

Neighborhood Council Funding Program
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: Venice Neighborhood Council

SECTION I - APPLICANT INFORMATION

1a) Venice Heritage Foundation 39-2063873 CA 10/15/10
Organization Name *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3)*
Status (if applicable)

1b) 228 Main St, Unit 5 Venice CA 90291
Organization Mailing Address *City* *State* *Zip Code*

1c) _____
Business Address (If different) *City* *State* *Zip Code*

1d) PRIMARY CONTACT INFORMATION:

Carol Levy 310-614-1873 carol@veniceheritagemuseum.org

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.

SEE ATTACHED

**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)**

SEE ATTACHED

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
Professional Project Archivist	\$2100.00	\$2160.00
Digitization technician / Photographs, documents and 35mm slides	\$1600.00	\$1600.00
Professional photographer documenting donated objects and ephemera	\$500.00	\$500.00
6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
Archival storage supplies	\$808.00	\$810.26
	\$	\$
	\$	\$

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: \$5008.00

10a) Start date: 06/02/25 10b) Date Funds Required: 06/16/25 10c) Expected Completion Date: 09/01/25
(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
Jason Sugars	Jason is on the BOD of VHF

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*

Carol Levy President  5/7/25
PRINT Name Title Signature Date

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

Marcia Xintaris Secretary  5/7/25
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 for instructions on completing this form

Please describe the purpose and intent of the grant.

The Neighborhood Purposes Grant will enable the Venice Heritage Museum (VHM) to pay for needed professional archivist services to complete the processing, cataloging, and digitization of our current archival backlog.

This will support the VHM in continuing its crucial work of maintaining a community-sourced historical archive that preserves and showcases the diverse cultural heritage and histories of Venice. VHM employs professional archivists as part-time contractors to assist with the processing of materials donated to the museum by community members from their personal collections, including the work of cataloging, scanning, and housing the thousands of items that Venice residents have entrusted to us. Since opening our doors to the public in Venice in March 2024, the community has responded with numerous new donations that require accessioning and processing to properly include them in our quickly growing collection. This grant will ensure that VHM is able to fulfill this part of its mission efficiently and effectively.

How will this grant be used to primarily support or serve a public purpose and benefit the public at-large.

VHM is the first-ever museum for Venice, CA, a place to experience stories and collections from one of the most culturally rich and innovative communities in the United States. Since opening, our free public programming has highlighted both well-known and more obscure stories, showcasing their relevance in today's world and enriching the lives of current and future generations by connecting the present with the past.

Our VHM archives hold approximately 4,000 photographic images, an estimated 1,500 items of ephemera, nearly 70 long-form oral history interview videos, and a growing collection of museum objects documenting the history of Venice from its founding in 1905 through today. Donations arrive almost weekly from enthusiastic community members who believe in the importance of our mission. Highlights from these archives have been displayed for free public viewing in person and online. The faster that VHM is able to process and digitize the material currently in-hand with the support of this grant, the sooner the museum can make this material publicly available in the form of exhibitions, events, online presentations, and archive visits.

Likewise, augmenting the workflow for processing new donations with this grant will help the museum implement a digital asset management system (funded by other sources) that will take us one large step further toward making our archives available to the public online through an integrated database on our website. This would enable web visitors from around the world to learn about and appreciate the immeasurable cultural impact that Venice has had.

Venice Heritage Foundation - Community Archives Budget

Item	Cost per unit	Quantity	Total Cost	Requested from NC	
Project Archivist	\$27.00	80	\$2,160.00	\$2,100.00	
Digitization Technician	\$20.00	80	\$1,600.00	\$1,600.00	
Photographer	\$500.00	1	\$500.00	\$500.00	
Gaylord Archival Barrier Board Unifrom & Suit Preservation Kit	\$74.39	3	\$223.17	\$223.00	https://www.gaylord.com/Preservation
Gaylord Archival Barrier Board Fliptop Document Case	\$19.65	10	\$196.50	\$196.00	https://www.gaylord.com/Preservation
Gaylord Archival 3" Diameter Roll Storage Tubes (4-pack)	\$164.90	1	\$164.90	\$164.00	https://www.gaylord.com/Preservation
Permalife 20 lb. Liner Paper (Roll) 36"W x 50 yds.	\$143.59	1	\$143.59	\$143.00	https://www.gaylord.com/Preservation
Gaylord Archival 3 mil Archival Polyester Newspaper Sleeves (5-Pack)	\$41.05	2	\$82.10	\$82.00	https://www.gaylord.com/Preservation
		TOTAL	\$5,020.76	\$5,008.00	