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 2nd 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

The following is required from all organizations/entities seeking a NPG form a Neighborhood Council:

- ☑ **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 *do not have the legal authority* 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 clerk.ncfunding@lacity.org

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?
    - 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.)?
    - 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?
    - 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.

Name of NC from which you are seeking this grant: East Hollywood Neighborhood Council

SECTION I- APPLICANT INFORMATION

1a)

Organization Name	Federal I.D. # (EIN#)	State of Incorporation	Date of 501(c)(3) Status (if applicable)
Quien Es Tu Vecindario	85-2097857	CA	June 30, 2020

1b)

Organization Mailing Address	City	State	Zip Code
4226 Burns Ave, Apt 3	Los Angeles	CA	90029

1c)

Business Address (If different)	City	State	Zip Code

1d) *PRIMARY CONTACT INFORMATION:*

Name	Phone	Email
Jimmy Recinos	323 497 6001	jimbotimes@gmail.com

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 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.

The purpose of this project is to educate the broader East Hollywood community regarding East Hollywood's historic development in the city of Los Angeles from roughly 1940 - 200 with the use of maps, anecdotes, first-hand accounts, and more. We will do this by facilitating three separate panel events, as well as an arts and education campaign, in which we look to speak with renters, homeowners, and others in our community regarding redlining, gentrification, and the need for more housing in our community with respect to the low-income earnings of residents here.

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)

Our arts and education campaign spreading the word about our panel series in particular will provide residents with a special interest in the past, present and future of East Hollywood the opportunity to meet fellow renters, homeowners, business owners, and more. Our panel series will build on this community by showcasing the rich history of this diverse place in Los Angeles which so many of us call home.

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
Printing costs for posters to be placed at different stores throughout East Hollywood	$ 500.00	$ 500.00
	$	$
	$	$

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: **$** 500.00

10a) Start date: 1/7/21 **10b) Date Funds Required:** 1/7/21 **10c) Expected Completion Date:** 1/7/21
(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
I am a fellow stakeholder with a passion for the community.	

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*

PRINT Name	Title	Signature	Date
Jimmy Recinos		JR	12/10/20

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

PRINT Name	Title	Signature	Date
Kryzia Monroy		KM	12/10/20

*** 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**

Project Completion Report Form

Awarding Neighborhood Council: East Hollywood Neighborhood Council

Applicant Name: Jimmy Recinos

Grant Amount: $[redacted] 500.00 Date Granted: _____

Please answer the following questions regarding the grant funding referred to above. Attach additional pages if necessary.

1. Please provide a summary of the overall project for which funding was granted.

The purpose of this project is to educate the broader East Hollywood community regarding East Hollywood's historic development in the city of Los Angeles from roughly 1940 - 200 with the use of maps, anecdotes, first-hand accounts, and more. We will do this by facilitating three separate panel events, as well as an arts and education campaign, in which we look to speak with renters, homeowners, and others in our community regarding redlining, gentrification, and the need for more housing in our community with respect to the low-income earnings of residents here.

2. Please provide a summary of how the project built community, enhanced the neighborhood, and served a public benefit.

Our arts and education campaign spreading the word about our panel series in particular will provide residents with a special interest in the past, present and future of East Hollywood the opportunity to meet fellow renters, homeowners, business owners, and more. Our panel series will build on this community by showcasing the rich history of this diverse place in Los Angeles which so many of us call home.

3. In an effort to improve our grant-making, we welcome any additional comments you wish to make regarding our grant application process and post-grant reporting process.

4. Please provide pictures of the project, including any before and after images if applicable.

	12/20/2020	jimbotimes@gmail	323 497 6001
Submitted by	*Date*	*E-mail*	*Phone*