

# COMMUNITY BEAUTIFICATION GRANT

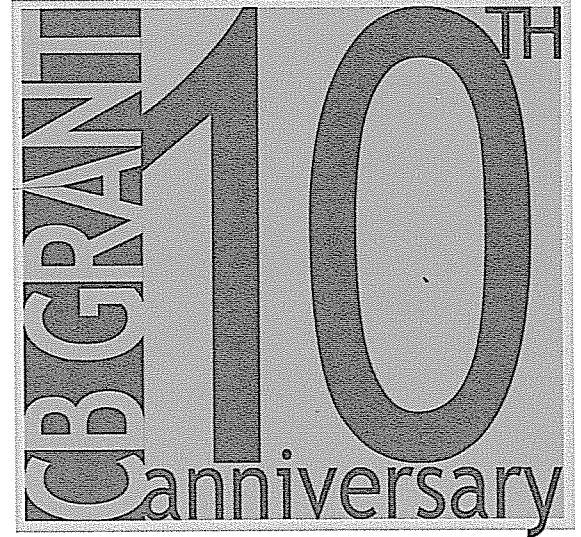
2007-2008 APPLICATION AND GUIDELINES PACKET

DUE WEDNESDAY, OCTOBER 17, 2007

## FOR YOUR REFERENCE

The 2008-09 application will be available by **July 15, 2008**. Please use this copy to review the general requirements of the grant program. For more information about the program and to be added to our mailing list, visit

[www.laocb.org](http://www.laocb.org) or call **(213) 978-0226**.



**2003-2004 Harbor City**  
KC managed the installation of a flagpole at the entrance of the Boys and Girls Club to honor those who have served in the armed forces.

**2004-2005 North Hollywood**  
Anahid partnered with the Tataviam Tribe to recreate a Native American village at the high school.

**2005-2006 Northridge**  
Lisa brought the PTA, school, local businesses, and the community together to give the students a colorful new playground.

**2006-2007 Chesterfield Square**  
Yvette is working with the local youth to add flowers and plants to an area of her community that needs some TLC.

**2007-2008 City of Los Angeles**  
How would YOU change your community with a \$10,000 grant? Opening this packet is the first step towards a better community.

Date: 1/22/08  
Submitted in PW Committee  
Council File No: 08-0108  
Item No.: 1  
Deputy: Adam R. Lid



**Thank you** for your interest in the Community Beautification Grant, a competitive annual matching grant of up to \$10,000 awarded to community groups to fund neighborhood beautification projects. The grant program is administered by the City of Los Angeles, Board of Public Works, Office of Community Beautification.

The City of Los Angeles launched the Community Beautification Grant, originally known as Neighborhood Matching Fund, in 1998. The concept of the grant was adopted from a program in Seattle, Washington and modified to meet the needs of the diverse communities of the City of Los Angeles.

For the 2007-08 cycle of funding, the Office of Community Beautification has a budget of

approximately \$800,000 to award about 90 grants citywide.

The application to apply for funding can be found on pages 1 - 12. The guidelines that provide an overview of the Community Beautification Grant process, eligibility requirements, and details on how to submit a proposal are on pages 14 - 22.

**COVER ACKNOWLEDGEMENTS**

CB Grant Staff would like to thank all previous awardees that are featured on the cover of this application. We would also like to thank Truman Brown of the Board of Public Works for his graphic expertise.

**CONTACT INFORMATION**

200 N. Spring St., Rm. 356, Los Angeles CA 90012  
 Phone (213) 978-0226 Fax (213) 978-0241  
 CBGrant@lacity.org www.laocb.org

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**THE APPLICATION FOR THE 2007-08  
COMMUNITY BEAUTIFICATION GRANT  
FOLLOWS THIS PAGE.**

**THE GUIDELINES BEGIN ON PAGE 14.  
READ THE GUIDELINES CAREFULLY.**



# APPLICATION SUMMARY SHEET

PAGE 01.     

