

## **APPLICATION**

### **Neighborhood Council Valley Village Community Grant Project**

## **EXPLANATION OF GUIDELINES**

Neighborhood Council Valley Village (NCVV) has established a community-based grants program designed to enhance the quality of life in Valley Village. The guidelines that follow describe the grant program and the application process.

Proposals should be well defined and projects must be capable of completion within nine months of approval. All proposals must include a clear budget and timeline for completion.

## **THE PROCESS OVERVIEW**

Up to four grants may be made each year. The maximum amount of each grant will not exceed \$2500. Applications are considered quarterly, and deadlines for submission are January 1, April 1, July 1 and October 1. Proposals received after a deadline will be considered in the next quarter. To be considered for a grant, projects should be a worthwhile community enhancement with a detailed plan, documented community support, and ample written documentation to back up what is stated in the application. This includes but is not limited to volunteer signatures, documentation of donations and support, quotes for purchases, thoughtful presentation of the issue being addressed and how the funding of the grant will improve the issues. The proposal should be a complete plan and ready for implementation once funding is in place and final contingencies are met.

Proposals are accepted from any recognized community-based organization. A community-based organization is a group of five or more individuals that reside, work, or take interest in the Valley Village neighborhood of Los Angeles. An organization does not need to have "501(c)(3)" status to apply. Organizations are encouraged to partner and receive support from other entities to create projects. Outside entities can offer support by providing volunteers who will work on the project, discounts or donations of materials and services, and/or donations of cash.

## **NON-ELIGIBLE APPLICANTS**

Single businesses, individuals, governmental agencies, and political groups are not eligible to apply for funding. Functioning departments of Los Angeles City Services (e.g. Police or Fire Departments) that provide services to stakeholders in Valley Village may be eligible under certain criteria. Other Neighborhood Councils are defined as a quasi-governmental entity and are eligible to apply for funding that matches their own support. Private schools are not eligible to apply for projects on their campus. However, private schools may initiate a project implemented outside of their campus. Religious institutions cannot request funding for projects of a religious nature. NCVV will consider non-religious proposals for religious institutions proposing projects on sites that will be open to the community as a whole, regardless of individual religious beliefs.

NCVV will not support organizations that discriminate on the basis of race, religion, creed, gender, age, veteran status, physical challenges, or national origin.

## **WHAT PROJECTS ARE ELIGIBLE FOR SUPPORT**

Community-based organizations can apply for funding for projects in public places that enhance the lives of Stakeholders within Valley Village. Projects should build community through the implementation process and enhance the neighborhood once complete.

Proposals may be submitted for physical improvements that will benefit the community. Examples include landscaping projects, neighborhood markers, tree plantings, murals, benches, flower planters, graffiti abatement, signs, trash receptacles, gardens, marquees, kiosks, and refurbishments. Proposals can target neighborhood youth that enhance quality youth programming. Examples include, community service projects, youth educational events, and equipment for rec centers. Proposals can include community workshops, including parenting workshops, job fairs, etc. Proposals may also target neighborhood senior citizens. Any grant proposal that is an attempt to “enhance” the Valley Village neighborhood and meets the requirements stated in these guidelines will be reviewed and considered. Applicant is responsible for obtaining all permits and approvals required for the project.

If an organization would like to propose a project that meets the General Eligibility Requirements but is not listed above, they are encouraged to e-mail the Chairman of NCVV Projects Committee at [info@myvalleyvillage.com](mailto:info@myvalleyvillage.com)..... to discuss the project. Projects must be completed within nine months of being funded or funding will not be given.

## **GENERAL ELIGIBILITY REQUIREMENTS**

All projects must meet the following eligibility standards. All projects must:

- Be contained within the Valley Village Neighborhood boundaries (a map of Valley Village may be downloaded at [www.myvalleyvillage.com](http://www.myvalleyvillage.com))
- Have public access
- Be sponsored by a community-based organization
- Include a timeline to be completed within 9 months
- Include a match for funding that equals or exceeds the amount requested from NCVV

Projects must include visible recognition of the contribution of the Neighborhood Valley Village Council Community Grant towards the project. The details of such recognition should be included in the application. An organization can submit up to two independent project proposals per year. It is unlikely that an organization will receive funding for two projects in a single year due to funding limitations.

