Office of the CityClerk

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 the 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.

If there is a potential conflict of interest concern identified due to an affiliation with an NPG applicant, Neighborhood Council board members with the potential conflict **must contact** and consult with the Office of the City Attorney, Neighborhood Council Advice Division before engaging or participating in any matters related to the NPG application. Please refer to the document entitled, *"State and City Conflicts of Interest Laws: Information for Neighborhood Council Boards and Committees"* of the application for Neighborhood Purposes Grant and/or the Neighborhood Council's Field Project Coordinator, or Neighborhood Empowerment Advocate (NEA), for more information.

Application Process

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

- ☐ **NPG Application**, completed and signed
- ☐ **Project Budget** on a separate sheet if the space provided on application form is not sufficient
- ☐ **Non-Profits 501(c)(3)**
  - ☐ Submit: IRS Letter of Determination
  - ☐ Submit: Status verification from the California Secretary of State and/or Department of Justice. Printout and/or screenshots accepted for status verification.
- ☐ **Public Schools**
  - ☐ Submit: Letter on official school letterhead, signed by the 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 the 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, and 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 must provide a Project Completion Report (attached in this package and available online) at the conclusion of the proposed project funded by the grant. The Report form must be submitted to the NC within 60 days after completion of the NPG project/activity. This will help to inform the Neighborhood Council of the successes and challenges of the project. The Report will also assist the Neighborhood Council in their consideration of future grant requests.

Apply Now!

If you meet the criteria as explained above, fill out the NPG application and submit it to your local Neighborhood Council. You can search your Neighborhood Council by address following the link provided: https://neighborhoodempowerment.lacity.gov/city-map/.

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.

NEIGHBORHOOD PURPOSES GRANT - WHAT IS A PUBLIC BENEFIT?

A Neighborhood Purposes Grant (NPG) must provide a clear 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. Additional sources of funding must be disclosed under Question 8 of the application.

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.** Is your organization's status current with the Federal IRS Office and the State of California? 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? Can your organization provide estimates and invoices for the project?

- **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 provide a clear 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.
    - Administrative costs of the organization or admission fees cannot be funded through a Neighborhood Purposes Grant.
- 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.
- How many Neighborhood Councils have you applied to within the last 18 months?
    - Grants requested from multiple Neighborhood Councils must be disclosed under Question 7 of the application.
- Failure to submit a Project Completion Report Form may affect the Neighborhood Councils' consideration of future NPG requests from your organization.

Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)

Office of the City Clerk

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. **Any potential conflicts of interest indicated in Section IV of this application must be addressed with the Office of the City Attorney, Neighborhood Council Advice Division prior to the Neighborhood Council board's vote and consideration of the grant.** 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: Winnetka Neighborhood Council

SECTION I- APPLICANT INFORMATION

1a) Los Angeles Parks Foundation | 26-2358338 | CA | 2/26/2008
Organization Name | *Federal I.D. # (EIN)* | *State of Incorporation* | *Date of 501(c)(3) Status (if applicable)*

1b) 2650 N. Commonwealth Avenue | Los Angeles | CA | 90027
Organization Mailing Address | *City* | *State* | *Zip Code*

1c) _____ | _____ | _____ | _____
Business Mailing Address (if different) | *City* | *State* | *Zip Code*

1d) ***APPLICANT POINT OF CONTACT:***
Crystal Tsoi | (310) 856-9061 | crystal@laparksfoundation.org
Name | *Phone* | *Email*

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 the IRS Determination Letter and status verification from the State of California** (see "Application Process" under the Applicant Instructions.)

3) ***Are you applying as a fiscal sponsor for another organization?*** ☐ ***No*** ☒ ***Yes***

If yes, please provide:
Winnetka Recreation Center | Winnetka | CA | 90047
Name / Address of Affiliated Organization | *City* | *State* | *Zip Code*

SECTION II - PROJECT DESCRIPTION

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

This grant will fund our Halloween Event, covering decorations, food, haunted house expenses, games and supplies.

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)

This will benefit the families in our community by providing them a Halloween event where they can come in costumes and enjoy free candy, food, games, and more. It will give the kids an opportunity to engage and interact among each other during the spooky season.

SECTION III - PROJECT BUDGET OUTLINE

Please provide a detailed Project Budget Outline below. You may also provide a Project Budget Outline on a separate sheet if necessary or requested. **(Note: Administrative costs of the organization or admission fees cannot be funded through a Neighborhood Purposes Grant.)**

6) Project Expenses	Requested of NC	Total Projected Cost
Jumper Rental	$ 500	$ 500
Decorations and Games	$ 300	$ 300
Candy	$ 500	$ 500
	$	$
	$	$
LAPF Grant Stewardship Fee (12%)	$ 177	$ 177

7a) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project within the last 18 months?

☒ *No* ☐ *Yes*

If Yes, please describe below:

Neighborhood Council(s)	Date Submitted to NC	Amount Requested	Amount Awarded
		$	$
		$	$
		$	$

7b) Have you (applicant) applied to any other Neighborhood Councils requesting funds for **any** project within the last 18 months?

☒ *No* ☐ *Yes*

If Yes, please describe below:

Neighborhood Council(s)	Date Submitted to NC	Amount Requested	Amount Awarded
		$	$
		$	$
		$	$

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 below:

Source of Funding	Amount	Total Projected Cost
	$	
	$	
	$	

9) What is the TOTAL amount of the grant funding requested with this application: $1477.

10a) Start date: 10/30/26

10b) Date Funds Required: 10/30/26

10c) Expected Completion Date*: 10/30/26

After completion of the project, the applicant **must submit a Project Completion Report to the Neighborhood Council to update the Board of your project successes and challenges and for consideration of future grant requests.*

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11) 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

12) If Yes, did you request that the board member consult the Office of the City Attorney before filing this application?

☐ *No* ☐ *Yes*

If Yes, provide the date you made the request to the board member. _____

***(Please note that if a Board Member of the NC has a conflict of interest and completes this form, participates in the discussion and voting of this NPG, or signs the Board Action Certification Form (BAC), the NC Funding Program may 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*

Amber Martinez	President & CEO	Amber Martinez (Oct 2, 2026 15:14:45 PDT)	10/2/2026
PRINT Name	***Title***	***Signature***	***Date***

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

Crystal Tsoi	Deputy Director		10/2/2026
PRINT Name	***Title***	***Signature***	***Date***

**** If a current NC Board Member holds any board position or is employed in the organization, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form.***

Neighborhood Council Funding Program
Project Completion Report Form

Office of the CityClerk

To be filled-out and submitted to the Neighborhood Council once the Neighborhood Purposes Grant project/activity is completed.

Awarding Neighborhood Council: _____

Applicant Name: _____

Grant Amount: $ _____ Date Granted: _____

Did you receive funding from any other Neighborhood Council(s) for this project?

☐ *No* ☐ *Yes*

If Yes, please list below:

Neighborhood Council: _____ Grant Amount: $ _____ Date Granted: _____

Neighborhood Council: _____ Grant Amount: $ _____ Date Granted: _____

Neighborhood Council: _____ Grant Amount: $ _____ 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.

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

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.

_____	_____	_____	_____
Submitted by	***Date***	***E-mail***	***Phone***

Signature:

Email: crystal@laparksfoundation.org

NPG Fillable Application-Winnetka RC (for sig)

Final Audit Report 2026-10-02

Created:	2026-10-02
By:	Los Angeles Parks Foundation (info@laparksfoundation.org)
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Signer amber@laparksfoundation.org entered name at signing as Amber Martinez
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Agreement completed.
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