COUNCIL DISTRICT	REVIEW # (For Office Use Only)	PROJECT # (For Office Use Only)
------------------	--------------------------------	---------------------------------

PROJECT NAME

BRIEF PROJECT DESCRIPTION (50 WORDS OR LESS)

PROJECT SITE NAME AND FULL ADDRESS

PROJECT COMPLETION DATE

LEAD ORGANIZATION NAME

HEAD OF ORGANIZATION	MS. MR.	TITLE
----------------------	------------	-------

MAILING ADDRESS

DAY PHONE	EVENING PHONE	CELL PHONE
-----------	---------------	------------

E-MAIL ADDRESS	FAX
----------------	-----

PROJECT MANAGER	MS. MR.	TITLE
-----------------	------------	-------

MAILING ADDRESS

DAY PHONE	EVENING PHONE	CELL PHONE
-----------	---------------	------------

E-MAIL ADDRESS	FAX
----------------	-----

BY SIGNING BELOW, I agree to the terms of the 2007-08 Community Beautification Grant Guidelines. I also acknowledge that the information submitted in this application is accurate to the best of my knowledge. Submitting an application with misleading information may be cause for disqualification.

GRANT REQUEST

MATCH CONTRIBUTION

TOTAL PROJECT VALUE

\_\_\_\_\_  
HEAD OF ORGANIZATION SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PROJECT MANAGER SIGNATURE

\_\_\_\_\_  
DATE







# PROJECT DESCRIPTION SHEET

PAGE 03. \_\_

PROJECT DESCRIPTION

A large, empty rectangular box with a thin black border, intended for the project description. It occupies most of the page below the header.





# ORGANIZATION SHEET

ORGANIZATION NAME
ORGANIZATION ADDRESS (IF APPLICABLE)
ORGANIZATION DESCRIPTION

TOTAL MEMBERS	<b>The proposal must include the names and SIGNATURES of 5 members of the organization.</b>	YEAR ESTABLISHED
---------------	---	------------------

BY SIGNING BELOW, I declare in good faith that I am a member of the organization named above. I realize that the Office of Community Beautification may contact me to verify my membership and participation in this organization.

NAME	ADDRESS	PHONE	SIGNATURE



## BEFORE IMAGE SHEET

PAGE 06.     

Attach before images to this sheet or design and print your own sheet. Include text explanations.



## PROJECT RENDERING SHEET

PAGE 07.\_\_\_\_

Attach conceptual images of the project to this sheet or design and print your own sheet. Include text explanations.





## PERMISSION FOR USE OF PROPERTY SHEET

PAGE 09. \_\_\_

Use this form to show the approval of the project from the property owner or the school principal.

PROJECT NAME	DATE
ORGANIZATION	

NAME OF PROPERTY PRINCIPAL/OWNER	TITLE
FACILITY OR BUSINESS NAME	PHONE

SITE ADDRESS

DESCRIPTION OF USE AND PERMISSION GRANTED TO THE SITE

TOTAL VALUE OF PERMIT

BY SIGNING BELOW, I declare in good faith that I own or am responsible for the named property. I understand that the organization is seeking funding through the City of Los Angeles, Board of Public Works, Office of Community Beautification to implement this project. I grant the organization permission to use the property for the implementation of the project. I understand that the project will begin after February 15, 2008.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



# PLEDGE OF CONTRIBUTION SHEET

PAGE 10. \_\_

Use this form to document donations of cash, discounts, materials, services, and volunteer labor.

PROJECT NAME	DATE
ORGANIZATION	

NAME OF DONOR ENTITY	CONTACT PERSON
ADDRESS	PHONE

DESCRIPTION OF PLEDGE

TOTAL VALUE OF PLEDGE

BY SIGNING BELOW, I declare in good faith that I will contribute the in-kind donation toward the project. I declare that the value of the pledge is based on fair market value.

