



**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

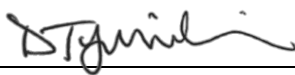
- Please submit two (2) complete copies of the application to:
Community Improvement Projects
Venice Neighborhood Council
P.O.Box 550
Venice, CA 90294
- The application packet is not to exceed 25 sheets. Submittals beyond the 25th sheet will be discarded.
- The packet dimensions should not exceed 8½ 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		Pickleball at Penmar (On behalf of the Los Angeles Pickleball Association)
BRIEF PROJECT SUMMARY (50 WORDS OR LESS)		
The Neighborhood Committee moves to submit an application for a Community Improvement Project Grant in the amount of \$10,000 for the creation of Pickleball courts at Penmar Golf Course.		
PROJECT SITE NAME AND FULL ADDRESS		Penmar Golf Course
PROJECT COMPLETION DATE-	Fall 2022	# OF VENICE STAKEHOLDERS TO BENEFIT FROM THIS PROJECT- Hundreds


NAME OF COMMITTEE (BOARD PROJECTS USE ADMINSTRATIVE COMMITTEE)	
Neighborhood Committee (On behalf of the Los Angeles Pickleball Association)	
APPROVED BY COMMITTEE ON	May 9, 2022
COMMITTEE CHAIR SIGNATURE	 PHONE 310-310-3005
E-MAIL ADDRESS	
VP@Venicenc.org	

PROJECT MANAGER (MUST BE A VNC BOARD OR COMMITTEE MEMBER)	TITLE
Daffodil Tyminski	VP - Chair Neighborhood Committee
MAILING ADDRESS	
112 Park Place, Veice, CA 90291	
DAY PHONE	EVENING PHONE
310-310-3005	
E-MAIL ADDRESS	FAX
VP@Venicenc.org	

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.


BOARD MEMBER OR COMMITTEE CHAIR

May 9, 2022
DATE


PROJECT MANAGER

May 9, 2022
DATE

AMOUNT REQUESTED \$ 10,000

REVIEW (For Office Use Only)

PROJECT # (For Office Use Only)

PROJECT DESCRIPTION SHEET

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

Pickleball is quickly gaining in popularity and for the past several months, proponents of pickleball have been working with the Neighborhood Committee to find a place in Venice dedicated to pickleball. There has been some resistance from the paddle tennis players and the tennis players to sharing their facilities with pickleball and so it seemed to make sense to find pickleball its own home in Venice. After some searching, an unused piece of land on the Penmar golf course seems to be the perfect spot. It will not interfere with any other recreational activities, it will not interfere with the jogging path, butterfly garden, etc., and it is in a part of the facility that will be undergoing renovation. The location is directly west of the driving range.

We have been in touch with the owners of Penmar and with folks in Parks and Recs and the project has a lot of support. The proposal is to create four-five pickleball courts along Rose Avenue, within the golf course grounds, and out of the field of play for golf. There is ample space. The funding requested is for preparation of the site, The laying of the playing surface, a path to the Courts, and a fence around the courts. Exactly how much each element of the build-out will cost is unknown because (1) the layout has not been finalized and (2) that area of the park (around the driving range and south side) will already be undergoing renovations, and so it is not yet clear what is already in the works to be completed Path, fence, etc.) v. what will have to be done from scratch. The cost will likely be much greater than \$10,000, but we are asking for \$10,000 so that we can begin developing the site ASAP and have the pickleball plan in place while the other renovations are being planned (so as to take advantage of what is already being done)

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 will bring a tremendous community benefit to Venice and provide a valuable benefit to a portion of our population that is often overlooked: seniors. While people of all ages play pickleball, it is extremely popular with seniors, and currently, seniors in Venice travel across LA to play on a regular basis. Also the fact that the Penmar golf course already has a cafe means that players will have a space to meet and socialize before and after games, which is a large part of the experience.

