

QUALIFICATIONS:

- Recipient(s) primary address must be within the boundaries of Encino, CA or the recipient(s) business must service the Encino, CA area.
- All requests must be submitted to the ENC Finance Committee for approval
- An Acquisition Form must be completed and presented to the ENC Finance Committee with an invoice or a written estimate for the item requested.

The City Council approves the Neighborhood Council Funding Program with the understanding that the City Funds reserved for the Program will be used by the Neighborhood Councils for the following purpose.

- **NEIGHBORHOOD IMPROVEMENT PROJECTS**

Monetary requests are not approved. The Neighborhood Council, upon approval, has the authority to purchase on the behalf of the recipient.

DELIVERY:

- Upon submission of the Requisition Form, the Finance Committee votes on approval and submits the recommendation to the ENC Council for final vote and approval.
- If approved, the ENC Treasurer facilitates the purchase of the item.
- If the Requisition Form is submitted properly with the accompanying substantiation, delivery of purchases can be expected within 30 days of submission.