I understand that this organization is seeking funding through the City of Los Angeles, Board of Public Works, Office of Community Beautification in which the grant award must be matched dollar-for-dollar with donations of cash, discounts, materials, services, and/or volunteer labor. I understand that the project will begin after February 15, 2008.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



## COMMUNITY SUPPORT SHEET

Use this sheet to document community members' support. This sheet may also be used to document pledges of volunteer hours. OCB values time spent working on the project at \$15 an hour.

PROJECT NAME	ORGANIZATION
--------------	--------------

<b>SHEET TOTAL</b>	TOTAL VOLUNTEERS:	TOTAL PLEDGED HOURS:	TOTAL VALUE:
--------------------	-------------------	----------------------	--------------

BY SIGNING BELOW, I declare that I support the proposed project as described by the named organization. I also declare that if I pledge volunteer hours towards the named project, I will fulfill my commitment if the project is funded. I understand that this organization is seeking funding through the City of Los Angeles, Board of Public Works, Office of Community Beautification in which the grant award must be matched dollar-for-dollar with donations of cash, discounts, materials, services, and/or volunteer labor. I understand that the project will begin after February 15, 2008.

NAME	ADDRESS	SIGNATURE	DATE SIGNED	WORK PLEDGED	HOURS PLEDGED
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					



## LETTERS OF SUPPORT SHEET

PAGE 12.     

Include letters of support from the community behind this page. Letters that state something unique about the project or from people who will be directly affected by the project will have a greater impact.



**THE GUIDELINES FOR THE 2007-08  
COMMUNITY BEAUTIFICATION GRANT  
FOLLOW THIS PAGE.**



## EXPLANATION OF GUIDELINES

The guidelines for the 2007-08 Community Beautification Grant are the "rules" of the program. They are provided to help applicants navigate through the grant process.

The Office of Community Beautification (OCB) of the City of Los Angeles, Board of Public Works administers the Community Beautification Grant (CB Grant). Both names are used to describe the administration of the grant program throughout this packet.

## WHAT TO DO

Applicants should use the guidelines to determine the needs and tasks involved to create a project suitable for funding. They should then identify at least five individuals who will be responsible for the various elements of the project. After brainstorming the needs of the area, they should then decide on a project that can be completed within nine months. Once a project has been chosen, the organization should put together all the elements required in the application. After completing the application, organizations should package the application according to the Submission Requirements found on page 18. Applications must be submitted by October 17, 2007. If funded, the organization will be responsible for managing, completing, and maintaining the project.

## PROCESS OVERVIEW

After all applications have been received, OCB staff processes the applications and sends them to the Community Review Panel. The Community Review Panel reviews and scores the applications according to the Review Criteria found on page 18. OCB Staff then uses the scores to determine who receives funding. Notification letters are sent out in mid-January 2008. Funds, in most cases, can be used after February 2008.

The process is competitive. In previous years, half of the applications submitted were funded. For the 2007-08 cycle of funding, OCB has a

budget of approximately \$800,000. OCB plans to award about 90 grants citywide.

## WORKSHOPS

Applicants are encouraged to attend a workshop to learn how to fill out a competitive application. For the 2007-08 grant cycle, OCB will conduct 15 workshops citywide, from August through September 2007. The full schedule is posted at [www.laocb.org](http://www.laocb.org) or may be obtained by calling (213) 978-0226.

## WHO CAN APPLY

Applications are accepted from community-based organizations. A community-based organization is a grouping of five or more individuals that reside, work, or take interest in an area within the City of Los Angeles. An organization can be a recognized organization or 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. The term 501(c)(3) refers to tax law provisions granting exemption from the federal income tax to non-profit organizations.

The application requires the listing of a Head of Organization and a Project Manager. The Head of Organization and the Project Manager MUST be two separate individuals. The Head of Organization is the recognized leader of the organization either by election, stature within the organizational hierarchy, or mutual understanding. The Project Manager is the person usually responsible for the day-to-day implementation and supervision of the project.

