



**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.

Table Of Contents

GUIDELINES

Who Can Apply.....	1
What Can Be Applied For.....	1
Use of Funds.....	2
Application Review Process.....	3
Review Criteria.....	3
Application Submittal.....	3

APPLICATION

Application Summary Sheet.....	4
Project Description Sheet.....	5
Budget Sheet.....	6
Project Planning Sheet.....	7
Project Rendering Sheet.....	8
Committee And Personnel Sheet.....	9
Permission For Use Of Property Sheet.....	10
Community Involvement Sheet.....	11

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.)?
 - o If for a select group of individuals, the applicant must create a fair selection process to establish participants
 - o Effort should be made to secure the best prices from competitive bids

- Is this for equipment and supplies?
 - o Equipment and supplies can only be used for the benefit of the community
 - o Equipment can not be turned into private property. Purchases intended for private and/or paid use are not allowed.

- Is this an event?
 - o Events must be open and advertised to the public
 - o There should not be an admission charge
 - o Discuss appropriate liability issues

- o

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 The Frederick Passageway Beautification Project	
BRIEF PROJECT SUMMARY (50 WORDS OR LESS) To work together with our neighbors to landscape and beautify the Frederick Passageway connecting Rose Ave to Dewey St. We aim to reactivate this vacant plot of land making it vital part of our community.	
PROJECT SITE NAME AND FULL ADDRESS Frederick Ave between Rose ave and Dewey	
PROJECT COMPLETION DATE- January 2020	# OF VENICE STAKEHOLDERS TO BENEFIT FROM THIS PROJECT- 1000 +

NAME OF COMMITTEE (BOARD PROJECTS USE ADMINSTRATIVE COMMITTEE) Rose Warren Commonwealth LLC	
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
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 \$ 10,000

REVIEW (For Office Use Only)

BOARD MEMBER OR COMMITTEE CHAIR DATE

PROJECT MANAGER DATE

PROJECT # (For Office Use Only)

PROJECT DESCRIPTION SHEET

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

Starting in October 2018 three Venice residents Richard Adams, Saul Janson and Allison Altschuler initiated the plan to reactivate and revitalize the once highly used dirt path that stretches along the West side of the Penmar Golf Course connecting Rose ave to Dewey St. Once used for walking dogs, riding bikes and walking, the stretch of land had become neglected and unusable. After reaching out to fellow neighbors the team quickly realized that there was a strong desire within the community to pave and beautify this area so that it could be utilized once again. It didn't take long before a grassroots campaign and door to door canvassing yielded great results. A gofundme campaign was started <https://www.gofundme.com/f/restore-the-frederick-passageway> and in less than 3 months over 250 neighbors contributed over \$80,000 to get the project off the ground. An additional \$9,000 was raised at a community fundraiser organized by Venice residents. In the months that followed the team worked in conjunction with the City of LA to make sure the permits were in place. After many hurdles and financial curve balls the project finally got approved by the City in April 2019. At this point the project has officially begun. We are hopeful that by January 2020 the once neglected path will be a center meeting point for our community and one that we can all be proud of. Landscaping with beautiful water tolerant plants will flourish along cement pathways perfect for riding bikes or casual strolls. However, we still need help. Because of the City mandated irrigation we will need to cover monthly water costs to ensure the sustainability of our park, and we will need insurance and lighting to make sure the park is safe for use after sundown.

IS THIS PROJECT PART OF A LARGER PROJECT? YES NO

COMMUNITY BENEFIT (Description of benefit to the entire community and justification for these benefits)

This project, funded by the community in which it exists, will stand as a testament to what a neighborhood can accomplish when it works together. The cement pathways will not only allow residents and visitors a special place to walk and ride, but it will serve as a space where people can come together to nurture their surroundings. This once neglected often muddy stretch of land will now serve the community not only as a safe space for daily activities and meditation but can also be used for community social gatherings as well. While this project was originally meant to create a usable path for the community it has become much more. It will be the only place in Venice built by the neighborhood that surrounds it and stand as a testament of what can be achieved when a community comes together.



BUDGET SHEET

VENDOR AND MATERIALS/SERVICES INFORMATION	TOTAL COST	NOTES
Diamond Landscaping - digging, planting, irrigation	95,000	
Diamond Landscaping Plumbing Permit	1500	
Inspection Fees	4300	
Submeter	295	
Monthly Water Bill	300/month	
Landcape Topography Corporation	2200	
City Permit fees	594	
Lighting	1500	
Insurance	tbd	

PROJECT TOTAL \$ 110,000+

PROJECT PLANNING SHEET

PAGE 7

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

10/11- 10/14 Dig out main line and plumbing for main line.

10/15 – 10/22 Installation of Main line, Meter, Hammer set, Shutoff valves and boxes, regulator and backflow preventor.

