



## CITY OF LOS ANGELES

### GRANADA HILLS SOUTH NEIGHBORHOOD COUNCIL REGULAR MEETING AGENDA

Thursday, October 6, 2022 Time: 6:30 pm

Zoom meeting by telephone (audio only) or online (audio and video) By phone dial (669) 900-9128, or toll-free numbers 888-475-4499, 877-853- 5257, 833-548-0282, 833-548-0276 and press # or go to zoom.us/j to join the meeting via the Zoom platform. Enter this webinar ID: 875-1744-8255 to join.

<https://us02web.zoom.us/j/87517448255>

#### BOARD OF DIRECTORS

Michael Benedetto, President	Verej Isanians, Member
Colleen Toumayan, V.P.	Michael Jordan, Member
Christina Wallis, Treasurer	George Karam, Member
Christine LaMonica, Sec.	Sally Kolstad, Member
Launa Bogartz, Member	Abbey Ronquillo, Member
Carlos Amador, Member	Carolyn Sanderson, Member
Cheri Norum Derohanian, Member	Chantal Serrano, Member
John Horn, Member	Brad Smith, Member
	Chavon Smith, Member

SERVICIOS DE TRADUCCIÓN: Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Carlos Amador, al (909) 524-6308 o por correo electrónico [www.GHSNC.org](http://www.GHSNC.org) para avisar al Concejo Vecinal.

In conformity with the SEPTEMBER 16, 2021 enactment of CALIFORNIA ASSEMBLY BILL 361 (RIVAS) and due to concerns over COVID-19, the GRANADA HILLS SOUTH NEIGHBORHOOD COUNCIL meeting will be conducted entirely with a call-in option or internet-based service option.

MAILING ADDRESS: **GHSNC; 11024 Balboa Blvd., Box 767; Granada Hills, CA**

**91344** WEBSITE [www.ghsnc.org](http://www.ghsnc.org)

E-mail: [board@ghsnc.org](mailto:board@ghsnc.org)

Every person wishing to address the Board must dial (669) 900-6833, and enter 875-1744- 8255 and then press # to join the meeting. When prompted by the presiding officer, to provide public input at the Neighborhood Council meeting the public will be requested to dial \*9 or use the Raise Hand option, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to minutes per speaker, unless adjusted by the presiding officer of the Board. AB 361 Updates: Public comment cannot be required to be submitted in advance of the meeting; only real-time public comment is required. If there are any broadcasting interruptions that prevent the

public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned. Any messaging or virtual background is in

the control of the individual board member in their personal capacity and does not reflect any formal position of the Neighborhood Council or the City of Los Angeles.

## **I. Call to order, Flag Salute**

## **II. Roll Call**

**III. Public Comment:** The public is requested to dial \*9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Committee's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Committee or General Board meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of this Board

**AB 361 Updates** - Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Granada Hills South Neighborhood Council's control, the meeting must be recessed or adjourned.

**Public Posting of Agendas** - Neighborhood Council agendas are posted for public review as follows:

- Posted at the Granada Hills Chamber of Commerce, 17723 Chatsworth St., Granada Hills CA 91344
- [www.GHSNC.Org](http://www.GHSNC.Org)
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System (ENS)

## **IV. Community Speakers:**

- A. LAUSD District 3 (Tara Vahdani/Tammy Ramirez, Scott Schmerlson)
- B. County Supervisor's Office Sheila Kuehl reps Myrna Gutierrez or Tessa Chanosky
- C. Senator Robert Herzberg's office (Edwin Amaya)
- D. Congressional District 25 -Congressmen Mike Garcia's office (Matt Rogers)
- E. Assembly District 38 – Suzette M. Valladares reps (Patsy Ayala, Anthony Angelini, Diana Oanesyan)
- F. Council District 12 (John Lee)
- G. Mayor's Office (Erin Seinfeld)
- H. DONE, (NEA Marilu Guesvara)
- I. Budget Advocate (Brian Allen)
- J. Congressional District 29 (Osvaldo Ramirez)
- K. Congressional District 30 (Kimberly Caseres)

L. LAPD Senior Lead Officer or alternate representative

Notice to Paid Representatives - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report

your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at [ethics.lacity.org/lobbying](https://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)

**V. Approval of the Minutes**

- A. The Granada Hills South Neighborhood Council approves the Minutes of its September, 2022 Regular Board Meeting

**VI Appointment of Board, Committee Members & Swearing-in**

- A. None

**VII Budget Issues**

- A. Approval of the Monthly Expenditure Report (MERs) Aug.& Sept 2022.
- B. Discussion and possible action to reimburse Mike Benedetto in the amount of \$28.79 for town hall event waters purchased at Costco; who had prior approval.
- C. Discussion and possible action to change our storage unit from Public Storage to Nova Storage.