Recognized organizations that have applied for funding in the past include:

- Homeowners Associations
- Neighborhood Councils
- Improvement Associations
- Business Improvement Districts
- Neighborhood Block Clubs
- Neighborhood Watch Groups
- Chambers of Commerce
- Beautification Committees



**(WHO CAN APPLY Continued)**

- "Friends of..." Groups
- Healthy Start Collaboratives
- Parent and Teacher Associations
- Service Clubs

Organizations are encouraged to partner with other entities to create a project. Outside entities can offer support by providing technical assistance, volunteers towards the project, discounts or donations of materials and services, and/or donations of cash.

**NON-ELIGIBLE APPLICANTS**

Single businesses, individuals, city departments and offices, and political groups are not eligible to apply for funding. Neighborhood Councils are defined as a quasi-governmental entity and ARE ELIGIBLE to apply.

Private schools are not eligible to apply for projects on their campus. However, private schools may apply for funding for projects that take place outside of their campus.

Religious institutions cannot request funding for projects of a religious nature. However, religious institutions may apply for funding for projects that will be open to the community, regardless of individual religious beliefs or lack thereof. The project can take place on or off the property owned or used by the religious institution.

Organizations must "close" previously funded projects in order to receive future funding. A project is considered "closed" once the final paperwork has been submitted and has been approved by OCB. This applies to funding from CB Grant and Neighborhood Matching Fund. A person designated as a Project Manager must have "closed" previously funded projects in order to serve as a Project Manager on new projects.

**WHAT CAN BE APPLIED FOR**

Community-based organizations can apply for funding for projects in public places. Projects should build community through the

implementation process and enhance the neighborhood once complete. This includes projects on street islands (medians), sidewalks, parkways, walls visible to the public, park property, library property, and public school campuses.

Proposals should be for physical improvements. Types of projects that have been completed with CB Grant funds are landscaping projects, neighborhood markers, tree plantings, murals, benches, flower planters, signs, trash receptacles, gardens, marquees, kiosks, and refurbishments. If an organization would like to propose a project that is not listed above, but meets the General Eligibility Requirements listed below, they should contact OCB staff to discuss the project.

The proposed start date for all projects should be scheduled after February 15, 2008 to be completed by November 15, 2008.

**GENERAL ELIGIBILITY REQUIREMENTS**

All projects must meet the following five eligibility requirements in order to be considered for funding. All projects must:

1. Be contained within City of Los Angeles boundaries.
2. Have public access.
3. Be sponsored by a community-based organization.
4. Include a timeline to be completed within 9 months.
5. Include a match that equals or exceeds the amount requested.

OCB requests that projects include visible recognition of the Office of Community Beautification. The details on how OCB will be recognized should be included in the application.

An organization can submit up to two applications per grant cycle. However, organizations rarely receive funding for two projects in a single grant cycle due to funding limitations.



### **(GENERAL ELIGIBILITY REQUIREMENTS Continued)**

A person may be designated as the Project Manager on up to two independent projects per grant cycle.

For information concerning specific site and project requirements, see pages 20-22.

### **NON-ELIGIBLE PROJECTS**

Projects not eligible for funding are those that:

- Duplicate existing city services.
- Conflict with existing city policy.
- Fund ongoing services.
- Benefit a single individual.

### **USE OF FUNDS**

OCB awards grants of up to \$10,000. The awarded funds can be used in the following ways:

#### **PROFESSIONAL SERVICES**

The grant is limited to paying individuals or businesses that are directly related to the implementation of the project. This includes licensed contractors, landscape designers, craftsmen, and artists.

#### **MATERIALS & SUPPLIES**

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, mulch, lumber, garden supplies, planters, trash receptacles, and benches.

The grant can also be used to pay for a plaque or a sign to commemorate the project and acknowledge the participants.

