

# OFFICE OF THE CITY CLERK NEIGHBORHOOD COUNCIL FUNDING PROGRAM



#### **NEIGHBORHOOD PURPOSES GRANTS - APPLICANT INSTRUCTIONS**

Dear Prospective Applicants:

The Neighborhood Purposes Grant (NPG) process provides Neighborhood Councils with greater opportunity to benefit their communities while supporting and building partnerships with local organizations such as yours. Eligible organizations include 501(c)(3) non-profits as well as public schools. (Please note that grants cannot be issued to religious organizations or to private schools.)

## Is your Neighborhood Council in good standing with the Funding Program?

Only Neighborhood Councils in good standing with the Funding Program will be eligible to participate in the NPG process. Good standing is interpreted to mean the following:

- Neighborhood Council must have a current Fiscal Year budget on file with the Funding Program;
- Neighborhood Council cannot be delinquent with its Monthly Expenditure Reports submissions to the Funding Program (please refer to the Funding Program Policies and Procedures for more information); and
- Neighborhood Council must have an eligible Treasurer and 2<sup>nd</sup> Signer in the Board.

#### **Does it Benefit the Community?**

Any grant issued by a Neighborhood Council must be for a public purpose: in short, how will the grant help the community? Please refer to document entitled, "What is a Public Benefit" of the application for Neighborhood Purposes Grant for more information.

## **Conflict of Interest Laws Apply**

The State and local conflict of interest laws that currently apply to the Neighborhood Council Funding Program also apply in the consideration of Neighborhood Purposes Grant requests.

At a minimum, board members must recuse themselves from a vote to approve a grant should there be a conflict due to an affiliation with an applicant organization. There should be full disclosure and transparency. Please refer to the document entitled, "State and City Conflicts of Interest Laws for Neighborhood Councils" of the application for Neighborhood Purposes Grant and/or the Neighborhood Council's Field Project Coordinator for more information.

#### **Application Process**

| bilowing is required from all organizations/entities seeking a NPG form a Neighborhood     |
|--|
| zil:   |
| NPG Application, completed and signed  |
| Project Budget on a separate sheet if space provided in application form is not sufficient |
| Non-Profits 501(c)(3)  |
| □ Submit: IRS Letter of Determination  |
| Public Schools   |
| □ Submit: Letter on official school letterhead, signed by school Principal                 |
|  |

Applicants must submit the above-mentioned items to the respective Neighborhood Council for consideration. The Neighborhood Council will evaluate all grant applications in a Brown Act public meeting, deciding whether to approve the proposed grant. If the application is approved, it must then be forwarded to the Funding Program within 45 days of approval. Board-approved applications submitted to Funding Program after 45 days will not be accepted for processing and the Board would need to place the application on a Board meeting agenda again for reconsideration. Once approved, if all documents are in compliance, the Funding Program will process a check to the grant recipient.

## **Grants Up to \$5,000.00**

Through the Neighborhood Purposes Grant, Neighborhood Councils have the legal authority to issue grants of public funds in amounts up to \$5,000.00 without a written contract.

#### **Grants over \$5.000.00**

Grants for amounts \$5,000.01 and over will require further review for City contract considerations in coordination with the Office of the City Clerk so as to meet City contracting standards. Neighborhood Councils <u>do not have the legal authority</u> to enter into unilateral contracts.

#### **Project Completion Follow Up**

Applicants are requested to provide a Project Completion Report (available online) at the conclusion of the proposed project funded by the grant.

## **Apply Now!**

If you meet the criteria as explained above, fill out the NPG application and submit it to your local Neighborhood Council.

If you have any questions please contact the Office of the City Clerk, Neighborhood Council Funding Program at (213) 978-1058 or toll free at 3-1-1 or by email at <a href="mailto:clerk.ncfunding@lacity.org">clerk.ncfunding@lacity.org</a>

# OFFICE OF THE CITY CLERK NEIGHBORHOOD COUNCIL FUNDING PROGRAM

#### NEIGHBORHOOD PURPOSES GRANT - WHAT IS A PUBLIC BENEFIT?

A Neighborhood Purposes Grant (NPG) must provide a demonstrable benefit to the community. An NPG activity should build community, enhance the neighborhood, and be open, accessible, and free to the general public. Projects may encompass a wide range and can include, but are not limited to:

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

The Office of the City Clerk, Neighborhood Council Funding Program has the final discretion to determine whether or not the proposed project can be funded per applicable City standards

A project may be submitted that is part of a larger project, but if so, consider carefully whether it can be completed independently of the larger project and regardless of whether other funding needs to be secured.

