

**City of Los Angeles
Office of the City Clerk
Neighborhood Council Funding Program**

Neighborhood Purposes Grants

Neighborhood Purposes Grants (NPGs) provide NCs opportunities to develop partnerships with local 501(c)(3) nonprofits and public schools to build community and enhance neighborhoods in the City of Los Angeles. Projects and activities supported by NPGs vary widely and can include, but are not limited to:

- The Arts
- Beautification
- Community Support
- Education
- Community Improvements

NPG-funded projects and activities must be for a **public benefit** and purpose, **open**, **accessible**, and **free of charge** to stakeholders.

Grants approved by NCs exceeding \$5,000 involve further review and possible City contract by the Office of the City Clerk.

Visit the NC Funding Program website page on NPGs ([click here](#)) to find out more details about how 501(c)(3) nonprofits and public schools serving NC areas can apply. There are two NPG Information Packets; One for prospective applicants to help guide them in the application process, and one for NC board members outlining considerations and factors to keep in mind while evaluating NPG requests.

A “Project Completion Report” template is also provided to help ensure accountability in the use of Grant funds and help demonstrate how NCs and their partners are supporting L.A. communities and stakeholders. NCs and NPG recipients are strongly encouraged to work together to complete and submit the Report at the conclusion of the project.

Any questions you may have with the NPG process, please contact us at the NC Funding Program:

- Clerk.NCFunding@lacity.org
- (213) 978-1058

**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. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: _____

SECTION I - APPLICANT INFORMATION

1a) _____
Organization Name *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3) Status (if applicable)*

1b) _____
Organization Mailing Address *City* *State* *Zip Code*

1c) _____
Business Address (if different) *City* *State* *Zip Code*

1d) **PRIMARY CONTACT INFORMATION:**

Name *Phone* *Email*

2) **Type of Organization- Please select one:**
 Public School (not to include private schools) or *501(c)(3) Non-Profit (other than religious institutions)*
Attach Signed letter on School Letterhead **Attach IRS Determination Letter**

3) _____
Name / Address of Affiliated Organization (if applicable) *City* *State* *Zip Code*

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
 No Yes If Yes, please list names of NCs: _____

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) No Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ _____

10a) Start date: ___/___/___ 10b) Date Funds Required: ___/___/___ 10c) Expected Completion Date: ___/___/___
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
 No Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
 Yes No ***(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)**

SECTION V - 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 the documents "What is a Public Benefit," and "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 the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - **REQUIRED***

_____ *Signature* _____
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - **REQUIRED***

_____ *Signature* _____
 PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form

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

DEPARTMENT OF THE TREASURY

Date: **MAR 24 2005**

SHAKESPEARE BY THE SEA
617 ELVIRA AVE
REDONDO BEACH, CA 90277

Employer Identification Number:
95-4785457
DLN:
17053071816005
Contact Person: ID# 31525
KIM NGUYEN
Contact Telephone Number:
(877) 829-5500
Public Charity Status:
170(b)(1)(A)(vi)

Dear Applicant:

Our letter dated MAY 2000, stated you would be exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code, and you would be treated as a public charity, rather than as a private foundation, during an advance ruling period.

Based on the information you submitted, you are classified as a public charity under the Code section listed in the heading of this letter. Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Publication 557, Tax-Exempt Status for Your Organization, provides detailed information about your rights and responsibilities as an exempt organization. You may request a copy by calling the toll-free number for forms, (800) 829-3676. Information is also available on our Internet Web Site at www.irs.gov.

If you have general questions about exempt organizations, please call our toll-free number shown in the heading between 8:30 a.m. - 5:30 p.m. Eastern time.

Please keep this letter in your permanent records.

Sincerely yours,



Lois G. Lerner
Director, Exempt Organizations
Rulings and Agreements

Letter 1050 (DO/CG)

REV 5/23/00

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

DEPARTMENT OF THE TREASURY

Date: **MAY 18 2000**

SHAKESPEARE BY THE SEA
C/O LISA COFFI
617 ELVIRA AVE
REDONDO BEACH, CA 90277

Employer Identification Number:
95-4785457
DLN:
17053130020000
Contact Person:
MITCHELL P STEELE ID# 31360
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Foundation Status Classification:
509(a)(1)
Advance Ruling Period Begins:
January 3, 2000
Advance Ruling Period Ends:
December 31, 2004
Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make

April 12 2025

Encino Neighborhood Council

Re: NPG Application to support Shakespeare by the Sea – a public benefit theatre arts event at Sepulveda Garden Center in Encino on June 27, 2025

Dear ENC Board,

Thank you for considering Shakespeare by the Sea for a Neighborhood Purposes Grant.