**VIII Board Issues**

- A. Home Depot Town Hall for September 18, 2022 - Update on how it went and what's to come.
- B. Volunteers needed for the Granada Hills Street Faire Oct 22, 2022 8:30 am to set-up, event is 10 am to 4:30 pm so would like 2 shifts; also need help with Storage in picking up all giveaways and etc.
- C. Up-coming events- Granada Hills Tree lighting Dec. 2<sup>nd</sup> at 6:30 pm Holiday Parade Dec. 4<sup>th</sup> from 1pm until it ends
- D. Discussion and possible action to re-approve an NPG in the amount of \$1500 to Granada Hills Charter High School for instruments and etc. which was tabled.
- E. Discussion and possible action to re-approve an NPG in the amount of \$2500 to GHSNC Robodox This NPG was approved by a board in our last term but was not picked up by the city clerk.
- F. Discussion and possible action to re-approve an NPG in the amount of \$2500 to Granada Hills Chamber/Granada Hills Foundation for the Granada Hills Street Parade- only
- G. Discussion and possible action to approve an NPG in the amount of \$2500 to YMCA.

**IX. Committee Reports and Motions**

- A. PLUM**

- i. Meeting this month; two liquor sales CUP applications and one construction project review. Date pending.
- ii. Questions for Board; LAWA/VNA has offered to present on the pending airport master plan. Interest in event? If so, in person or virtual? December meeting?

**B. Outreach**

**C. Homelessness**

**D. Education**

**E. Youth**

**F. Cultural Affairs**

**G. Seniors**

**H. Beautification**

**I. Public Safety**

- i. Meeting this month; SCG has offered to present on San Jose/White Oak Pipeline Safety Enhancement Program, including traffic plan. Date pending.

**J. Sustainability**

**X. Board Members Comments and Submission of Agenda Items.**

**XI. Adjournment**

**NOTE: Next Regular Meeting of the Granada Hills South Neighborhood Council - Thursday November 1, 2022 at 6:30 PM**

THE AMERICAN WITH DISABILITIES ACT; As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org).

**Public Access of Records**

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at Neighborhood Council Office Space Address (if applicable), at our website: [www.NeighborhoodCouncilWebsite.org](http://www.NeighborhoodCouncilWebsite.org) or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact President Mike Benedetto: 818-723-8087 or [Mbenedetto@GHSNC.org](mailto:Mbenedetto@GHSNC.org). OR Vice President Colleen Toumayan: 818-800-8836 or [Ctoumayan@GHSNC.org](mailto:Ctoumayan@GHSNC.org)

**Reconsideration and Grievance Process** - For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws; which are available at [www.GHSNC.org](http://www.GHSNC.org)



**CITY OF LOS ANGELES**  
**GRANADA HILLS SOUTH NEIGHBORHOOD COUNCIL**  
**REGULAR BOARD MEETING MINUTES**, Thursday, September 1, 2022  
[DRAFT Minutes [to be replaced by "Approved \_[Month]\_ \_[date]\_, 202\_[year]\_"]

In conformity with the Governor's Executive Order N-29-20 (March 17, 2020) and due to concerns over COVID-19, this duly noticed meeting was held entirely online and telephonically.

GHSNC (and all other) Meeting Minutes are a summary; Minutes were not, are not and are never meant to be an exact, verbatim, word-for-word transcript or comprehensive record of what was said at a Meeting. Exceptions: Motions/Resolutions (as stated at the Meeting, which take precedence over versions written on the Agenda, if different); quotes (words that have quotation marks ("") at the beginning and ending of a word or words); and other wording from the Agenda such as the first paragraph(s) of some Items. Items are listed in and match the same order as on the Agenda.

**I. Call to order, Flag Salute**

President Mike Benedetto called the Meeting to order at 6:43 p.m. The Pledge of Allegiance was led by Resident Mark Morris.