#### **SHIPPING & DELIVERY EXPENSES**

The grant can be used to pay for shipping and delivery expenses when the purchases cannot be transported by the organization.

### **EQUIPMENT RENTAL**

The grant can be used to rent equipment needed to complete the project. Equipment should be used under the guidance of professionals.

### **PURCHASE OF TOOLS**

The grant can be used to purchase hand tools for the implementation of the project. All non-disposable tools purchased with the grant funding are property of the City of Los Angeles.

OCB lends out tools for community clean-up events. Common tools available are shovels, hoes, brooms, and rakes. OCB will loan hand tools for up to one month. If an organization needs tools for over a month or requires tools not available from OCB, the organization should purchase the tools. Call OCB at (213) 978-0226 for more information.

### **ADMINISTRATIVE COSTS (2.5%)**

Organizations are allowed to include a line item in the budget entitled "Administrative Costs" for up to 2.5% of the total funded amount. Administrative costs, as defined by the CB Grant, are limited to postage, copying costs, and refreshments for workdays and celebratory events. As many of these costs will not be determined until the final stages of the project, no explanation is necessary in the application.

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

The awarded funds CANNOT be used to pay for:

- Work performed managing the project.
- Miscellaneous items such as t-shirts, design services, books, and entertainment.
- Administrative salaries or an organization's operational expenses.
- Trainees or other training costs.
- Newspaper advertisements.
- Ongoing maintenance expenses.
- Reimbursements for purchases prior to award notification.

### **FUNDING DISBURSEMENT**

Awarded funds will be disbursed upon signing the Letter of Agreement and obtaining required written authorizations. OCB releases funding



**(FUNDING DISBURSEMENT Continued)**

either by reimbursement or directly to a vendor rather than initially releasing the total amount of the award at once. This process alleviates the need for a separate account to hold the money while the project is taking place.

Applications will be awarded for the total amount requested. However, OCB will not expend funds towards line items that are not listed under the Use of Funds section, found on page 16. Organizations will have the opportunity to modify budget requests after receiving notification of funding.

**EXPLANATION OF THE MATCH**

The match is the organization's contribution towards the project. The organization must provide documentation that shows a contribution that equals or exceeds the grant amount requested.

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:

- Outside funds.
- The value of discounts and donations of materials and supplies.
- The value of discounts and donations of professional services.
- Donations of general volunteer time, valued at \$15 an hour.

Organizations can have their contributions count towards the match from the time of funding notification (mid-January of 2008) until the completion of the project. CB Grant can be matched 100% by in-kind contributions.

Volunteers can contribute towards the match by working on, planning, organizing, or preparing the project. Pledges of volunteer labor should be documented and included in the application.

Teachers can use the Pledge of Contribution Sheet to document class participation. This

should include the number of students participating, the proposed work date(s), the type of work pledged, the total volunteer hours to be contributed, and the value of the pledge.

Funds and assistance derived from governmental entities cannot be used as a match. However, Neighborhood Councils are defined as a quasi-governmental entity and ARE ELIGIBLE to use their discretionary funds as a contribution to a project.

**MASTER GARDENER MATCH**

The Master Gardener program instructs individuals on the construction, creation, and maintenance of community gardens. For more than 30 years, the University of California has been certifying individuals to become Master Gardeners.

Organizations that utilize the services of a certified Master Gardener can receive up to a \$45/hour match towards their project. To learn more about the program or to request a Master Gardener, contact Yvonne Savio at (323) 260-3407 or Ydsavio@ucdavis.edu.

**MAINTENANCE PLAN**

The organization is responsible for the maintenance of the project. A plan should be submitted within the application, which should include:

- The entity maintaining the site.
- The frequency of the maintenance.
- The anticipated costs per year.
- The entity paying the costs.

**APPLICATION SUBMITTAL**

Organizations must submit **THREE (3) COPIES** of the application by Wednesday, October 17, 2007. One of the three copies is placed in the applicant's file. The two remaining copies will be reviewed for funding.