All based on city inspection. They require 2 inspections for the permit.

10/23 – 11/1 DG pathways. Wood borders, base and DG. There are 3 inspections on this work and also a DWP Approval on tanks.

Week of 10/27. City Arborist to choose and approval all planting.

11/4 – 11/13 Soil installation and soil ammendments. This includes digging out for lower planted areas and raised planting beds.

12/20 – 1/20 Planting trees and shrubs

1/25 – 1/30 Final irrigation and soil amendments

2/10 Final inspections and signoff.

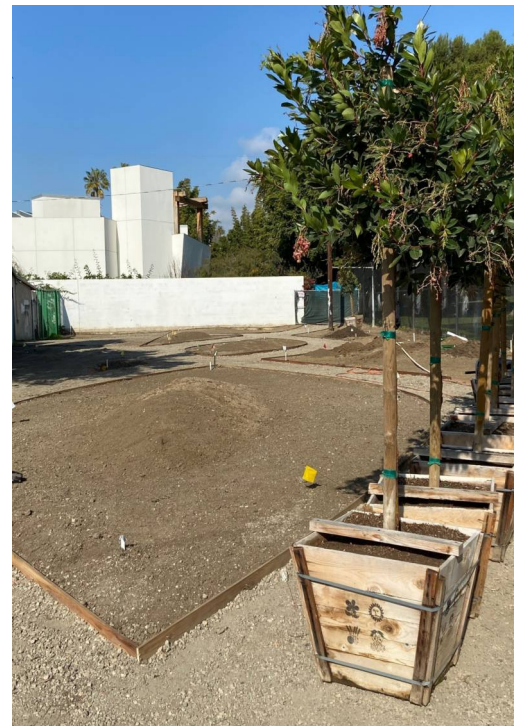
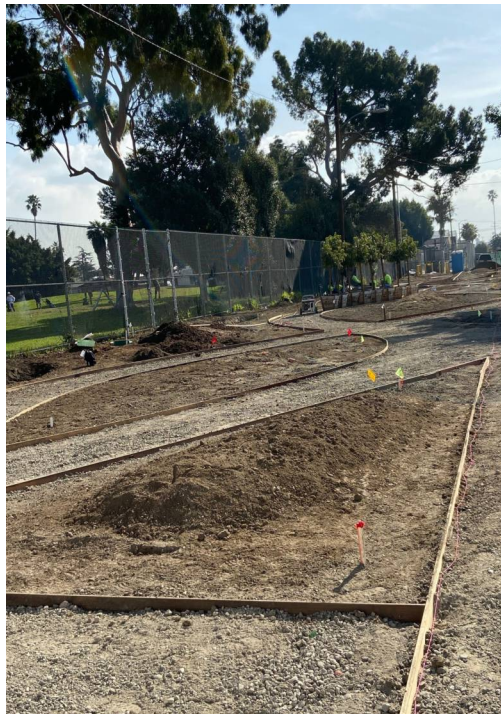
MAINTENANCE PLAN (If applicable)

Regular water will be needed to irrigate the area and ensure plants take root. After 6 months of regular watering schedule will be reduced as needed. Pruning and trash pickup will be required on a monthly basis and will be handled by community volunteers or for hire.

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 area along the West side of Penmar golfcourse that runs along Frederick Ave from Rose Ave to Commonwealth



COMMITTEE AND PERSONNEL SHEET

PAGE 9

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

By enhancing and activating the Frederick Passageway we aim to make our community of Venice a better place to live, work, and play. Neighbors will again be able to walk, ride bikes and meet up with one another along a stretch of land that they've had a hand in enhancing.

RESUME AND/OR QUALIFICATIONS OF KEY PROJECT PERSONNEL

Allison Altschuler - Venice Resident 5 years- Project Manager
-Ralph Lauren - Womenswear designer 2004-2014
-Currently handling community outreach, PR, branding, project development and management.

Richard Adams

Saul Janson

Merlin Gaspers

Diamond Landscaping



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	The Frederick Passageway Beautification Project
COMMITTEE	Rose Warren Commonwealth LLC.

ENTITY OR NAME OF PERSON WHO CONTROLS USE OF THE PROPERTY	City of LA	TITLE
FACILITY/BUSINESS NAME		PHONE
SITE ADDRESS	Frederick Ave between Rose Ave And Dewey St.	

DESCRIPTION OF USE AND PERMISSION NEEDED FOR THIS SITE

Letter of Consent from Parks and Rec, as well as from 3 surrounding property owners were needed to have our permit reinstated (see attached)

Permit reinstated by City of LA in April 2019 (see attached)

The site will contain two paved bike paths surrounded by native plants and trees creating a garden setting for all to enjoy.

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	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.