



**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.

*ad hoc committees R NOT Eligible!*

~~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.

*Treasurer*

## 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)~~ *clerk* 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~~ <sup>clear</sup> 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 <sup>clear</sup> ~~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~~ <sup>a copy</sup> of the application to:  
~~Community Improvement Projects~~ <sup>grants@venicenc.org</sup>  
~~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 <u><del>Tourist Signage</del></u>	
BRIEF PROJECT SUMMARY (50 WORDS OR LESS) <u>Installation of community signs through out Venice, including signs pointing tourists to popular destinations, such as the beach, and signs to serve the community (such as "Children at Play" signs).</u>	
PROJECT SITE NAME AND FULL ADDRESS <u>Throughout Venice</u>	
PROJECT COMPLETION DATE- <u>Summer 2022</u>	# OF VENICE STAKEHOLDERS TO BENEFIT FROM THIS PROJECT- <u>Hundreds</u>

NAME OF COMMITTEE (BOARD PROJECTS USE ADMINSTRATIVE COMMITTEE) <u><del>Neighborhood Committee</del></u>	
APPROVED BY COMMITTEE ON <u>May 8, 2022</u>	
COMMITTEE CHAIR SIGNATURE <u>[Signature]</u>	PHONE <u>310-310-3005</u>
E-MAIL ADDRESS <u>VP@VeniceNC.org</u>	

PROJECT MANAGER (MUST BE A VNC BOARD OR COMMITTEE MEMBER) <u>Yolanda Gonzalez</u>	TITLE <u>NC Committee Member</u>
MAILING ADDRESS	
DAY PHONE <u>310-902-8690</u>	EVENING PHONE
E-MAIL ADDRESS <u>firstmateyo@yahoo.com</u>	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.

[Signature]  
BOARD MEMBER OR COMMITTEE CHAIR  
Yolanda Gonzalez  
PROJECT MANAGER

May 9, 2022  
DATE  
May 9,  
DATE

AMOUNT REQUESTED \$ <u>2,500</u>
REVIEW (For Office Use Only)
PROJECT # (For Office Use Only)

**PROJECT DESCRIPTION SHEET**

PAGE 5

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

The Neighborhood Committee seeks funding for the placement of street signs throughout Venice to guide tourists and members of the community to places of interest, such as the beach, the Canals, Abbot Kinney, the Venice Sign, etc. Signs will be placed down Venice Boulevard, Washington, Abbot Kinney, Main and Rose.

Signs will also be installed at sensitive locations to caution that children are present.

Signs cost approximately \$30-\$80 per sign, depending on the size and customization needed, and hardware for installation costs between \$5 and \$50, depending on the size of the sign and where it is being attached.

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 will benefit the entire community as well as tourists who have a hard time finding points of interest in Venice.



**BUDGET SHEET**

VENDOR AND MATERIALS/SERVICES INFORMATION	TOTAL COST	NOTES
<del>SignatureStreetscapes.com</del>	<del>See Description</del>	<del>(pages for costs)</del>
<del>MyParkingSign.com</del>		
<del>RoadTrafficSigns.com</del>		

PROJECT TOTAL \$ \_\_\_\_\_





**PROJECT PLANNING SHEET**

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

Work will begin immediately. Some signs may be ordered and installed very quickly. Others, depending on exact placement, will require approval from the City (Council office, DOT, etc.).

**MAINTENANCE PLAN** (If applicable)

N/A

**PROJECT RENDERING SHEET (If applicable)**

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

Park Guide Sign: Beach Access (with Right Arrow) (K2-1783-R)



CAUTION CHILDREN  
SIGN  
from \$44.00

Select Size: 18" x 24"

12" x 18" 18" x 24" 24" x 36"

Select Material: Quantity / Price (Per Sign)

or size: 18" x 24" 1 >

REFLECTIVE ALUMINUM SIGNS

3M Engineer Grade Reflective Alu...	\$63.75
3M Hi Intensity Reflective Aluminu...	\$72.45



**COMMITTEE AND PERSONNEL SHEET**

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

RESUME AND/OR QUALIFICATIONS OF KEY PROJECT PERSONNEL

May 9, 2022



**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 <u>Venice Street Signage</u>
COMMITTEE <u>Neighborhood Committee</u>

ENTITY OR NAME OF PERSON WHO CONTROLS USE OF THE PROPERTY <u>City of LA</u>	TITLE
FACILITY/BUSINESS NAME	PHONE
SITE ADDRESS <u>Throughout Venice</u>	

DESCRIPTION OF USE AND PERMISSION NEEDED FOR THIS SITE

Permissions differ depending on exact sign placement.

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

May 9, 2022

DATE



**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
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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.

## What are NPGs?

NPGs, or Neighborhood Purpose Grants, are a way for neighborhood councils to partner with and support non-profit organizations and public schools on projects that provide a public benefit to the community. **Eligible organizations include 501(c)(3) non-profits as well as public schools.** (Please note that grants cannot be issued to religious organizations or to private schools.)

