

Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. The Neighborhood Council, upon approval of the application, shall submit the approved application along with all required documentation to the Department of Neighborhood Empowerment.

Name of Neighborhood Council you are seeking the grant from: Encino Neighborhood Council
Neighborhood Council Name

SECTION I - APPLICANT VERIFICATION INFORMATION

| | | | |
|---|---|---|--|
| 1A) <u>Los Encinos Docent Association</u> <i>Organization Name</i> | <u>95-3797624</u> <i>Federal I.D. # (EIN#)</i> | <u>California</u> <i>State of Incorporation</i> | <u>May 15, 2010</u> <i>Date of 501(c)(3) Status (if applicable)</i> |
| 1B) <u>16756 Moorpark Street</u> <i>Organization Mailing Address</i> | <u>Encino</u> <i>City</i> | <u>CA</u> <i>State</i> | <u>91436</u> <i>Zip Code</i> |
| 1C) _____ <i>Business Address (If different)</i> | _____ <i>City</i> | _____ <i>State</i> | _____ <i>Zip Code</i> |
| 1D) _____ <i>Address of Affiliated Organization (If applicable)</i> | _____ <i>City</i> | _____ <i>State</i> | _____ <i>Zip Code</i> |
| Name and address of person designated to receive official/legal notices: | | Name: <u>Michael Crosby</u> | |
| 2) <u>16756 Moorpark Street</u> <i>Street</i> | <u>Encino</u> <i>City</i> | <u>CA</u> <i>State</i> | <u>91436</u> <i>Zip Code</i> |
| 3) Type of Organization- Please select one: (Organizations must be located within the City of Los Angeles) | | | |
| <input type="checkbox"/> Public School <i>(not to include private schools)</i> | | or <input checked="" type="checkbox"/> 501(c)(3) Non-profits <i>(other than religious institutions)</i> | |
| Attach Letterhead | | Attach IRS Determination Letter | |

SECTION II - PROJECT DESCRIPTION

- 4) Please describe the Neighborhood Improvement Project for which the grant is intended.
- This grant will help the Los Encinos Docent Association, the 501(c)3 that is the cooperating association of Los Encinos State Historic Park, replace the thirty (30) foot wood flagpole at the park. The current flagpole was installed at the park approximately sixty (60) years ago. It is expected that the replacement wood flagpole will enjoy similar if not greater longevity. The wood flagpole is a unique item and will require specialized services for the removal of the old pole, and the crafting and installation of the new flagpole. Research has located a multi-generational flagpole company based in Northern California that has experience with historic flagpoles.
- 5) How will this grant be used to primarily support or serve a non-discriminatory, public purpose and benefit the public at-large.
- Los Encinos State Historic Park is fortunate to be nestled in the middle of Encino. The park is an essential part of the Encino community not only providing quiet recreation opportunities for residents and visitors but also providing a tangible connection to its history. The history of Los Encinos travels beyond Encino, to greater Los Angeles, our California State, and our Nation as a whole. The flagpole at Los Encinos State Historic Park must be a fitting support for our American and California flags and should match the beauty and majesty of an historic flagpole. The Los Encinos State Historic Park flagpole is located prominently at the park between the historic adobe and Garnier House. The flags flown from this pole welcome all park visitors and helps instill civic pride through the community.

SECTION VI - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read Appendix A, "What is a Public Benefit," and Appendix B "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of

Two signatures required [See attached.]

12A) Executive Director of Non-Profit Corporation or School Principal

Michael Crosby

President

PRINT First Name/ Last Name

Title

Signature

Date

12B) Secretary of Non-profit Corporation or Assistant School Principal

Walter Nelson

Secretary

PRINT First Name/ Last Name

Title

Signature

Date

SECTION VII - FOR DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT USE ONLY

Date Received

Reviewer Name

Date Reviewed

Application Complete Incomplete

REVIEWER'S NOTES

Date submitted to Funding Unit

Method: In-person E-mail Fax Inter-departmental mail

NPG #

Application Complete Incomplete

Funding Unit Notes:

DONE Date Stamp Receipt

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAR 20 2012**

LOS ENCINOS DOCENT ASSOCIATION
16756 MOORPARK ST
ENCINO, CA 91436

Employer Identification Number:
95-3797624
DLN:
17053006326002
Contact Person:
MELISSA D TRUSTY ID# 31657
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990 Required:
Yes
Effective Date of Exemption:
May 15, 2010
Contribution Deductibility:
Yes
Addendum Applies:
Yes

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)
LOS ENCINOS DOCENT ASSOCIATION

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
 Individual/sole proprietor C Corporation S Corporation Partnership Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
 Other (see instructions) ▶ **Non-Profit, tax exempt 501(c)3**

Address (number, street, and apt. or suite no.)
16756 Moorpark Street

City, state, and ZIP code
Encino, CA 91436-1068

List account number(s) here (optional)

Requester's name and address (optional)

Print or type
See Specific instructions on page 2.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

| | | | | | | | | | |
|--------------------------------|---|---|---|---|---|---|---|---|---|
| Social security number | | | | | | | | | |
| | | | | | | | | | |
| Employer identification number | | | | | | | | | |
| 9 | 5 | - | 3 | 7 | 9 | 7 | 6 | 2 | 4 |

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person ▶

Date ▶ 5/23/12

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

