



Culver City Parks Recreation & Community Services Department

PARK ENHANCEMENT PROGRAM (PEP)

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, businesses and civic organizations to put a little extra **PEP** in Culver City parks. The Park grants are allocated at **\$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, private organizations/businesses and community volunteers to apply for funding assistance for a project they find interesting and rewarding. Applicant groups must be comprised of three or more people. 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 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 PRCS Department. **For a list of sample/suggested park enhancements see page 2.** This information is also available on the "Parks" page of the Culver City website at www.culvercity.org. Contact Renette Pijoux, Parks Division Administrative Secretary at 310-253-6472 and she 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 pages 3 and 4 for detailed instructions).
- ♣ The project must be completed within **six months** of the approval of the grant.

HOW TO APPLY:

Submit a completed application to **PEP, Culver City Parks Division, P.O. Box 507, Culver City, CA 90232-0507**. Applications can be faxed to the attention of Renette Pijoux, Parks Division Administrative Secretary at 310-253-6666. For more information, call 310-253-6472.

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PARK PROJECTS SUITABLE FOR PEP GRANTS Samples and Suggestions

Here are some samples of the types of park projects that are eligible for PEP grants. Creativity is encouraged, so please do not feel limited by these suggestions:

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)

Culver West Alexander Park

- ~ Various projects involving the maintenance of courts and fields

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

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GRANT APPLICATION

Please type or print neatly. For an electronic copy of this application, go to the Parks Division page of the Culver City website at www.culvercity.org. Contact Renette Pijoux, Parks Division Administrative Secretary at 310-253-6472 for more information or to discuss your project idea.

Directions: Briefly answer the questions below. Use additional sheets 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?

Please attach the following to your application:

- Letter of support for the project from the neighborhood association.
- Estimated budget, using format provided on page 4.

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

I certify, to the best of my knowledge, the above information is true and correct.	
<hr/> Signature of Primary Contact	<hr/> Date

Submit your completed application to:
PEP, Culver City Parks Division, P.O. Box 507, Culver City, CA 90232-0507.

Applications can be faxed to the attention of Renette Pijaux at 310-253-6666.

For Application Review use only:

<i>Total Project Value</i>	<i>Grant Request</i>	<i>Grant Awarded</i>
<i>Approved</i>	<i>Approved Pending Modification</i>	<i>Rejected</i>
<i>Comments</i>		