

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

i ne toli	lowing is required from all organizations/entities seeking a NPG form a Neighborhood
Council	l:
1	NPG Application, completed and signed
□F	Project Budget on a separate sheet if space provided in application form is not sufficient
1	Non-Profits 501(c)(3)
	Submit: IRS Letter of Determination
□ F	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 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?
 - 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.

lame	of NC from which you are seeking this grant:	LHNC		
SEC	TION I- APPLICANT INFORMATION			
1a)	American Renascent Center (CLGM) Organization Name	33-0922928 Federal I.D. # (EIN#)	California State of Incorporation	2005 Date of 501(c)(3) Status (if applicable)
1b)	5210 Edna St. Apt # 6	Los Angeles	CA	90032
	Organization Mailing Address	City	State	Zip Code
1c)	2221 Workman St. (main distribution su	bsite.) Lincoln Hei	ghts <u>CA</u> State	90031 Zip Code
1d)	PRIMARY CONTACT INFORMATION:			
	Ty Johnson	(323) 534-8980	americanrenascento	enter @ gmail.com
	Name	Phone	Email	
2)	Type of Organization- Please select one: Public School (not to include private schools) Attach Signed letter on School Letterhead		n-Profit <i>(other than religious</i> etermination Letter	institutions)
3)	Name / Address of Affiliated Organization (if applica	able) City	State	Zip Code
_	TION II DOO IFOT DECORIDATION			

SECTION II - PROJECT DESCRIPTION

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

The grant funding will be used to help support our project Community Crisis Center food bank outreach and distribution services , the support includes : Truck rental, gas, PPE, Personnel Support (private contractor), and administration. These expenses are necessary in order for us to continue successfully provide for our families, and individuals in need.

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)

The grant funding will help support our food bank outreach distribution warehouse and home delivery services in Lincoln Heights, we've been operating in Lincoln Heights since 2/13/21. We have 2 subsites 2221 & 2323 workman St. (General Public Distribution) and our main home delivery service distribution is also operating at 2221 Workman St. (Non-Public Distribution). Grant funding allocation, \$1,800 liability Insurance, \$1,000 Vehicle Insurance, \$600 Janitorial, \$1,200 Admin and \$400 PPE. Our food bank outreach serves the community on the 1st & 3rd of every month. General Public distributions at 2221 is at 12;30pm, 2323 distribution is10am, families receiving home deliveries distribution starts 9:30am/10:30am.

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erest" of this application and affirm that the proposed project		
nefit project/program and that no conflict of interest exist t		
rposes Grant. I affirm that I am not a current Board Member		
s application. I further affirm that if the grant received is not		
ated here, said funds shall be returned immediately to the Nei	ignbornood Cour	ncii.
2a) Executive Director of Non-Profit Corporation or School Princ	cipal - REQUIRED	*
Ty Johnson CEO/Founder	Tu ishni	
PRINT Name Title	A A Sign	ww 3/23
	$\nu \nu $ sign	nature 2 <mark>/23</mark>
2b) Secretary of Non-profit Corporation or Assistant School Pring	ncipal - REQUIRED	nature L
2b) Secretary of Non-profit Corporation or Assistant School Prince Angelina Martinez Corp Secretary	ncipal - REQUIRED	nature L

* 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

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OFFICE OF THE CITY CLERK NEIGHBORHOOD COUNCIL FUNDING PROGRAM



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
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