



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 2<sup>nd</sup> 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](mailto:clerk.ncfunding@lacity.org)

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**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: YMCA of the Foothills

### SECTION I - APPLICANT INFORMATION

1a) YMCA of the Foothills 95-1976183 CA 12/1960  
*Organization Name* *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3) Status (if applicable)*

1b) 1930 Foothill Blvd. La Canada CA 91011  
*Organization Mailing Address* *City* *State* *Zip Code*

1c) 6840 Foothill Blvd. Tujunga CA 91042  
*Business Address (If different)* *City* *State* *Zip Code*

1d) **PRIMARY CONTACT INFORMATION:**  
Nayri Vartanian 818-583-4728 nvartanian@ymcafoothills.org

*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.

The YMCA of the Foothills is currently providing three to four certified instructors to teach a once per week structured physical education class to approximately 1100 students who attend Mountain View and Sunland Elementary Schools. Besides the physical benefits of the program, students learn improved social and sportsmanship skills, nutrition and at home fitness programs for the whole family. The focus of the P.L.A.Y. program is to engage and create high levels of participation amongst the students, versus a focus on competition. We believe competition is still an important aspect of physical activity, and our coaches make sure that they create a safe environment for students to learn about the wide range of emotions that occur from success to defeat. The P.L.A.Y. Program was developed by the Kinesiology Department at California State University Northridge and aligns with the Physical Education Model Content Standards for California Public Schools. The Healthy Eating Physical Activity (H.E.P.A.) Standards created by the YMCA in a call to action by Michelle Obama, are also implemented in the P.L.A.Y. curriculum. The need for the P.L.A.Y. program was identified when formal physical education programs were cut from Los Angeles Unified School Districts schools several years ago due to on-going budget constraints. General study teachers were assigned to provide physical education to the students. Not only were they not certified to teach PE, the teachers lost a vital prep planning hour, critical to curriculum development and execution. The P.L.A.Y. Program was developed by the Kinesiology Department at California State University Northridge and aligns with the Physical Education Model Content Standards for California Public Schools. The Healthy Eating Physical Activity (H.E.P.A.) Standards created by the YMCA in a call to action by Michelle Obama, are also implemented in the P.L.A.Y. curriculum. The need for the P.L.A.Y. program was identified when formal physical education programs were cut from Los Angeles Unified School Districts schools several years ago

due to on-going budget constraints. General study teachers were assigned to provide physical education to the students. Not only were they not certified to teach PE, the teachers lost a vital prep planning hour, critical to curriculum development and execution. Thus, the P.L.A.Y program that the YMCA of the Foothills has been providing via Capital Group funding has been very important to the teachers, the kids, and their families.

**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)**

According to the California Department of Education, 92% of Sunland's and Vinedale's students, 96% of Mountain View's students, and 67% of Stonehurst's students qualify for Federal reduced or free lunch - this is compared to 75% of kids district-wide, 66% county-wide and 58% statewide. Thus, these schools are comprised overwhelmingly of economically disadvantaged students. Numerous studies show that low income children and adults are far more likely to be overweight than those of greater means. As income falls, the rate of obesity rises. Obesity and lack of physical activity put these children at great risk of chronic diseases such as asthma, type 2 diabetes, colon cancer, heart disease and high blood pressure. In September of 2008, the Office of Health Assessment and Epidemiology (County of Los Angeles Public Health) published a Cities and Communities Health Report. In LA City Council District 2 (Sunland/Tujunga district), child obesity prevalence is reported at 22.5%. Our goal is to improve the health of these students and to start life-long habits of regular physical activity. We also expect these students to learn valuable life lessons of fair play and sportsmanship. All while learning about our Y's core values of caring, honesty, respect, and responsibility. Our coaches are expected to create a safe environment for students to discover, learn, and grow with physical activity being the backbone of their development. The students are able to find an activity that they like, and sometimes love, through the wide variety of the curriculum. Discovering their physical activity spark will in turn create a life-long healthy individual.

**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>
	4 Coaches and Program Director	\$8,750	\$
		\$	\$
		\$	\$

6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	Training	\$250	\$
	Equipment	\$1,000	\$
		\$	\$110,310

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
Capital Group Compaies	\$30,000	\$
Individual Donors	\$70,310	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application:    **\$ 10,000**

10a) Start date: 8 /20 / 19 10b) Date Funds Required: 12/31/19 10c) Expected Completion Date: 06 /12 /20  
(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\*

_____	_____	_____	_____
<i>PRINT Name</i>	<i>Title</i>	<i>Signature</i>	<i>Date</i>

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

_____	_____	_____	_____
<i>PRINT Name</i>	<i>Title</i>	<i>Signature</i>	<i>Date</i>

\* 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



## Project Completion Report Form

Awarding Neighborhood Council: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

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.

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*Submitted by* \_\_\_\_\_ *Date* \_\_\_\_\_ *E-mail* \_\_\_\_\_ *Phone* \_\_\_\_\_