These grants, which are typically between \$500 and \$5000, are awarded from the neighborhood council's yearly budget. Neighborhood councils currently receive \$32,000 each fiscal year to use for operational expenses, outreach, community improvement projects, and Neighborhood Purpose Grants. Neighborhood councils are only able to roll over up to \$10,000 from one fiscal year into the next.

**A Neighborhood Purpose Grant must provide a demonstrable benefit to the community.** An NPG activity should build community, enhance the neighborhood, and be open, accessible, and free to the general public. Projects may encompass a wide range and can include, but are not limited to:

- The Arts
- Beautification
- Community Support
- Education
- Community Improvements

## How to Apply

1. Please review the [grant application package](#) from the [City Clerk's website](#).
2. Complete the [application form](#).\*
3. Submit your application to VNC at [treasurer@venicenc.org](mailto:treasurer@venicenc.org).
4. At the board meeting, plan to provide a brief presentation or explanation about your proposal.
  - Submittal timing is the same as the Community Improvement Packet timing

**City of Los Angeles  
Office of the City Clerk  
Neighborhood Council Funding Program**

**Neighborhood Purposes Grants**

Neighborhood Purposes Grants (NPGs) provide NCs opportunities to develop partnerships with local 501(c)(3) nonprofits and public schools to build community and enhance neighborhoods in the City of Los Angeles. Projects and activities supported by NPGs vary widely and can include, but are not limited to:

- The Arts
- Beautification
- Community Support
- Education
- Community Improvements

NPG-funded projects and activities must be for a **public benefit** and purpose, **open**, **accessible**, and **free of charge** to stakeholders.

Grants approved by NCs exceeding \$5,000 involve further review and possible City contract by the Office of the City Clerk.

Visit the NC Funding Program website page on NPGs ([click here](#)) to find out more details about how 501(c)(3) nonprofits and public schools serving NC areas can apply. There are two NPG Information Packets; One for prospective applicants to help guide them in the application process, and one for NC board members outlining considerations and factors to keep in mind while evaluating NPG requests.

A "Project Completion Report" template is also provided to help ensure accountability in the use of Grant funds and help demonstrate how NCs and their partners are supporting L.A. communities and stakeholders. NCs and NPG recipients are strongly encouraged to work together to complete and submit the Report at the conclusion of the project.

Any questions you may have with the NPG process, please contact us at the NC Funding Program:

- [Clerk.NCFunding@lacity.org](mailto:Clerk.NCFunding@lacity.org)
- (213) 978-1058

# APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: \_\_\_\_\_

## SECTION I - APPLICANT INFORMATION

1a) \_\_\_\_\_  
Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)

1b) \_\_\_\_\_  
Organization Mailing Address City State Zip Code

1c) \_\_\_\_\_  
Business Address (if different) City State Zip Code

### 1d) PRIMARY CONTACT INFORMATION:

\_\_\_\_\_ Name Phone Email

2) Type of Organization- Please select one:  
 Public School (not to include private schools) Attach Signed letter on School Letterhead or  501(c)(3) Non-Profit (other than religious institutions) Attach IRS Determination Letter

3) \_\_\_\_\_  
Name / Address of Affiliated Organization (if applicable) City State Zip Code

## SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)



**SECTION III - PROJECT BUDGET OUTLINE**

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a) 

Personnel Related Expenses	Requested of NC	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

6b) 

Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?  
 No  Yes If Yes, please list names of NCs: \_\_\_\_\_

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs)  No  Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ \_\_\_\_\_

10a) Start date: \_\_\_/\_\_\_/\_\_\_ 10b) Date Funds Required: \_\_\_/\_\_\_/\_\_\_ 10c) Expected Completion Date: \_\_\_/\_\_\_/\_\_\_  
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?  
 No  Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?  
 Yes  No \*(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

**SECTION V - DECLARATION AND SIGNATURE**

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED\*

\_\_\_\_\_  
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*

\_\_\_\_\_  
 PRINT Name Title Signature Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form



## Project Completion Report Form

Awarding Neighborhood Council: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Grant Amount: \$ \_\_\_\_\_ Date Granted: \_\_\_\_\_

Please answer the following questions regarding the grant funding referred to above. Attach additional pages if necessary.

1. Please provide a summary of the overall project for which funding was granted.
  
  
  
  
  
  
  
  
  
  
2. Please provide a summary of how the project built community, enhanced the neighborhood, and served a public benefit.
  
  
  
  
  
  
  
  
  
  
3. In an effort to improve our grant-making, we welcome any additional comments you wish to make regarding our grant application process and post-grant reporting process.
  
  
  
  
  
  
  
  
  
  
4. Please provide pictures of the project, including any before and after images if applicable.

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*Submitted by* \_\_\_\_\_ *Date* \_\_\_\_\_ *E-mail* \_\_\_\_\_ *Phone* \_\_\_\_\_