



**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. Contact Renette Pijaux, Parks Division Administrative Assistant 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 2 and 3 for instructions).
- The project must be completed within **six months** of the approval of the grant.

**HOW TO APPLY:** Please use any one of the following methods to submit your application.

Email            [Renette.Pijaux@CulverCity.org](mailto:Renette.Pijaux@CulverCity.org)  
Mail             PEP, Culver City Parks Division, P.O. Box 507, Culver City, CA 90232-0507  
Fax              (310) 253-6430 – Attention: Renette Pijaux

**Culver City  
Parks Recreation & Community Services Department**

**PARK ENHANCEMENT PROGRAM (PEP)  
GRANT APPLICATION**

**Please type or print neatly.** For an electronic copy of this application, go to the Parks, Recreation & Community Services Department page of the Culver City website at [www.culvercity.org](http://www.culvercity.org).

**Directions: Briefly answer the questions below. Use additional sheets if necessary.**

**Project Location or  
Park Name**

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Your Group Name

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**Primary Contact**

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Name

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Address

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Phone

Email

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**Secondary Contact**

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Name

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Address

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Phone

Email

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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 Project Costs, using the format provided on page 3.

**Culver City  
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**PARK ENHANCEMENT PROGRAM (PEP)**

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

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

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***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>		