



V E N I C E
neighborhood council

COMMUNITY IMPROVEMENT PROJECTS

~~2015-2016-~~
APPLICATION PACKET



Dear Venice Stakeholder

Thank you for your interest in the Community Improvement Project funding, a competitive process in which funds of up to \$5,000 will be awarded to local groups and individuals to improve the quality of life in the Venice community. This program is administered by the Venice Neighborhood Council and is offered subject to the availability of funds from the City Of Los Angeles. The Venice Neighborhood Council reserves the right to alter this program due to reduced funding.

Please begin by reading the guidelines on pages A–D which will provide an overview of the application process, eligibility requirements, and details on how to submit a proposal. The application to apply for funding can be found on pages 1–9. All applicable pages must be submitted by mail and postmarked by Wednesday, April 1, 2015.

We appreciate your efforts at helping to improve our community.

Marc Saltzberg
Vice 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 will be accepted from stakeholders of the Venice Neighborhood Council and Venice community based organizations. A community-based organization is a grouping of five or more Venice stakeholders. An organization can be an organization formed for the sole purpose of creating a proposed project. An organization does not need to have "501(c)(3)" status to apply.

Qualifying organizations can include:

- Homeowner's Associations
- Businesses and Non-Profit Organizations based in Venice
- Neighborhood Block Clubs
- Neighborhood Watch Groups
- Faith-based Organizations (for projects of a non-religious nature)
- "Friends of ..." Groups
- Parent and Teacher Associations
- Service Clubs

The application requires the listing of a Project Manager. This is the person within an organization or the individual who will be responsible for the day-to-day implementation and supervision of the project.

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, Education and Capital Improvements on public property.

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 (see **EmpowerLA website – www.EmpowerLA.org**).

When submitting an application, ask yourself the following questions:

- Is this a capital improvement project?
 - It should be on public property within Venice.
 - There must be co-ordination with appropriate City agencies (e.g. Street Services, Fire, Rec & Parks, etc).
 - Appropriate permits need to be in place.
- Is this for program services (e.g. 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 or salvaged.
 - Purchases for private organizations need to benefit the local community. 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 cannot be an admission charge or donation required for admission or participation.
 - Discuss required permits necessary and appropriate liability issues

All Community Improvement Projects funded through this application must be completed by May 15, 2016. Funding will only be valid through this date; thereafter, approval for expenditures paid through CIP funding shall expire.

All projects and publicity must credit the Venice Neighborhood Council for its support.

USE OF FUNDS

Melinda Ruth Dorothy P. Jackson

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 Los Angeles City Controller and must 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 the Department of Neighborhood Empowerment ("EmpowerLA") 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, ~~EmpowerLA~~ ^{clerk} 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 ~~EmpowerLA~~ ^{clerk}'s Financial Guidelines and Neighborhood Improvement Project policies, procedures and limitations and EmpowerLA's subsequent approval of such funding (see ~~EmpowerLA~~ ^{clerk} website - www.EmpowerLA.org). ^{clerk}

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 ongoing operational expenses or services
- Maintenance expenses
- ~~Purchases prior to August 1, 2015~~
- Any item not included on the submitted budget sheet
- ~~Transportation~~
- Equipment that will become the property of the applicant — *n.*

committees can not own work product

MAXIMUM FUNDING REQUEST

Change To New ap

PAGE C

One of the goals of this program is to develop community partnerships by funding new projects which we hope will become self-sustaining in the future. In order to accomplish this we have instituted the following phase-out policy:

1. ~~The first time an applicant applies for funding they may request up to the maximum amount (\$5000 this cycle).~~ *30% of AVAILABLE FUNDS*
2. ~~The next time an applicant applies they may only request 75% of the maximum amount (\$3750 this cycle).~~
3. ~~The third time an applicant applies they may only request 50% of the maximum amount (\$2500 this cycle).~~
4. ~~After an applicant has been funded three times they will not be eligible to receive funding from this program.~~

For the purposes of this policy an applicant is deemed to be the ultimate beneficiary of the project. For example, if a Friends Of *** School applies for a project for which the school is the ultimate recipient (such as a garden), the school will be deemed the beneficiary as if the school had applied directly.

If you are not sure of your present status, please contact the Program Administrator at parliamentarian@venicenc.org prior to completing this application.

GRANTS @ Venice 10.10.15

IMPORTANT DATE CHANGES

The dates and time frame for this cycle of funding are different from previous cycles. This has been necessitated by changes to the entire Neighborhood Council funding process. **PROJECTS MAY NOT BEGIN PRIOR TO AUGUST 1, 2015 AND MUST BE COMPLETED and INVOICED BY MAY 15, 2016.** Projects falling outside of this timeline will not be considered.

