



**CITY OF  
LOS ANGELES**

# **ENCINO NEIGHBORHOOD COUNCIL**

*(A CERTIFIED NEIGHBORHOOD COUNCIL)*

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## **OFFICERS**

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VICE-PRESIDENT**

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TREASURER**

**SHELLEY RIVLIN  
SECRETARY**

**GERALD A. SILVER  
SERGEANT AT ARMS**

November 13, 2008

Dear

Congratulations on your accepted application for the Encino Neighborhood Council to fund your project. The ENC has allotted \$ \_\_\_\_\_ for \_\_\_\_\_. Presentation of your award will be made at the ENC Board Meeting on Wednesday, December 3, 2008, 7 o'clock at the Encino Community Center.

The ENC will promptly fund this project upon receipt of an original invoice from the vendor(s). According to the Los Angeles City Charter we are not able to pay schools or individuals directly. We hope you will be able to present these invoices to the treasurer at our meeting. If your vendor has not done business with the city of Los Angeles, we require the following: Federal w9 form, and a business resale tax certificate (BRTC) for the city of Los Angeles. All invoices must be directed to ENC, not your local school, but the shipping address may be your school. Once the funds are dispersed please follow up receipt of the funding with a "thank you for ENC support" for our documentation.

As promised in the application, members of the Education Committee will make an onsite visit to your school in the near future when the project is implemented.

It is the intent of the Education Committee to assist local schools at least twice a year. Please let us know what we can do to improve our application and the funding process. Your suggestions to facilitate these procedures are much appreciated.

Thank you for taking the time to submit the application in the interest of our children.

Shelley Rivlin, Education Committee Chair