

MEETING DATE: January 8, 2007

AGENDA ITEM: Discussion of Authorization and Funding of the Culver City Park Enhancement Program (PEP).

ATTACHMENTS

	<u>Page</u>
1. Park Enhancement Program Information and Criteria Sheet	1
2. Park Enhancement Program Grant Application	2-3
3. Sample Park Projects Suitable for PEP Grants	4

**City of Culver City
Park Enhancement Program (PEP)
Parks Recreation and Community Services Department**

Attachment 1

GRANT CRITERIA AND INSTRUCTIONS

Culver City's Park Enhancement Program provides grants for park beautification and/or maintenance projects as a way for neighborhood groups, Scout Troops, community volunteers and civic organizations to put a little extra **PEP** in Culver City parks. The Park grants are allocated up to **\$500 per park, up to a total of \$5000 annually**, on a first-come, first-served basis. These funds are for eligible collaborative projects that enhance our City's park and recreational resources and encourage public stewardship of our community parks and green space.

WHO CAN APPLY FOR A GRANT?

PEP is an ideal way for neighborhood associations, school groups, Scout Troops, service organizations, and individuals to apply for funding assistance for a project they find interesting and rewarding. Projects must be approved by the Parks, Recreation and Community Services Department (PRCS). Applicant groups must be comprised of three or more people, and proposed projects will be done in collaboration with the PRCS Department. Although there is no matching requirement, **PEP** applicants may consider amplifying the value of the grant and their contribution by supplying matching funds for their projects.

WHAT CAN BE FUNDED?

Funding will support physical improvements, planting/landscaping, painting and/or repairing facilities, removing trash, weeding, mulching or other landscape maintenance projects as well as the development of projects requiring more specific skills. These projects must be designed in conjunction with the PRCS Department. Visit our website at www.culvercity.org for a list of suggested park enhancements (listed by park). Contact your Culver City Parks Division at 310-253-6470 and we will assist you in creating a successful grant application.

Tools and excess supplies purchased with grant monies will become the property of the City of Culver City upon completion of the project. Grant funds may not be used for project administration, refreshments and/or ceremonial expenses.

REQUIREMENTS:

- ♣ The project must be done in collaboration with, and with the approval of, the Culver City Parks, Recreation and Community Services Department.
- ♣ The project must be on park land or open space owned by the City of Culver City and maintained by the PRCS Department.
- ♣ An accurate estimate of costs for materials must be included in the application packet (see PEP application for detailed instructions).
- ♣ The project must be completed within **six months** after the approval of the grant.

HOW TO APPLY:

Submit a completed (typed or neatly handwritten) application to **PEP, Culver City Parks Division, P.O. Box 507, Culver City, CA 90232**. Please allow up to two months for the review

City of Culver City
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and evaluation of your application. Contact the Parks Division at 310-253-6470 for more information.

Park Enhancement Program

Attachment 2

♣ Grant Application ♣

Please type or print neatly. You may attach additional sheets if you need more space. For an electronic copy of this application, go to www.culvercity.com. Submit a copy of the completed application to **PEP, Culver City Parks Division, P.O. Box 507, Culver City, CA 90232**. Please allow up to two months for the review and evaluation of your application. It is our intention that the review time will take less time than that. Contact the Parks Division at 310-253-6470 for more information or to discuss your project idea.

Directions: Briefly answer the questions below. Use an additional sheet, if necessary.

Project Location or
Park Name

Your Group Name

Primary Contact

Name

Address

Phone

Email

Secondary Contact

Name

Address

Phone

Email

Briefly describe the project and its primary goals.

List the steps involved in completing the project and provide a timeline.

How will the project benefit the park and the surrounding community?

How many volunteers are expected to participate in the project?

Is there anything else we should know about the project?

I certify, to the best of my knowledge, the above information is true and correct.

Signature of Primary Contact

Date

Park Enhancement Program

♣ Grant Application ♣

Please attach the following to your application:

- ☐ Budget, using format provided below.
- ☐ Letter of support for the project from the neighborhood association.

Project Costs (Items/Services you plan to purchase)	
Item	Expected Cost
Total Project Cost	\$

For Application Review use only:

<i>Total Project Value</i>	<i>Grant Request</i>	<i>Grant Awarded</i>
<i>Comments</i>		

SAMPLE PARK PROJECTS SUITABLE FOR PEP GRANTS

Culver City's Park Enhancement Program provides grants for park beautification and/or maintenance projects as a way for neighborhood groups, Scout Troops, community volunteers and civic organizations to put a little extra **PEP** in Culver City parks. Contact your Culver City Parks Division at 310-253-6470 and we will assist you in creating a successful grant application.

WHAT TYPES OF PARK PROJECTS ARE SUITABLE FOR PEP GRANTS?

Funding will support physical improvements, planting/landscaping, painting and/or repairing facilities, removing trash, weeding, mulching or other landscape maintenance projects as well as the development of projects requiring more specific skills. These projects must be designed in conjunction with the Parks, Recreation and Community Services Department (PRCS). Here is just a small sampling of the park enhancements that are suitable for PEP grant projects:

Blair Hills Park

- ~ Paint picnic pavilion
- ~ Paint craft table inside picnic pavilion
- ~ Paint interior of restrooms

Blanco Park

- ~ Paint picnic pavilion
- ~ Sand and paint drinking fountain (West side)
- ~ Paint interior and/or exterior of the Recreation Hut

Carlson Park

- ~ Paint concrete tables in picnic pavilion
- ~ Add flowers in planter east of restrooms

Culver City Park

- ~ Paint playground equipment
- ~ Paint restroom interior (Lower Park)
- ~ Prune roses at Rose Garden (01/07)

El Marino Park

- ~ Spread mulch at east end of park
- ~ Clean interior of ceramic hut
- ~ Replace door to the Day Care Center (on the north side of the recreation facility)

Lindberg Park

- ~ Paint and/or repair play equipment
- ~ Add flowers in planters at children's play area

Fox Hills Park

- ~ Plant shrubs in areas (walk paths) along Buckingham Drive
- ~ Add decomposed granite (DG) at picnic tables
- ~ Stabilize the west slope
- ~ Plant shrubs in areas on the slope along Green Valley to eliminate cut-through paths
- ~ Paint wood gazebo
- ~ Repair and paint various fitness trail apparatus

Syd Kronenthal Park

- ~ Paint restrooms
- ~ Paint fitness cluster equipment

Tellefson Park

- ~ Add mulch to north side of park

Veterans Memorial Park

- ~ Paint wood exercise stations
- ~ Repaint wood backstop kickboards at both softball fields
- ~ Remove weeds in planter areas in front of Vet's Auditorium