#### **Considerations:**

- The budget is realistic and supported with documentation
- The organization or individual is **capable** of completing the project
- The work plan is detailed, specific, and feasible
- The project is **supported** by the community
- The **number** of stakeholders that will benefit from this project
- The project implementation process will build community
- The complete project will enhance the community
- Credibility. Does your organization know what it wants to accomplish? What evidence
  proves that the organization is currently achieving its goals? What kind of reputation does the
  group enjoy within the community and beyond?
- Capability. What skills does the organization's staff and/or board bring to the project? Are
  they relevant to the project's aims? Has your organization succeeded in similar
  endeavors of equal size and scale to what you are now proposing?
- Feasibility. The Neighborhood Council must determine whether the proposal is advancing a
  worthwhile project built upon a good idea that can be successfully implemented. Is the budget
  allocated sufficiently to execute the various tasks and strategies described in the proposal?

• **Importance**. Should it be done? Is the project significant? Is there evidence that the proposal will trigger action or work that the community wants? Will it make a difference in the community it purports to aid or resolve the issue it addresses?

## **Factors to Consider**

- Is this a capital improvement project?
  - o It should be on public property within the Neighborhood Council's boundaries or provides a demonstrable benefit to its stakeholders, within the City boundaries.
  - There must be coordination with appropriate agencies to secure required additional documentation such as permits, authorizations, or agreements, if deemed necessary (i.e., Cultural Affairs, Dept. of Transportation, Street Services, Rec & Parks, public schools, etc.).
- Is this for program services (i.e. after school program, graffiti removal, etc.)?
  - o The applicant must create a fair selection process to establish participants
- Is this for equipment and supplies?
  - Purchases for schools or 501(c)(3) organizations need to ultimately benefit the local community
- Is this for an event?
  - o Events must be open, accessible, free of charge, and advertised to the general public
  - Discuss appropriate liability issues
- Are there issues of potential conflict of interest that need to be addressed?
  - If any issues may exist or are perceived, it is strongly advised that Board Members affected consult with the Office of the City Attorney before action is taken on the grant request.

## **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.

|     | of NC from which you are seeking this grant   | :       |   |                        |   |  |  |
|-----|---|---------|---|------------------------|---|--|--|
| 1a) | Organization Name   | Fed     | leral 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  | PI      | none  | Email                  |   |  |  |
| 2)  | Type of Organization- Please select one:  ☐ Public School (not to include private schools)  Attach Signed letter on School Letterhead | or      | or 501(c)(3) Non-Profit (other than religious institutions) Attach IRS Determination Letter |                        |   |  |  |
| 3)  | Name / Address of Affiliated Organization (if appl  | icable) | 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)

