve the original artwork.

Chemical Residue Removal and Deep Cleaning

SPARC will then neutralize the surface that was treated with harsh chemicals and remove any chemical residues that might further stain the acrylic surface. We will then conduct a deep cleaning of the acrylic mural to remove carbon monoxide deposits, dirt, and grime.

Efflorescence removal

We will apply a chelating agent to remove efflorescence and salt deposits. This will recover color saturation and brightness.

Consolidation

SPARC will then treat the mural with an initial MuralShield consolidation to reattach and reinforce the remaining acrylic pigment.

Reattachment of Delaminated Paint Layers

The consolidation will then allow our technicians to handle delaminated paint films without further paint loss. We will clean and secure the concrete surface and use acrylic gel mediums to glue delaminated paint areas back onto the wall.

Full Conservation In-Painting Repairs of Damaged Art Elements

Once the mural is consolidated and reattached, SPARC artists can begin to repaint the lost names and delaminated areas. SPARC artists will carefully reproduce the original likeness of the mural using high resolution documentation of the artwork.

MuralShield Coating and Anti-Graffiti Protection

The artwork will be treated with SPARC's MuralShield coatings and anti-graffiti protection. Our coating system is designed for mural conservation and total regenerative protection against vandalism, abrasion, and graffiti.

Digital Conservation Services - high resolution digitization of the Veteran's mural

Once our team completes all of the repairs on the mural, SPARC will create a full sized high resolution image of the artwork for future digital conservation. The high resolution digitization process will take approximately 3-5 days and may require a partial street closure for the duration of the digitization. The digitization can only take place within a 3-4 hour window in the morning to avoid lighting inconsistencies. Our team would require a partial street closure from 7am to 11am from the west-most side of Pacific Avenue to accommodate a scissor lift and photo team.

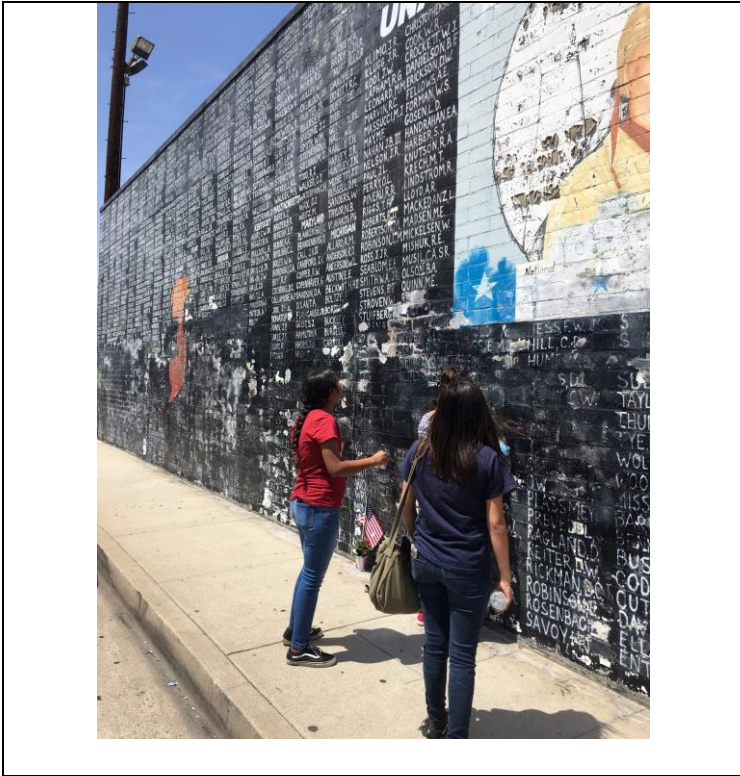
TIMELINE: SEE ATTACHMENT A

MAINTENANCE PLAN (If applicable)

Maintenance costs will be approximately \$3.00/SQ FT for removing tags and \$6.00/Sq FT for removing bubble writing (heavy filled in vandalism).