Organization Name: Shakespeare by the Sea

Event Name: Shakespeare by the Sea's 28th Admission FREE Season performance of "As You Like It"

Mission Statement and description of community event, including Estimated attendance: Shakespeare by the Sea is a 501(c)3 non-profit organization, with a mission to bring classic works to culturally diverse, multi-generational audiences in order to ignite imagination, promote literacy, and encourage artistic expression. SBTS has been enriching the lives of community members throughout L.A. County with admission-free Shakespeare performances since 1998.

Description of proposed event, including benefits to the community:

Shakespeare by the Sea is a FREE Public Arts event - Performance of a Shakespeare play for the community to experience together. Since 1998, we've delivered these events at neighborhood Parks throughout LA County. We do this nightly in over 16 communities each summer. The event is a public benefit, ticketless, open and free for all attendees. Admission FREE Shakespeare provides an opportunity for residents and local visitors to experience a professionally produced Shakespeare play while engaging with other community members in their neighborhood parks. The program not only offers cultural arts enrichment, the events provide a communal space for a multi-generational audience comprised of those without resources, as well as those with the means, to attend live theatre. We are committed to enhancing the arts and culture landscape of all the areas we serve and contributing positively to the social infrastructure - improving livability, inspiring civic engagement, and contributing to healthier, longer lives of residents. Our programs have reached over 585,000 diverse audience members, theatre professionals, and community volunteers.

Attendance:

Because we are admission-free and ticketless, we can estimate attendance. Based on historical data of past events, we an estimated 300 members of the general public + (25) Staff/Artists & Community Volunteers will benefit from event.

Reasons why the event should be considered for sponsorship:

Admission FREE Shakespeare is not free to produce. We need financial support from local stakeholders to support the performances in each location we tour to. Funding helps underwrite payroll costs for actors, designers, technical artists; sets, props, costumes; event equipment and truck rental costs; insurance, marketing & promotion to the local community.

SBTS will spend \$13,435 to bring this program to Encino. Performances elsewhere in LA County are partially supported by Tour Fees from those city/community hosts in the range of \$7500-9000 per night. No tour fee has been secured for Sepulveda Garde Center and, in addition to the usual program costs, there are unique expenses for serving the public at this location. SBTS will be responsible for paying permit fees, providing a generator and toilets

STEPHANIE COLTRIN

Artistic Director
stephanie@shakespearebythesea.org

SUZANNE DEAN

Artistic Director
suzanne@shakespearebythesea.org

SONJA INGE

Administrative Assistant
sonja@shakespearebythesea.org

BOARD OF DIRECTORS

MADELEINE DRAKE

Board President
Real Estate Broker

JEWELL JONES

Board Vice-President
Retired Superior Court Comm.

KYLE STEPHENS

Board Secretary
Northrup Grumman

ANN GARTEN

Retired Public Relations/Marketing

PETER LEFEVRE

CSU, Dominguez Hills

DENCY NELSON

Retired Directors Guild of America/
Community Advocate

RAY WOLFE

Consultant, GMAC

Mission: to bring new, contemporary and classical works to underserved, culturally diverse audiences in order to ignite imagination, promote literacy and encourage artistic expression.

Shakespeare by the Sea has been enriching the lives of over 575,000 Southern California residents with **admission-free and low-cost** performances since 1998.

Non-Profit Arts Organization
ID: 95-4785457

for the attendees - services that are typically provided by the hosts in other tour cities – as well as banners, which will help promote the location to new audiences in Encino who may not already be in the SBTS 15,000 person database.

SBTS has a 27-year history of activating numerous parks with arts and culture events, providing cross-cultural connections and exposure to live theatre. Each year, we look for new venues and neighborhood partners to reach a broader audience.

SBTS is committed to producing these events and is enthusiastic that Sepulveda Garden Center will allow us to benefit an established and beloved audience in LA County.

Recognition of Sponsorship:

Performance Sponsors support program costs for individual city events. Encino Neighborhood Council will become a Performance Sponsor for the Encino events-included on the SBTS website, the digital program, on sponsor signage at these performances and through social media exposure. (The deadline for logo inclusion on city banners and the printed program is May 1.)

Thank you for considering our application,



Suzanne Dean and Stephanie Coltrin,
SBTS Co-Artistic Directors