### (APPLICATION SUBMITTAL Continued)

It is preferred that applications are delivered in person to the Office of Community Beautification. Applications delivered in person must be received by 3:30 PM on October 17, 2007. When delivering in person, use the Submittal Receipt found on the last page of the packet for confirmation of submittal.

The address of the Office of Community Beautification is:

City of Los Angeles, Board of Public Works,  
Office of Community Beautification  
Attn: Grant Manager  
200 N. Spring Street, Room 356  
Los Angeles, CA 90012

Applications can also be sent to OCB by mail. Applications must be postmarked no later than October 17, 2007. For a receipt, request a Delivery Confirmation notification from the post office.

As a local option, applications can be delivered in person to a council field office. To identify a local council field office, contact CB Grant staff at (213) 978-0226. Applications must be submitted by 3:30 PM on October 17, 2007. The council office should be contacted a few days before to verify the operating hours for the anticipated day of submittal. When delivering in person, use the Submittal Receipt found on the last page of the packet for confirmation of submittal.

### SUBMISSION REQUIREMENTS

- The application packet is not to exceed 35 sheets. Submittals beyond the 35<sup>th</sup> sheet will be discarded.
- The packet dimensions should not exceed 8 ½ X 11 inches. Fold large inserts.
- The APPLICATION SUMMARY SHEET must be the first visible page of the submitted application.
- Application pages should be bound by a black binder clip.
- Applications should not be submitted in decorative folders.

- All letters of support and supplemental materials **MUST** be submitted with the original application.
- When including attachments, number them sequentially and place them behind the corresponding application sheet. For example, 2.1, 2.2, 2.3, etc.
- Proposals must be submitted on the forms provided in the 2007-08 CB Grant Application Packet. OCB will not accept proposals submitted on grant forms from previous years.
- Applications cannot be added to or modified in any way after October 17, 2007.

OCB may deduct points from the application's overall score for not following the requirements listed above.

### APPLICATION REVIEW PROCESS

The number of projects funded overall will be determined by the amount of funding available, the amount of applications received per region, and the amount requested by the applicants. Every effort is made to share the money as equitably as possible throughout the City of Los Angeles.

Applications are reviewed by the Community Review Panel. The Community Review Panel is comprised of community leaders who are nominated by the Council Offices, the Mayor's Office, and OCB.

### REVIEW CRITERIA

The Community Review Panel assigns scores based on the following criteria:

1. The **budget** is realistic, appropriate, secure, and is supported with quotes.
2. The **match** is realistic, appropriate, secure, documented, and comes from diverse sources.
3. The before and after **images** represent the project well.
4. The organization is **capable** of completing the project.



**PAGE 19**

**(REVIEW CRITERIA Continued)**

5. The **work plan** is detailed, specific, and feasible.
6. The project is **supported** by the community and partners.
7. The project implementation process will **build community**.
8. The completed project will **enhance the area**.
9. The **maintenance plan** is detailed, appropriate, and secure.
10. The **application** overall is clear and logical.

Each of the ten criteria can receive a score of up to 5 points, with each application receiving a maximum of 50 points. Each application is reviewed and scored by two Community Review Panelists. The average of the two scores becomes the final score for the application and serves as the basis for funding.

**AFTER SUBMISSION**

Notification letters will be mailed to the Head of Organization and Project Manager by mid-January of 2008. Detailed information regarding the final decision can be obtained by calling OCB staff.

The notice of a CB Grant award does not constitute final approval of the overall project. The award notice will be accompanied by contingencies that must be met prior to accessing funds. General contingencies for all projects include signing a Letter of Agreement for the City and attending a mandatory orientation session. Many projects will also have specific contingencies such as requests for updated work schedules, approvals and permits, and additional project information. Organizations cannot access grant funds until all contingencies have been met.