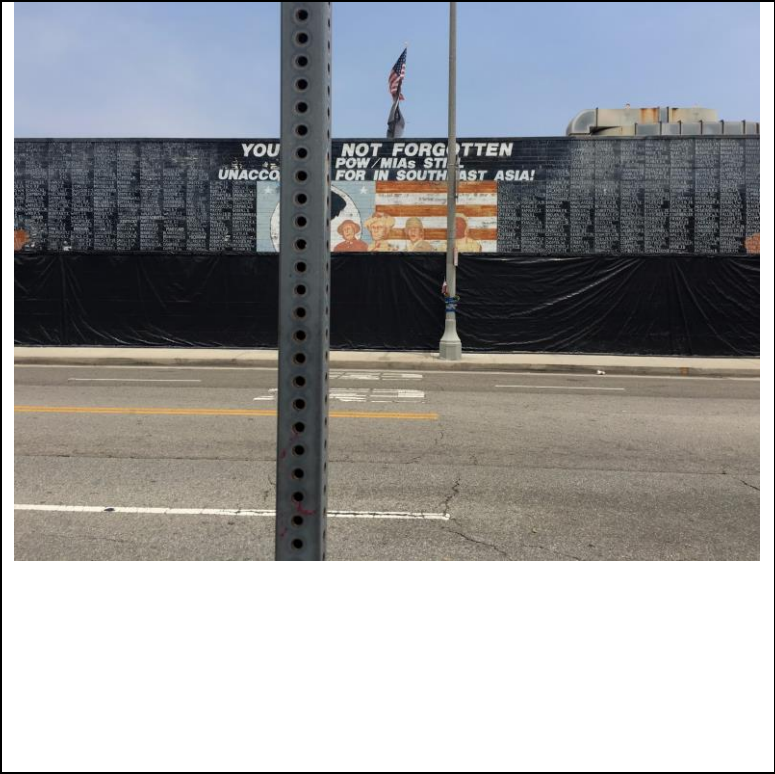
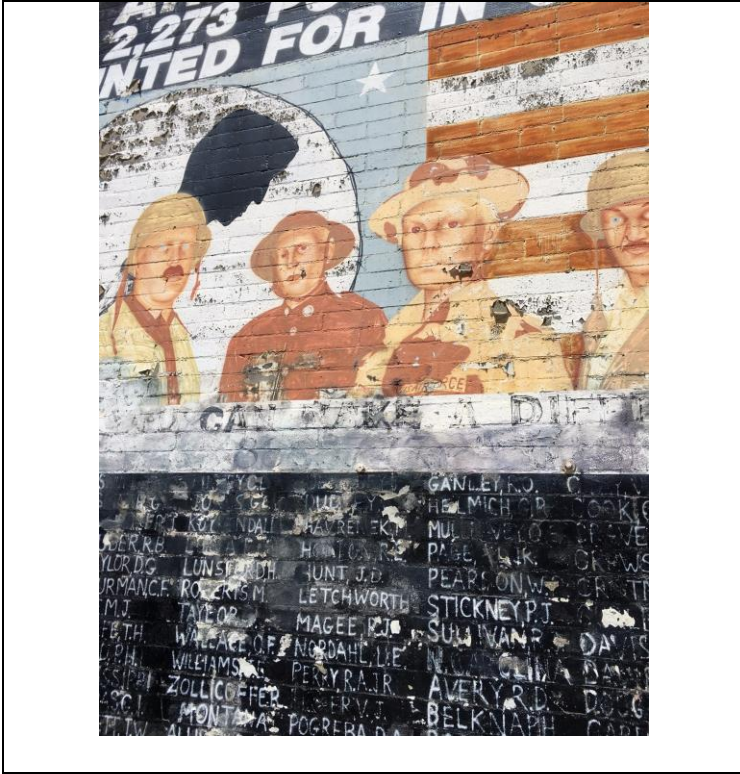
PROJECT RENDERING SHEET (If applicable)

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



The entire lower segment of mural was affected. The extensive damage will require a significant amount of repainting repairs.

Detail of Graffiti sitting above varnish and acrylic paint. This region was evident that there was a topical coating above the acrylic that could have facilitated the vandalism removal.



Detail of delamination and pigment oxidation

Photograph of mural from across the street

COMMITTEE AND PERSONNEL SHEET

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

The Neighborhood Committee supports the goals of the Venice Neighborhood Council and its mission to improve the quality of life within our community. The Neighborhood Committee has as one of its core responsibilities the evaluation of community improvement projects for recommendation to the VNC Board for funding. Such Community improvement projects must directly benefit the Venice community. Projects may encompass a wide range. They can include, but are not limited to: The Arts, Beautification, Community Support, Education and Capital Improvements. The purchasing of MuralShield coating for the final restoration of the vandalized POW-MIA mural on Pacific Avenue meets are necessary criteria to advance the mission of the committee and VNC.

RESUME AND/OR QUALIFICATIONS OF KEY PROJECT PERSONNEL

SPARC's Qualifications

The Social and Public Art Resource Center (SPARC) is a 40 year old Los Angeles based institution that specializes in the creation and preservation of public art. Founded in 1976, SPARC has consistently shown excellences in its ability preserve, conserve, and restore murals that have been painted or printed on substrates and walls built in the public environment. With well over 40 years of experience, SPARC's staff includes highly trained conservators, lead artists, and project administrators who have met the challenging demands of mural restorations ranging from 450 to 45,000 square feet. SPARC is an institutional member of the American Institute for Conservation, and has partnered with individual artists, artist collectives, and the Los Angeles Department of Cultural Affairs to ensure the longevity and contained durability of indoor and outdoor art pieces. In addition to individual commissions, SPARC has been trusted with large-scale citywide production and conservation projects across the greater Los Angeles metro area. SPARC's highest profile restorations have included multiple murals along the 110 freeway, digital preservations of murals in downtown Los Angeles, the restoration of the Great Wall of Los Angeles, a mural totaling approximately 2,750 linear feet, and the CityWide Mural Program's restoration of 9 murals throughout Los Angeles. Additionally, SPARC's **MuralShield™** technology has advanced the consolidation techniques developed by conservationists to be more compatible with acrylic and fine art aerosol murals on concrete walls and refined the performance of sacrificial coatings used for graffiti removal with water. SPARC's MuralShield™ technology delivers sophisticated UV stabilizers and free radical inhibitors which functions in both the consolidant and sacrificial layer to protect pigments from the harmful effects of sun exposure, moisture, and chemicals. MuralShield™ is first system that allows for the maintenance of UV protection for multi story murals. SPARC's conservation techniques are non-VOC, biodegradable and environmentally sound.

Debra JT Padilla – SPARC Executive Director
debra@sparcinla.org

Judith F. Baca – SPARC Artistic Director
judybaca@ucla.edu

Carlos Rogel – Project Manager and Lead Conservator
carlos@sparcinla.org



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: METRO	PHONE
SITE ADDRESS	

DESCRIPTION OF USE AND PERMISSION NEEDED FOR THIS SITE

SPARC Conservation Technicians need permission to store scaffolding, aerial scissor lifts, access to water and storage of other materials and equipment. If no bathroom facilities are available on the site, then we will also require storing a portable restroom.

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