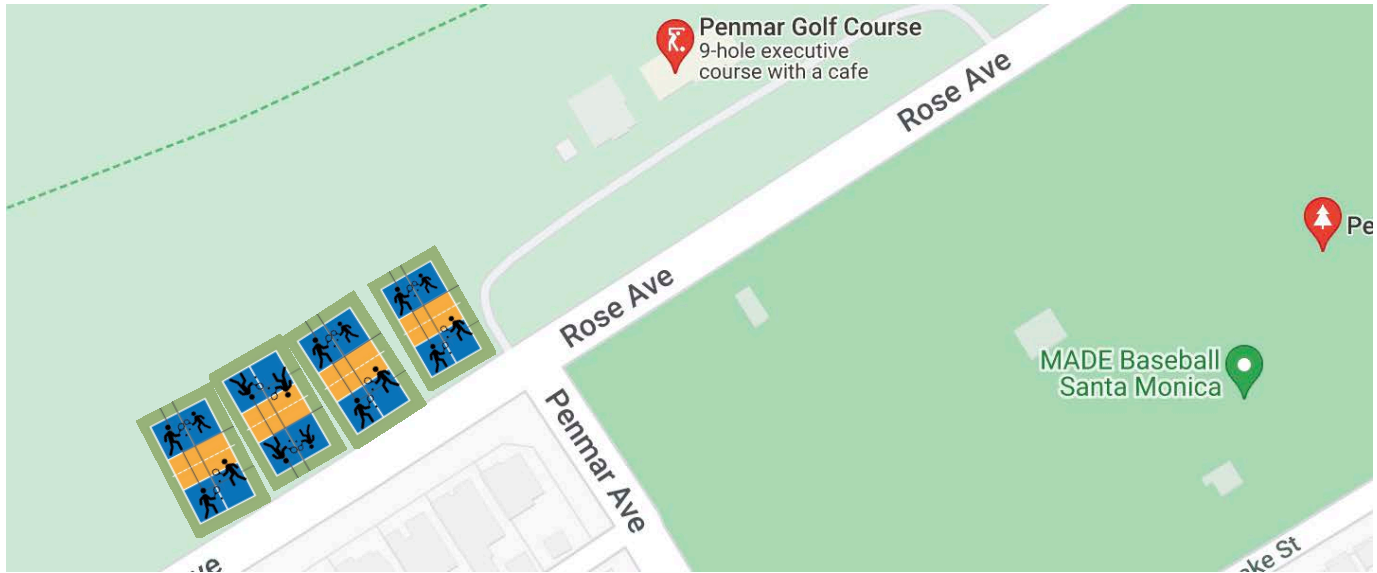
- See <https://www.west-losangeles-pickleball.info> (click on resources tab)
- See <https://usapickleball.org/about-us/organizational-docs/pickleball-fact-sheet>
- See <https://www.latimes.com/sports/story/2020-06-03/what-is-pickleball>
- See <https://www.bbc.com/news/world-us-canada-56324048> (article re: Pickleball's popularity) and

PROJECT PLANNING SHEET

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

Site design and layout. To be completed by June 30, 2022.

Breaking ground and beginning work will be entirely dependent on the City's schedule.