## **SUPPLEMENTAL INFORMATION**

In order to develop projects in the public space, certain guidelines must be followed. The information below has been compiled from various sources to help applicants understand the requirements involved with projects on public areas.

## **TYPES OF SITES AND THEIR REQUIREMENTS**

### **CALTRANS PROJECTS**

For projects that will be taking place on freeway property, organizations must obtain written authorization from California Department of Transportation (CALTRANS). The City of Los Angeles falls under CALTRANS District 7. The general information line is (213) 897-3656.

### **PUBLIC RIGHT-OF-WAY**

The public right-of-way refers to areas shared by the public. This includes potential beautification areas such as sidewalks, parkways, and medians. Any project created on the public right-of-way requires a permit from the City of Los Angeles prior to beginning a project.

All projects taking place on the public right-of-way, except for murals, require a Revocable Permit (R Permit) and may require an "A" Permit. The Revocable Permit is required to gain authorization to create a project on the public right-of-way. The "A" Permit is required to secure items into the ground. These permits are to be applied for AFTER receiving a grant award. Once an organization is awarded funding, OCB staff will guide the organization through the permit process and waive fees for these permits.

### **RECREATION AND PARK PROJECTS**

An organization must receive a Right-of-Entry Permit in order to work on a site under the jurisdiction of Recreation and Parks. In order for an organization to receive approval for a project on park property, a written request should be submitted to the General Manager of the Department of Recreation and Parks at 1200 W. 7th St., Suite 700, Los Angeles, CA 90017.

### **SCHOOL-BASED PROJECTS**

Projects taking place on school grounds require written authorization from the school's principal, who is in a position to be well informed about the approvals required for projects on their campus.

## PROJECTS ON THE PUBLIC RIGHT-OF-WAY

### BANNERS

A banner permit is required to hang banners from street light poles. For more information about the banner permit process, call the Bureau of Street Services at (213) 847-6000 or visit their website at <http://bannerpermits.lacity.org/>.

### LANDSCAPING

In order to obtain approval for a landscaping project, the City requires a map of the area, a plant list, a planting diagram, a Maintenance Agreement, and a detailed irrigation plan. Irrigation systems are required for most gardening and landscaping projects with the exception of tree plantings. All irrigation projects require a water meter to be installed. The approximate cost for a water meter to be installed will be \$2,700. Contact the Department of Water and Power at (213) 367-2130 for specific information about water meter installation. The City will pay for ongoing water costs related to a completed landscaping project on a median.

### MEDIANS

Projects taking place on medians (street islands) require an Adopt-A-Median agreement. To obtain the Adopt-A-Median application, contact OCB Staff at (213) 978-0226.

### MURALS

For mural proposals, organizations should include in the application a rendering of the proposed mural, the total square footage of the proposed mural, a one-page resume from the muralist, and the amount to be paid to the artist per square foot. If a mural design will not be finalized until after the project is funded, the organization must explain how the design will be developed.

Mural projects visible from the public right-of-way require permission from the Department of Cultural Affairs prior to implementation. To contact Department of Cultural Affairs, call (213) 202-5555 or visit their website at [Culturela.org](http://Culturela.org).

CB Grant funded murals require a "sacrificial" anti-graffiti coating. Applicants proposing mural projects should contact a professional contractor to apply the anti-graffiti coating and obtain a written quote to be included with the application. The contractor will need the following information:

- The location of the mural.
- The total square footage of the mural.
- The date that the coating will be applied.

The contractors listed below have worked on previous CB Grant funded projects.

Graffiti Control Systems  
(818) 982-8480  
[sales@graffiticontrol.com](mailto:sales@graffiticontrol.com)  
[www.graffiticontrol.com](http://www.graffiticontrol.com)

Nathan Zakheim and Associates  
(323) 512-8100  
[zakheim@earthlink.net](mailto:zakheim@earthlink.net)  
[www.nzapatina.com](http://www.nzapatina.com)



**(MURALS Continued)**

The list of vendors above is provided for informational purposes only and does not imply any recommendation or endorsement of the vendors by the City of Los Angeles.

