



**CITY OF
LOS ANGELES**

ENCINO NEIGHBORHOOD COUNCIL

(A CERTIFIED NEIGHBORHOOD COUNCIL)

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APPLICATION FOR FUNDS

Thank you for your interest in the second Encino Neighborhood Council (ENC) competitive neighborhood improvement program for local schools. The ENC is funded by the Los Angeles Department of Neighborhood Empowerment (DONE). ENC allocates a portion of its funding to improve schools that serve Encino residents in general studies kindergarten through adult education. The ENC has authorized funding of up to \$1,500 to be distributed to each qualifying elementary, middle, and secondary public school through one or more applications.

Projects will be awarded by the ENC Education Committee with approval by the ENC board which has final decision-making authority. Each applicant will receive an on-site visit by Education Committee members. Awards will be announced at the ENC May meeting .

DEADLINE: Applications must be postmarked no later than **Friday, May 1, 2009.**

FORMAT: Applications must be submitted on official school letterhead and are limited to two (2) type-written, single-sided double-spaced pages in 12 point font. Each page must list the school name, address, and phone number, along with the school's primary contact person. Submit **two (2) printed copies** to the above address.

CONTENT: Applications should address the following points:

- Specifically, how will funds be used? Describe short and long-term objectives and how these objectives will be measured and evaluated.
- How will funds benefit Encino students who attend your school?
- Provide a timeline for implementing the project(s) for which funds will be used.
- How does this request implement the ENC mission statement, which can be found at: <http://www.encinocouncil.org>?

BUDGET: The ENC is required to issue all funds by check directly to the vendor(s) applicants have selected. You must provide the following details in connection with all fund distributions:

- List all categories of goods and services to be funded.
 - List each proposed vendor, the services/goods provided by that vendor, and the amount allocated. Include primary contact person, company name, address and phone number, as applicable.
 - What, if any, existing school funds will be budgeted to assist this project?
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