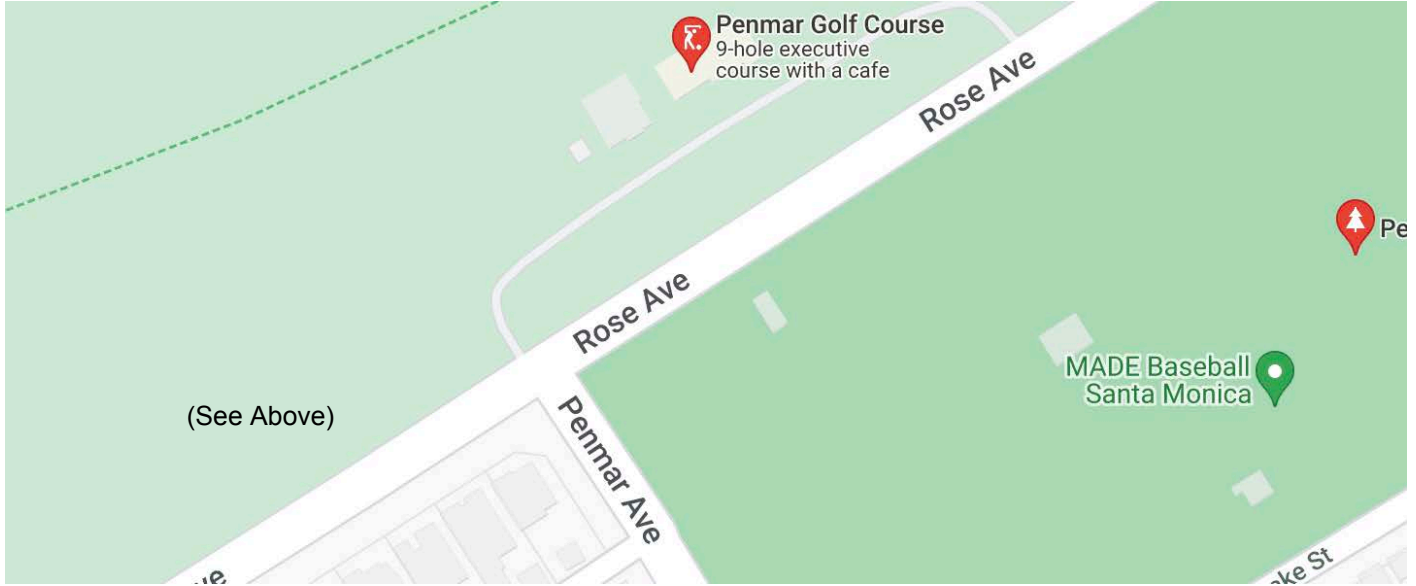
(Not to scale and final layout to be determined by the City)

MAINTENANCE PLAN (If applicable)

The Pickleball Association will maintain whatever will not be maintained by the golf division.

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

PAGE 9

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

The development of four dedicated pickleball court at Penmar GC will very very popular. There are already a lot of west LA players who would crave the opportunity to play on dedicated courts, they would generate a healthy annual revenue for the City.

The Venice pickleball community is a loose knit but large group of players who originally all played on Venice beach paddle courts. It was the first pickleball game on the west side, and it has survived (a little uneasily) to the present day. It still offers free lessons to all-comers and often has tourists staying in local hotels from all over the nation (even abroad) .

Before I started playing pickleball, the only people I knew were my direct neighbors or academic colleagues at UCLA . Through pickleball I have met literally 200 people locals that I know by their first name and have played. Open play pickleball is very effective, local community building set up. This is one reason why it is really project for a neighborhood council - it creates community cohesion . Given the national popularity of the game.

Regular sessions on dedicated courts are also a popular tourist attraction.

RESUME AND/OR QUALIFICATIONS OF KEY PROJECT PERSONNEL

Nicolette Hart is a member of the Los Angeles Pickleball Association.
She will be the main point of contact for this project outside of the VNC.
Nicolette is a Venice stakeholder, and she can be reached at nhart@soc.ucla.edu.



VENICE NEIGHBORHOOD COUNCIL
COMMUNITY IMPROVEMENT PROJECT APPLICATION PACKET (DBF)



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	Pickleball at Penmar
COMMITTEE	Neighborhood Committee

ENTITY OR NAME OF PERSON WHO CONTROLS USE OF THE PROPERTY	LA City	TITLE	
FACILITY/BUSINESS NAME	Penmar Golf Course	PHONE	(310) 396-6228
SITE ADDRESS	1233 Rose Avenue, Venice, CA 90291		

DESCRIPTION OF USE AND PERMISSION NEEDED FOR THIS SITE
Multiple authorizations needed from various City agencies.

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



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	Pickleball at Penmar (Los Angeles Pickleball Association)	COMMITTEE	Neighborhood Committee
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NAME	ADDRESS	SIGNATURE	DATE SIGNED	WORK OR MATERIALS PLEDGED	HOURS PLEDGED
Type text here					
See attached petition on the VNC Website)					

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.