**SIGNS IDENTIFYING THE NEIGHBORHOOD**

The most common neighborhood identification signs are banners (as discussed above), custom neighborhood signs, and markers. Signs must display officially designated community names.

For custom neighborhood signs that will be placed on street light poles, contact the Bureau of Street Lighting at (213) 847-1459.

For neighborhood marker projects, applications should include a rendering of the marker with dimensions, materials used to create marker, map of the area, placement plan, anchoring details, and contact information for contractors involved in the project, including the designer, fabricator, and the installer. OCB Staff will assist organizations with permit applications after the award notification.

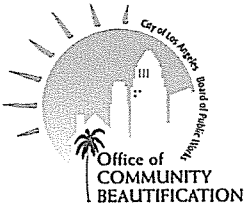
**STREET FURNITURE**

The term "street furniture" refers to trash receptacles, benches, and planters placed on the public right-of-way. Such projects require a Revocable Permit and an "A" Permit. The requirements to obtain the permits include the following:

- A one-page listing of each piece of street furniture to be installed with the address(es).
- A signed Maintenance Agreement from each maintenance entity.
- A description of the specific item to be placed. This should include a picture, the type, and the dimensions.
- A description of how the item will be bolted onto the ground.
- A map showing the placement of each piece. Place all items a minimum of:
  - 3 feet of sidewalk clearance (ADA requirements).
  - 2 feet from the curb.
  - 2 feet clearance from nearby obstructions.

**TREE PLANTING**

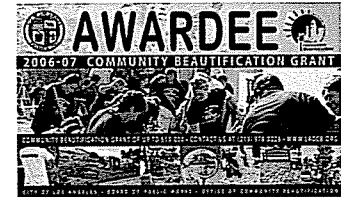
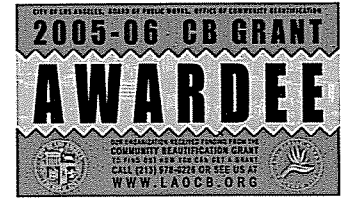
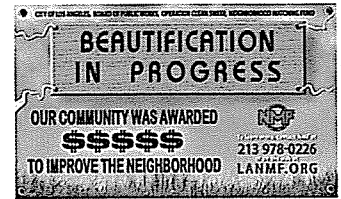
All tree plantings on the public right-of-way require a tree permit. To obtain a tree permit, contact the Urban Forestry Division at (213) 847-3077 or visit their website at [www.lacity.org/boss](http://www.lacity.org/boss).



The Community Beautification Grant (CB Grant) is a competitive annual matching grant of up to \$10,000 awarded to community groups to fund neighborhood beautification projects. CB Grant is a program of the City of Los Angeles, Board of Public Works, Office of Community Beautification.

CB Grant was created in 1998 for the City of Los Angeles as a way for community members to shape their neighborhoods. In partnership with hundreds of neighborhood groups, the CB Grant program has completed over 775 community-based projects.

As a covered entity under the Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodation to ensure equal access to the programs, services, and activities.



**1998-1999**  
**Pacoima**  
Ted created a "Tot Lot" to help the adults focus on classes at the parent center while their toddlers played in a secure area.

**1999-2000**  
**Los Feliz**  
Mary, with many partners, brought back to grandeur one of Los Angeles' most awe-inspiring statues, "The Vanishing Race".

**2000-2001**  
**Chinatown**  
George working with the Chinatown Business Improvement District placed eight beautiful benches in the historic West Plaza.

**2001-2002**  
**Venice**  
Julie, working with hundreds of people, created "The Learning Garden" at the high school that adds beauty and serenity to the area.

**2002-2003**  
**Highland Park**  
Daniel worked with other artists to paint a vibrant historic mural on a wall that was a neighborhood eyesore.