**II. Roll Call** (Secretary)

Roll Call was taken by the Secretary. Nine of the 16 Board Members were present online at the Roll Call: Carlos Amador, Mike Benedetto (President), Launa Bogartz, John Horn, Michael Jordan, George Karam, Christine LaMonica (Secretary), Abbey Ronquillo and Carolyn Sanderson. Cheri Norum Derohanian (excused), Verej Isanians, Sally Kolstad, Colleen Toumayan (Vice-President) (excused), Brad Smith, Chavon Smith and Christina Wallis (Treasurer) (excused) were absent. Chantal Serrano had resigned. The GHSNC quorum (the minimum number of Board Members needing to be present to take binding votes on Agendized Items) is nine (see the Bylaws link at [www.empowerla.org/ghsnc](http://www.empowerla.org/ghsnc)), so the Board could take such votes. Sixteen of the 17 Board Seats were filled (by election or appointment). One Board Seat was vacant [At Large]; to apply, see [www.ghsnc.org](http://www.ghsnc.org). Also attended: at least 11 Stakeholders and Guests.

**III. Public Comment**: Community and Public Comment on non-agenda items.

There were no comments.

**IV. Community Speakers**

A. DONE, (NEA Maryl Guesvara).

Mr. Benedetto said that there would be no speakers at this meeting.

**V. Approval of the Minutes**

A. The Granada Hills South Neighborhood Council approves the Minutes of its August 4, 2022 Regular Board Meeting

Mr. Benedetto requested and it was agreed to Table the above Item.

## **VI. Appointment of Board, Committee Members & Swearing-in**

A. None

## **VII. Budget Issues**

A. Approval of the Monthly Expenditure Report (MERs) July 2022.

**FUNDING MOTION** (by Mr. Benedetto, seconded by Ms. Sanderson): The Granada Hills South Neighborhood Council approves its Monthly Expenditure Report for July 2022.

**DISCUSSION:** Ms. Bogartz reviewed expenses.

**FUNDING MOTION PASSED** unanimously by a roll call vote of the nine eligible voters present with all nine in favor (“Yes” or “Aye”) (Amador, Benedetto, Bogartz, Horn, Jordan, Karam, LaMonica, Ronquillo and Sanderson); zero opposed; zero abstained.

## **VIII. Board Issues**

A. Home Depot Town Hall for September 18, 2022 Update.

Mr. Benedetto reported that DONE, the City Attorney and the City Clerk approved the event. He described extensive outreach. The event will start at 2:00 p.m. and go until five or 6:00. Volunteers are needed to arrive by 1:00 to get ready and start checking attendees’ COVID-19 vaccination cards (or proof of a negative COVID test 72 hours or less before the start of the event) to admit them.

Resident Maria Fisk urged that the GHSNC Land Use Committee make relevant documents available for public viewing, and to make a recommendation in favor of, opposing, or in favor of with conditions. Mr. Benedetto said the event’s focus will be on the building and also consider parking. Mr. Horn and Mr. Amador were concerned about attendees commenting during the event on social issues. Mr. Amador encouraged not considering a Committee recommendation. Ms. Sanderson encouraged having speaker time limits. Ms. Guevara reminded that the City Attorney needs to review the Agenda and that time limits are acceptable.

B. Volunteers needed to pass out flyers, to help with parking at the event along with gathering emails on the way in to the event.

Mr. Benedetto noted the above.

C. Four volunteers to be part of Civic U.

Ms. Guevara described Civic University classes to be held on Thursdays October 6, 13 and 27 at 6:30 p.m. She will provide registration information.

#### D. GHSNC Board retreat.

Ms. Guevara showed slides and presented. She reviewed the Brown Act; Robert's Rules of Order; Agendizing and posting; public participation requirements for meetings; and more. The GHSNC's quorum of a quorum is five (at least half of the quorum of nine Board Members). This means that if at least five Board Members meet or have a discussion of Board business -- in-person or electronically -- that is considered a meeting that must have been properly Agendized ("Brown-Acted") as a public meeting. If the discussion or meeting was not properly Agendized, it may have violated the Brown Act. The Board needs to "make sure that [Board] actions taken are done in a public setting." An exception would be "a purely social event."

