OFFICE OF THE CITY CLERK
NEIGHBORHOOD COUNCIL FUNDING PROGRAM

NEIGHBORHOOD PURPOSES GRANTS

Dear Neighborhood Council:

The Neighborhood Purposes Grant (NPG) process provides your Council with greater opportunity to benefit your community by supporting and building partnerships with local organizations whose missions are also to benefit the community. 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 on the Board.

Does it Benefit the Community?

Any grant issued by your 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 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 (not participate in discussion and leave the meeting room) 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 your Neighborhood Council's Field Project Coordinator for more information and seek consult with the Office of the City Attorney if necessary.

Application Process

The following is required from all organizations seeking a NPG from your 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 your Neighborhood Council for consideration. Your 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, with supporting documentation. Board-approved applications submitted to Funding Program after 45 days will not be accepted for processing and your 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.

Grant Project Completion Follow Up

Your Neighborhood Council is strongly encouraged to require the grantee to provide a Project Completion Report to provide accountability for the proposed project goals and use of the funds awarded and to demonstrate evidence of successful efforts benefiting your community. The Project Completion Report form is available online.

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

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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.

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Project Completion Follow Up

Neighborhood Councils providing a grant to 501(c)(3) organizations or to public schools are strongly encouraged to require the grantee to be accountable for the progress and/or completion of the proposed project, demonstrating successful efforts benefitting the community.

After the project comes to a close, the NC Treasurer should obtain a Project Completion Report from the grantee for the Board to then review.

Some points to keep in mind:

- Neighborhood Councils must maintain accountability
- Maintain organized records and keep them available for review
- Review progress of the project funded
- Review Project Completion Report from grantee to NC
    - *(See Project Completion Report form)*
- Acquire photos after the project's completion.

Should issues arise, the Neighborhood Council Funding Program reserves the right to request all supporting documentation and to review the grant approval process as well as the project's progress and completion.

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.

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