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| Personnel Related Expenses  |  |  |   |
|---|--|--|---|
|   | Requested  | of NC  | Total Projected Co  |
|   | \$   |  | \$  |
|   | \$   |  | \$  |
|   | \$   |  | \$  |
| Non-Personnel Related Expenses  | Requested of NC  |  | Total Projected Co  |
|   | \$   |  | \$  |
|   | \$   |  | \$  |
|   | \$   |  | \$  |
| ve you (applicant) applied to any other Neighborhood Councils red<br>No   | in Question 4  | continge   | ent on any other fact   |
| ources or funding? (Including NPG applications to other NCs) 🖵 No   |  | If Yes   | , please describe:  |
| Source of Funding   | Amount   |  | Total Projected Cos   |
|   | \$<br>¢  |  | <u></u>   |
|   | φ<br>\$  |  | \$<br>\$  |
|   | IΨ   |  | I <del>A</del>  |
| o you (applicant) have a current or former relationship with a Boall No   |  |  |   |
| Name of NC Board Member   | Rela   | tionship   | to Applicant  |
|   |  |  |   |
|   |  |  |   |
|   |  |  |   |
|   |  |  |   |
| ☐ Yes ☐ No *(Please note that if a Board Member of the NC   | has a confli   | ct of inte   | erest and completes   |
| ☐ Yes ☐ No *(Please note that if a Board Member of the NC or participates in the discussion and voting of this NPG, the N   | has a confli   | ct of inte   | erest and completes   |
| ☐ Yes ☐ No *(Please note that if a Board Member of the NC or participates in the discussion and voting of this NPG, the N grant in its entirety.)   | has a confli   | ct of inte   | erest and completes   |
| or participates in the discussion and voting of this NPG, the N   | has a conflict of Funding Formation of Funding Formation of Funding Fu | and cors a Publication (s) fall of the avoid Country (s) fall of the avoid (s) fall of t | mmunicated otherwic Benefit," and "Clwithin the criteria warding of the Neigncil to whom I am                                       |
| Yes No *(Please note that if a Board Member of the NC or participates in the discussion and voting of this NPG, the N grant in its entirety.)  TION V - DECLARATION AND SIGNATURE reby affirm that, to the best of my knowledge, the information pro accurately stated. I further affirm that I have read the docume rest" of this application and affirm that the proposed project(s) a efit project/program and that no conflict of interest exist that wooses Grant. I affirm that I am not a current Board Member of the application. I further affirm that if the grant received is not use  | has a conflict of Funding Formal Property of Funding Fu | and cors a Publishm(s) fall ood Counce with cil.   | mmunicated otherwic Benefit," and "Clwithin the criteria warding of the Neigncil to whom I am                                       |
| □ Yes □ No *(Please note that if a Board Member of the NC or participates in the discussion and voting of this NPG, the N grant in its entirety.)  TION V - DECLARATION AND SIGNATURE  eby affirm that, to the best of my knowledge, the information proaccurately stated. I further affirm that I have read the docume est" of this application and affirm that the proposed project(s) affit project/program and that no conflict of interest exist that v oses Grant. I affirm that I am not a current Board Member of the application. I further affirm that if the grant received is not used here, said funds shall be returned immediately to the Neighbored.  | has a conflict of Funding Formation of Funding Formation of Funding Fu | and cors a Publishm(s) fall ood Counce with cil.   | mmunicated otherwic Benefit," and "Clwithin the criteria warding of the Neigncil to whom I am                                       |
| Yes No *(Please note that if a Board Member of the NC or participates in the discussion and voting of this NPG, the N grant in its entirety.)  TION V - DECLARATION AND SIGNATURE  eby affirm that, to the best of my knowledge, the information pro accurately stated. I further affirm that I have read the docume est" of this application and affirm that the proposed project(s) a efit project/program and that no conflict of interest exist that we coses Grant. I affirm that I am not a current Board Member of the application. I further affirm that if the grant received is not used here, said funds shall be returned immediately to the Neighborn (a) Executive Director of Non-Profit Corporation or School Principal (a) | has a conflict of Funding Formal Provided hereing Provide | and cors a Publiam(s) fall the avood Counce with cil.  | mmunicated otherwic Benefit," and "Complete within the criteria warding of the Neigncil to whom I amon the terms of the acceptance. |

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

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## **Project Completion Report Form**

| Awarding Neighborhood Co                                 | uncii:                   |                            |                         |
|--|--------------------------|----------------------------|-------------------------|
| Applicant Name:  |                          |                            |                         |
| Grant Amount: \$   |                          |                            |                         |
| Please answer the following additional pages if necessar |                          | the grant funding referred | I to above. Attach      |
| 1. Please provide a summar                               | y of the overall project | t for which funding was g  | ranted.                 |
|  | •                        | -                          |                         |
|  |                          |                            |                         |
|  |                          |                            |                         |
|  |                          |                            |                         |
|  |                          |                            |                         |
| 2. Please provide a summar                               | ry of how the project by | uilt aammunity anhanaa     | the neighborhood and    |
| served a public benefit.                                 | y or now the project be  | uni community, ermancec    | i the heighborhood, and |
|  |                          |                            |                         |
|  |                          |                            |                         |
|  |                          |                            |                         |
|  |                          |                            |                         |
|  |                          |                            |                         |
| 3. In an effort to improve our                           |                          |                            | nments you wish to make |
| regarding our grant applicati                            | on process and post-g    | grant reporting process.   |                         |
|  |                          |                            |                         |
|  |                          |                            |                         |
|  |                          |                            |                         |
|  |                          |                            |                         |
| 4. Diagon provide pietures -                             | f the project including  | ony before and offer in-   | ages if applicable      |
| 4. Please provide pictures o                             | i the project, including | j any before and after ima | адеѕ іг арріісаріе.     |
|  |                          |                            |                         |
| Submitted by   | Date                     | E-mail                     | Phone                   |
| JUDITIILI <del>U</del> U DY                              | Dαι <del>υ</del>         | ∟-IIIaII                   | FIIOHU                  |