## **USE OF FUNDS**

NCVV may award grants of up to \$2500 per grant, and up to four grants may be made per year. The use of the awarded funds is limited to the scope of work and project deliverables agreed to between the organization and NCVV. The grant can be used to pay licensed contractors, craftsmen, and artists. Timely quotes and estimates should be attached to the proposal. The grant can be used to pay for materials and supplies directly

related to the implementation of the project. Some examples of materials and supplies are plants, paint, tree stakes, lumber, gardening supplies, planters, trash receptacles, and benches. NCVV funding can be used to rent equipment to complete the project. NCVV is not responsible for any liability assumed by the project or the organization. Applicant is responsible for obtaining all insurance for the project.

### **INELIGIBLE USES OF GRANT FUNDS**

The awarded funds CANNOT be used to pay for:

- *Work performed as a Project Manager or Head of Organization*
- *Administrative salaries or an organization's operational expenses*
- *Trainees, interns, or other training costs*
- *Newspaper advertisements*
- *Photographers*
- *Ongoing maintenance expenses*
- *Reimbursements for purchases prior to award notification*
- *Projects that duplicate existing city services*
- *Projects that conflict with existing city policy*

### **EXPLANATION OF THE MATCH**

The match is the organization's contribution towards the project. The organization should obtain a contribution that equals or exceeds the amount requested from the NCVV. The organization's application should clearly show the amount of the match and identify the source and expected date of receipt for all outside contributions. The Neighborhood Council Valley Village Community Grant may be matched 100% by in-kind contributions. The pledged match should come from resources accumulated by the organization to be used towards the implementation and completion of the project. Some examples of valid matching contributions are listed below.

- *Monetary contributions*
- *Discounts and donations of materials, supplies, and other items benefiting the project*
- *Discounts and donations of professional services*
- *Donations of general volunteer time. General volunteer time is valued at \$15 an hour*

Pledges of volunteer labor should be documented and included in the proposal, using the Pledge of Contribution Sheet included in the grant application. Teachers can use the Pledge of Contribution Sheet to document class participation.

### **MAINTENANCE PLAN**

If the project requires long-term maintenance (i.e. a beautification project), the organization is responsible for the costs related to the maintenance of the project for a minimum of two years and such costs should be included in the project budget. The organization must submit a maintenance plan.

The maintenance plan should include:

- *The entity maintaining the site*
- *Frequency of the maintenance*
- *Anticipated costs*
- *The entity paying the costs*

### **Application Submittal**

Organizations must submit an electronic copy of the application to [www.myvalleyvillage.com](http://www.myvalleyvillage.com). NCVV will not accept applications submitted by mail or fax. An incomplete application will not be considered. Applications can be submitted to NCVV at any time, and will be considered in the next quarter after they are received. The application can be downloaded on NCVV's website. All decisions are final.

### **REVIEW CRITERIA**

The following items will be considered when reviewing a grant application:

1. The budget is clear and easy to read
2. The match is realistic, appropriate
3. In addressing a neighborhood issue a "before and after" representation is made clear
4. The organization is capable of completing the project
5. The work plan is detailed, specific, and feasible
6. The proposal shows the support of the community and partners
7. The project implementation process will build community
8. The completed project will enhance the area
9. The maintenance plan, if applicable, is well thought out and appropriate
10. Overall project value to Valley Village

### **AFTER SUBMISSION**

Acknowledgment of the application will be made upon receipt and notification of award will be e-mailed to the contact person identified in the grant application within 60 days after [the proposal is reviewed. An agreement between the NCVV Board and the funded organization must be signed before funding is made, and the Treasurer of NCVV will determine how the funds will be allocated to the organization. Organizations receiving a grant from NCVV will be responsible for providing reports to the NCVV Board as specified in the agreement between the NCVV Board and the funded organization.