



**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.

### 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.

*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>clears</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.