#### **IX. Committee Reports and Motions** - NONE

#### **X. Board Members Comments and Submission of Agenda Items.**

Mr. Benedetto announced that the Street Fair will be October 22<sup>nd</sup> from 10:00 a.m. – 5:00 p.m.; volunteers are needed. The Holiday Parade will be December 4<sup>th</sup>. Mr. Amador relayed a landscaping company update that the Cedar Deodar Trees on White Oak Avenue were watered in mid-July and that the company received a check from the City Clerk. Also, VCC (Volunteers Cleaning Communities) is organizing a cleaning on Devonshire from Chatsworth to Mission Hills on Saturday, September 17<sup>th</sup> starting at 8:00 a.m.

[*This is copied from the Agenda.*] Next Regular Meeting of the Granada Hills South Neighborhood Council - Thursday October 6, 2022 at 6:30 PM

#### **XI. Adjournment**

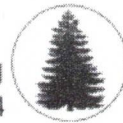
Mr. Benedetto declared and the Board agreed to **ADJOURN** the Meeting at 8:55 p.m.

*The first paragraph of some Items, Motions/Resolutions and other wording may have been copied from the Agenda.* Minutes written by DL, possibly edited by the GHSNC. The GHSNC Board Meeting Minutes page is <http://www.ghsnc.org/resources/minutes-and-agendas>.





GRANADA HILLS COMMUNITY FOUNDATION  
17723 Chatsworth St. Granada Hills, CA 91344



9-13-22

Granada Hills South Neighborhood Council

The Granada Hills Community Foundation is hosting the 2022 Granada Hills Holiday Parade.

The 2022 Granada Hills Holiday Parade will take place 12-4-22 on Chatsworth St. Your donation will help promote awareness of your Neighborhood Council and may recruit additional stakeholders to participate in your Council.

As a Thank You for your generosity, we offer and will highlight your Neighborhood Council as follows for your \$2500.00 NPG:

1. Three street poll banners
2. Sponsors luncheon for up to five representatives
3. Opportunity to ride in the parade
4. Special social media coverage

Your donation will help to enrich community unity and mutual understanding by continuing a fun and family-oriented event. This event supports the arts, bands, equestrian groups, service organizations and children of all ages.

Thank you in advance for your contribution in this mutually beneficial event.

Best Regards,

Madlena Minasian

President – Granada Hills Community Foundation



# 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: Granada Hills South Neighborhood Council

### SECTION I - APPLICANT INFORMATION

1a) Granada Hills Community Foundation 46-3612720 California 9-13-22  
*Organization Name* *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3) Status (if applicable)*

1b) 17723 Chatsworth St. Granada Hills Ca 91344  
*Organization Mailing Address* *City* *State* *Zip Code*

1c) Same  
*Business Address (if different)* *City* *State* *Zip Code*

#### 1d) PRIMARY CONTACT INFORMATION:

Madlena Minasian 818-645-7799 madlena.realtor@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* or  501(c)(3) Non-Profit (other than religious institutions) *Attach IRS Determination Letter*

Granada Hills Community Foundation Granada Hills Ca 91344  
*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.

Granada Hills Community Foundation was set up to better the community of Granada Hills. The Holiday Parade scheduled for 12-4-22 is one of the ways we enhance community cohesion and mutual understanding by creating a fun and family - oriented event that includes and is representative of all aspects of Granada Hills and surrounding areas. The event is open and free to the community. Purpose: General support of the 39th Annual Granada Hills Holiday Parade, expenses for banners, restrooms, printing and advertising.

#### 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 Holiday Parade is non-discriminatory and it is estimated to draw a spectator crowd of 10,000. The Holiday Parade supports the arts, bands, equestrian groups, service organizations, children of all ages



**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
Material management materials and supplies, trash bins, street barricades	\$2,500.00	\$35,000.00
	\$	\$
	\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?  
 No  Yes If Yes, please list names of NCs: GHSNC, GHNNC, PRNC, NSNC, SNC, NENC

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
Outreach	\$2,500.00	\$
Sponsorships, participant fees, concessions, patches sold, DCA fund	\$23,300.00	\$
	\$	\$25,300.00

9) What is the TOTAL amount of the grant funding requested with this application: \$2500.00

10a) Start date: 09 / 13 / 22 10b) Date Funds Required: 11 / 04 / 22 10c) Expected Completion Date: 12 / 04 / 22  
 (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

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.)

