

# **VENICE NEIGHBORHOOD COUNCIL REQUEST FOR COMMUNITY PROJECT FUNDING**

## **Preliminary Funding Guidelines:**

Proposed activities should provide a benefit to the entire community.

Proposal must provide justification for the benefits the project intends to bestow.

Funding of no more than \$5000 would be most appropriate, though project seeking larger amounts can be considered.

Funding should go to physical deliverables, such as computers, though certain other service provisions may be eligible for funding.

## **Prohibitions on Funding:**

No donations can be made.

No advance payments (an invoice should be submitted and then paid).

Funding may not go to a private entity to be used for private purposes.

Funding should not go to an agency or person that will "sub-contract" to other entities to carry out a project.

# APPLICATION SUMMARY:

BRIEF PROJECT DESCRIPTION (50 WORDS OR LESS)

PROJECT COMPLETION DATE \_\_\_\_\_

LEAD ORGANIZATION NAME \_\_\_\_\_

HEAD OF ORGANIZATION \_\_\_\_\_ TITLE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

DAY PHONE \_\_\_\_\_ EVENING PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ FAX \_\_\_\_\_

PROJECT MANAGER \_\_\_\_\_ TITLE \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

DAY PHONE \_\_\_\_\_ EVENING PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ FAX \_\_\_\_\_

AMOUNT OF REQUEST \_\_\_\_\_ TOTAL PROJECT AMOUNT \_\_\_\_\_

BY SIGNING BELOW, I acknowledge that the information submitted in this application is accurate to the best of my knowledge. I also acknowledge that I have read and understood the Venice Neighborhood Council Funding Guidelines.

HEAD OF ORGANIZATION

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**STATEMENT OF COMMUNITY BENEFIT:**

DESCRIPTION OF BENEFIT TO THE ENTIRE COMMUNITY AND JUSTIFICATION FOR THE BENEFITS THE PROJECT INTENDS TO BESTOW.

[Empty box for community benefit statement]

**STATEMENT OF OUTREACH BENEFIT TO THE VNC:**

DESCRIPTION OF OUTREACH BENEFITS TO THE VENICE NEIGHBORHOOD COUNCIL.

[Empty box for outreach benefit statement]

# ITEMIZED BUDGET:

DESCRIPTION OF VENDOR SERVICES OR MATERIALS COST  
(VNC FUNDING SHOULD GO TO PHYSICAL DELIVERABLES)

VNC  
TO PAY

OTHER  
TO PAY


TOTALS THIS SHEET

TOTALS PREVIOUS SHEETS

TOTALS THIS SHEET + PREVIOUS SHEETS


**PROJECT DESCRIPTION:**

PROJECT DESCRIPTION:

BUDGET NARRATIVE:

**PROJECT PLANNING:**

WORK PLAN:  
(TIME LINE FOR PROJECT INCLUDING BEGINNING DATE AND COMPLETION DATE OF EACH PHASE)

A large, empty rectangular box with a thin black border, intended for the user to draw a work plan showing the timeline for each phase of the project, including start and completion dates.

MAINTENANCE PLAN;

A large, empty rectangular box with a thin black border, intended for the user to describe the maintenance plan for the project.

## **BEFORE IMAGES:**

ATTACH BEFORE IMAGES TO THIS SHEET OR DESIGN AND PRINT YOUR OWN SHEET. INCLUDE TEXT EXPLANATIONS.

## **PROJECT RENDERING:**

ATTACH CONCEPTUAL IMAGES OF THE PROJECT TO THIS SHEET OR DESIGN AND PRINT YOUR OWN SHEET.  
INCLUDE TEXT EXPLANATIONS.



## **QUOTES FOR PURCHASES:**

INCLUDE AT LEAST THREE (3) ITEMIZED BIDS FOR PURCHASES BEHIND THIS PAGE.

## **STATEMENT OF SOURCE OF OTHER FUNDING:**

USE THIS FORM TO DOCUMENT THE SOURCE OF ALL FUNDS IN EXCESS OF WHAT REQUESTED FROM THE VENICE NEIGHBORHOOD COUNCIL TO COMPLETE AND MAINTAIN THE PROJECT.