

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



Office of the
CityClerk

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. **Any potential conflicts of interest indicated in Section IV of this application must be addressed with the Office of the City Attorney, Neighborhood Council Advice Division prior to the Neighborhood Council board's vote and consideration of the grant.** 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: Encino Neighborhood Council

SECTION I- APPLICANT INFORMATION

1a) Portola Charter Middle School, HGM & AIAT 95-6006405 CA
Organization Name Federal I.D. # (EIN) State of Incorporation Date of 501(c)(3) Status (if applicable)

1b) 18720 Linnet Street Tarzana CA 91356
Organization Mailing Address City State Zip Code

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

1d) **APPLICANT POINT OF CONTACT:**
Heidi Weber (505) 215-0027 Heidi.Weber@lausd.net
Name Phone Email

2) **Type of Organization- Please select one:**

- Public School (not to include private schools) **Attach Signed letter on School Letterhead** or 501(c)(3) Non-Profit (other than religious institutions) **Attach the IRS Determination Letter and status verification from the State of California** (see "Application Process" under the Applicant Instructions.)

3) **Are you applying as a fiscal sponsor for another organization?** No Yes

If yes, please provide:

Name / Address of Affiliated Organization City State Zip Code

SECTION II - PROJECT DESCRIPTION

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

Portola Middle School is dedicated to improving the teaching and learning of civic leadership, and so with Encino's prior Neighborhood Grant in 2022, we established a Mock Trial program that is overwhelmingly popular, with students returning or choosing to change their career paths to law after taking the class. This grant provides the means to attend competitions for the purpose of learning our judicial system's fact-finding and law-applying skills by preparing and delivering arguments.

This grant would assist Portola in continuing its Mock Trial program, where students learn the judicial process and confidence in speaking. Students learn to speak clearly, think quickly and collaborate positively with their teammates towards a common goal. Mock Trial is a course open to all our students, and this year as in 2022-23, most of those students are residing in Encino.

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)

This grant will primarily be used to support the program costs, class materials, and teacher time outside the school day, specifically during competition. Mock Trial informs students about how our judicial system works and gives them practice in a courtroom before actual judges and attorneys, doing what those attorneys and other court staff do. The class is open to all students, and as a joint Academy/Highly Gifted Magnet school, that means students all around Los Angeles County.

This grant will be used to supplement funding used to cover transportation to competition and preparation to excel in competition. All students finish the course with a better knowledge of our judicial system and its checks and balances. The case materials encourage multiple perspectives and open-mindedness regardless of socio-economic status and respect for our democracy.

SECTION III - PROJECT BUDGET OUTLINE

Please provide a detailed Project Budget Outline below. You may also provide a Project Budget Outline on a separate sheet if necessary or requested. **(Note: Administrative costs of the organization or admission fees cannot be funded through a Neighborhood Purposes Grant.)**

6) Project Expenses	Requested of NC	Total Projected Cost
teacher preparation and x-time (after-school teaching time): 10 hrs x 2	\$ 500	\$ 1000
substitute coverage for teachers/chaperones attending competition w/students	\$ 400	\$ 400
chaperone coverage during competition	\$ 100	\$ 100
competition dues	\$ 190	\$ 700
program materials (case, legal pads, timer, exhibits, folders)	\$ 225	\$ 225
competition transportation costs (busses)	\$ 810	\$ 3300

7a) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project within the last 18 months?

No Yes

If Yes, please describe below:

Neighborhood Council(s)	Date Submitted to NC	Amount Requested	Amount Awarded
Tarzana Neighborhood Council	3/19/26	\$ 2500	\$ unknown/pending(\$0 so far)
Tarzana Neighborhood Council	1/13/25	\$ 3910	\$ 3910
		\$	\$

7b) Have you (applicant) applied to any other Neighborhood Councils requesting funds for any project within the last 18 months?

No Yes

If Yes, please describe below:

Neighborhood Council(s)	Date Submitted to NC	Amount Requested	Amount Awarded
Tarzana Neighborhood Council	3/19/26	\$ 2500	\$ unknown/none so far
Tarzana Neighborhood Council	1/13/25	\$ 3910	\$ 3910
		\$	\$

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 below:

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

9) What is the TOTAL amount of the grant funding requested with this application: \$ 2225

10a) Start date: 6 / 12 / 26

10b) Date Funds Required: 8 / 12 / 26

10c) Expected Completion Date*: 6 / 3 / 27

After completion of the project, the applicant **must submit a Project Completion Report to the Neighborhood Council to update the Board of your project successes and challenges and for consideration of future grant requests.*

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11) 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

12) If Yes, did you request that the board member consult the Office of the City Attorney before filing this application?

No Yes

If Yes, provide the date you made the request to the board member. _____

***(Please note that if a Board Member of the NC has a conflict of interest and completes this form, participates in the discussion and voting of this NPG, or signs the Board Action Certification Form (BAC), the NC Funding Program may deny the payment of this grant in its entirety.)**

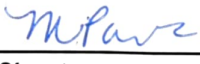
SECTION V - DECLARATION AND SIGNATURE

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*

<u>Javier Tapia</u>	<u>Principal</u>	<u></u>	<u>4-8-26</u>
<i>PRINT Name</i>	<i>Title</i>	<i>Signature</i>	<i>Date</i>

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

<u>Mindy Park</u>	<u>Assistant Principal</u>	<u></u>	<u>4/9/26</u>
<i>PRINT Name</i>	<i>Title</i>	<i>Signature</i>	<i>Date</i>

*** If a current NC Board Member holds any board position or is employed in the organization, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form.**

LOS ANGELES UNIFIED SCHOOL DISTRICT



**Gaspar de Portola Charter Middle School,
Academy of Integrated Arts & Technology,
and Highly Gifted Magnet**

18720 Linnet Street, Tarzana, California 91356
Phone (818) 654-3300 Fax (818) 996-0292

<https://portolams.org>

J. Tapia
Principal

R. Garcia
Assistant Principal

M. Park
Assistant Principal

R. Zolot
Assistant Principal



8 April 2026

Dear Encino Neighborhood Council Board Members:

Thank you for your consideration regarding the funding of our Mock Trial program at Portola Charter Middle School, HGM & AIAT. I believe this program will positively impact the Encino community through the teaching and learning of Civics. The program will also offer a career snapshot of our legal system and the importance of fairness, equity and advocacy within our court system. The class will teach students public speaking skills, research, advocacy, perspective and the importance of their voice. Currently, many of our students in Mock Trial live in Encino.

We plan to use the funds for teacher training and preparation, purchase and copying of Mock Trial cases and materials, and bus transportation for field trips to the Stanley Mosk Courthouse and any other courthouse where our team competes. The Mock Trial program will be run through our elective program and will be open to all students. It will begin in the fall of 2026. Since we have begun this program, students have been overwhelmingly supportive of it!

Thank you again for your consideration. We look forward to your response.

Respectfully,

Javier Tapia