

COMMUNITY IMPROVEMENT PROJECTS (Direct Board Funding)

APPLICATION PACKET

Community Improvement Projects

NC Funding Program Policy 2.5 - Expenditures of Community Improvement Projects

1. Community Improvement Projects (CIP)

CIPs include projects associated with beautification and capital improvement projects on public places such as, but not limited to:

- a. Street medians, parkways landscaping
- b. Neighborhood markers
- c. Street furniture
- d. Murals
- e. Tree plantings
- f. graffiti abatement
- g. Community gardens
- h. Capital improvements on recreation centers, libraries, parks, fire stations, etc.
- i. Signage such as Neighborhood Watch signs
- j. Historic-Cultural Monument Applications

2. Review of CIPs

Community Improvement Projects are reviewed on a case by case basis, depending on the scope of work or services involved. Thus, the proposed project may require certain permits such as, but not limited to:

- Insurance certificates,
- Authorizations from other agencies,
- Contracts or agreements involving a number of public agencies, vendors, etc.
- a. Additional guidance from other City agencies and/or Departments may be necessary.

3. Submission Deadline

All Community Improvement Projects must be submitted to the NC Funding Program for review and approval no less than 30 days PRIOR to issuance of payment to involved vendors and commencement of project.

4. Unauthorized Projects

Capital improvement or beautification projects involving private property are not permitted under the NC Funding Program, except when permitted and authorized by applicable City Ordinance.

5. Method of Payment

- a. Payments for CIPs are primarily issued through the check payment method, in particular when a contract is involved and stipulates check payments to be issued:
 - i. The NC must provide a completed Board Action Certification (BAC) Form and an executed contract.



VENICE NEIGHBORHOOD COUNCIL COMMUNITY IMPROVEMENT PROJECT APPLICATION PACKET (DBF)



APPLICATION SUMMANDY SHEET

PROJECT NAME						
BRIEF PROJECT SUMMARY (50 WOR	DS OR LESS)	•••••				
,	,					
PROJECT SITE NAME AND FULL ADD	DRESS					
PROJECT COMPLETION DATE-	· · · · · · · · · · · · · · · · · · ·	OF VENICE'S	TAKEHOLDERS			
			ROM THIS PROJECT-			
NAME OF COMMITTEE (BOARD PRO	JECTS USE ADMINSTRAT	TVE COMMITT	ΓΕΕ <u>)</u>			
APPROVED BY COMMITTEE ON		· · · · · · · · · · · · · · · · · · ·	 			
COMMITTEE CHAIR SIGNATURE			PHONE			
E-MAIL ADDRESS						
· · · · · · · · · · · · · · · · · · ·						
PROJECT MANAGER (MUST BE A VN	C BOARD OR COMMITTE	E MEMBER)	TITLE			
MAILING ADDRESS						
-y						
DAY PHONE	EVENING PHONE					
E-MAIL ADDRESS	E-MAIL ADDRESS					
BY SIGNING BELOW, I agree to Improvement Project funding guideline Information submitted in this application	AMOUNT REQUESTED \$					
knowledge. Submitting an application wi cause for disqualification.	ith misleading information r	nay be	REVIEW (For Office Use Only)			
BOARD MEMBER OR COMMITTEE CHA		PROJECT # (For Office Use Only)				
PROJECT MANAGER	DATE					



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PROJECT DESCRIPTION SHEET

PAGE 5

PROJECT DESCRIPTION (Include how many stakeholders will be working on this project.) (Maximum 500 words)
IS THIS PROJECT PART OF A LARGER PROJECT? TYES TNO
COMMUNITY BENEFIT (Description of benefit to the entire community and justification for these benefits)



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DGET SHEET		PAGE 6						
VENDOR AND MATERIALS/SERVICES INFORMATION	TOTAL COST	NOTES	•					
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PROJECT TOTAL \$____



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PROJECT PLANNING SHEET

PAGE 7

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



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PROJECT RENDERING SHEET (If applicable)
Attach conceptual images of the project to this sheet or design and print your own sheet. Include text explanations,



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COMMITTEE AND PERSONNEL SHEET

PAGE 9

COMMITTEE MISSION (Explain the Committee's mission and how this project will advance it)
DECLINE AND IOD OTHER PROVIDED OF MEN PROVIDED
RESUME AND/OR QUALIFICATIONS OF KEY PROJECT PERSONNEL
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PERMISSION FOR USE OF PROPERTY SHEET (If applicable)

PAGE 10

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	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 resunderstand that the applicant is seeking funding through the Venice applicant permission to use the property for the implementation of the that the project will begin after July 1, 2008.	Neighborhood Council. I grant the
SIGNATURE	DATE



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COMMUNITY IMPROVEMENT PROJECT APPLICATION PACKET (DBF)

Jse this sheet to establish the involvement of Venice stakeholders. This sheet may also be used to document pledges of volunteer hours. COMMITTEE COMMUNITY INVOLVEMENT SHEET PROJECT NAME

HOURS PLEDGED						:		
WORK OR MATERIALS PLEDGED								The state of the s
 DATE SIGNED								
SIGNATURE								
ADDRESS								
NAME								

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.