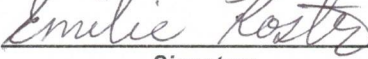
**SECTION V - DECLARATION AND SIGNATURE**

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\*

Madlena Minasian President  9-18-22  
 PRINT Name Title Signature Date

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

Emilie Koster Secretary  9-13-22  
 PRINT Name Title Signature Date

\* 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](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 25 2014

GRANADA HILLS COMMUNITY FOUNDATION  
C/O JOHN F WEITKAMP  
10724 WHITE OAK AVE  
GRANADA HILLS, CA 91344

Employer Identification Number:  
46-3612720  
DLN:  
17053296392013  
Contact Person:  
LINDA DANIELS ID# 75096  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
January 23, 2013  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations

**City of Los Angeles  
Office of the City Clerk  
Neighborhood Council Funding Program**

**Neighborhood Purposes Grants**

Neighborhood Purposes Grants (NPGs) provide NCs opportunities to develop partnerships with local 501(c)(3) nonprofits and public schools to build community and enhance neighborhoods in the City of Los Angeles. Projects and activities supported by NPGs vary widely and can include, but are not limited to:

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

NPG-funded projects and activities must be for a **public benefit** and purpose, **open**, **accessible**, and **free of charge** to stakeholders.

Grants approved by NCs exceeding \$5,000 involve further review and possible City contract by the Office of the City Clerk.

Visit the NC Funding Program website page on NPGs ([click here](#)) to find out more details about how 501(c)(3) nonprofits and public schools serving NC areas can apply. There are two NPG Information Packets; One for prospective applicants to help guide them in the application process, and one for NC board members outlining considerations and factors to keep in mind while evaluating NPG requests.

A “Project Completion Report” template is also provided to help ensure accountability in the use of Grant funds and help demonstrate how NCs and their partners are supporting L.A. communities and stakeholders. NCs and NPG recipients are strongly encouraged to work together to complete and submit the Report at the conclusion of the project.

Any questions you may have with the NPG process, please contact us at the NC Funding Program:

- [Clerk.NCFunding@lacity.org](mailto:Clerk.NCFunding@lacity.org)
- (213) 978-1058



# 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: \_\_\_\_\_

### SECTION I - APPLICANT INFORMATION

1a) \_\_\_\_\_  
Organization Name Federal 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 Phone Email

2) Type of Organization- Please select one:  
 Public School (not to include private schools) or  501(c)(3) Non-Profit (other than religious institutions)  
Attach Signed letter on School Letterhead 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.

With our successful main competition season ending, we continue to look at new possibilities to improve the skills of our members. We plan to create a robot that will be used to teach our members how to create complex subsystems. During this season, our participation in the highest level competitions has allowed us to observe other teams and understand how they have created innovative and effective subsystems. Through the creation of this robot, we plan to use this knowledge to teach our team about the process needed to create these systems, which will allow them to increase their capabilities and understanding. In addition, we plan to create this robot to represent our community at the off-season competitions and events to show the potential of our team and community. Because the construction of these robots is expensive, this grant will be used to fund this off-season robot and the tools required to make this robot.

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)

**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
	\$	\$
	\$	\$
	\$	\$

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: \$ \_\_\_\_\_

10a) Start date: \_\_\_/\_\_\_/\_\_\_ 10b) Date Funds Required: \_\_\_/\_\_\_/\_\_\_ 10c) Expected Completion Date: \_\_\_/\_\_\_/\_\_\_  
 (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

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\*

\_\_\_\_\_ *Julia Howelman* \_\_\_\_\_  
 PRINT Name Title Signature Date

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

\_\_\_\_\_ *David Bensinger* \_\_\_\_\_  
 PRINT Name Title Signature Date

\* 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](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form





**SECTION III - PROJECT BUDGET OUTLINE**

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	<b>Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
		\$	\$
		\$	\$
		\$	\$

6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
		\$	\$
		\$	\$
		\$	\$

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:

<b>Source of Funding</b>	<b>Amount</b>	<b>Total Projected Cost</b>
	\$	\$
	\$	\$
	\$	\$

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

10a) Start date: \_\_\_/\_\_\_/\_\_\_ 10b) Date Funds Required: \_\_\_/\_\_\_/\_\_\_ 10c) Expected Completion Date: \_\_\_/\_\_\_/\_\_\_  
 (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:

<b>Name of NC Board Member</b>	<b>Relationship to Applicant</b>

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

12b) Secretary of Non-profit Corporation or Assistant School Principal / REQUIRED\*  
 \_\_\_\_\_  
 PRINT Name Title Signature Date

\* 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](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form