

ASNC APPLICATION FOR FUNDS



APPLICANT INFORMATION:

Organization: _____
Address: _____
City/State _____ Zip Code: _____ Website: _____
Contact Person: _____ E-mail: _____
Contact Person's Telephone: () _____ Fax: () _____

FINANCIAL INFORMATION:

Amount Requested: \$ _____ Funding Need Date: _____
Total Project Budget (*if applying for event or capital project*): \$ _____
Donations (businesses, citizens, gov't entities) \$ _____

PURCHASE METHOD (check one):

- City check (aka demand warrant) paid directly to vendor(s) – required if over \$1000
- ASNC credit card payment directly to vendor(s) – \$1000 max

COMMUNITY PROJECT CATEGORY (check one):

- Safety** – e.g. gang violence reduction, emergency preparedness supplies, neighborhood watch signs, public transportation issues
 - Complete Items 1-6 below (Item 8 optional)
- Environment & Beautification** - e.g. green activities, tree planting, recycling, graffiti cleanup, community gardens, energy conservation, landscaping, roadside cleanup, park improvements, flower planting
 - Complete Items 1-6 below (Item 8 optional)
- Education** – e.g. equipment for schools, after-school programs, school capital improvements (field trips not allowed)
 - Complete Items 1-6 below (Item 8 optional)
- Culture & Arts** – e.g. display case for museum, equipment for dance/art studio, permanent art display (does not include limited-duration events)
 - Complete Items 1-6 below (Item 8 optional)
- Festivals & Recreation** – e.g. limited-duration festivals and events for the public
 - Complete Items 1-3 & 7 below (Item 8 optional)

ASNC APPLICATION FOR FUNDS



1. **Summary of Request:** In the space below, briefly describe the purpose of the request, activities to be undertaken, target population—including ethnicity, gender, income level and estimated number of individuals—geographic focus and other relevant info regarding the request.

Example: Purchase sign for a community clinic that serves more than 1,000 low-income individuals, predominately, Latino & Asian immigrants in the Montecito Heights, Hermon & Sycamore Grove areas.

2. **How will the community be impacted by the proposed project and how it will benefit the community?**

Community improvement projects must directly benefit the Neighborhood Council communities. Concerns about who and how many individuals will benefit from such projects also need consideration. When considering Community Improvement projects, issues of community access and fairness should always be addressed. For example, if a project is approved to plant trees or remove graffiti on one street corner in the Neighborhood, justification should be provided as to why that street corner needs trees or clean-up versus other street corners.

3. **How has your organization attempted to obtain donations from local businesses, citizens, and/or gov't agencies to offset expenses for this community project?**

Community groups cannot expect all funding to be provided by ASNC but should first look for other sources, including businesses, citizens, council districts, public agencies (e.g. Cultural Affairs), and other affected neighborhood councils.

ASNC APPLICATION FOR FUNDS



4. If this is for a capital improvement project, specify location and permits obtained. Provide copies of permits and insurance with application.

Capital improvement projects should be on public property, with coordination with the appropriate city agency (i.e. Street Services, Fire, Rec & Parks, etc). Appropriate permits need to be in place, and insurance may be required depending on the nature of work that will be performed.

5. If this is for program services (ie. after-school program, graffiti removal, etc), describe the selection process used to establish participants if for select group of individuals. Provide number of participants.

If for a select group of individuals, a fair selection process should be created to establish participants. The service program needs to be provided by a legitimate non-profit/consultant. A neighborhood council or its members should not provide these services.

6. If this is for equipment and supplies, describe specifically who will benefit and how it will be controlled.

Equipment and supplies for either public or private organizations can only be used for the benefit of the local community. Purchases intended for private and/or paid use are not allowed. Must be labeled as ASNC-purchased material and properly controlled/inventoried. Cannot be turned into private property or salvaged without prior approval by DONE.

ASNC APPLICATION FOR FUNDS



7. If this is for an event, describe the intended audience, location and entry requirements.

Events must be open to the public. There should not be an admission charge. If the event is on private property, insurance may be needed. If the event is on city property, appropriate permission/permits from city departments may be needed (i.e. street services, LAPD, R&P, etc)

[Empty box for event details]

8. If this is for a sign, banner or advertisement, describe the contents. Provide a copy of the artwork with the application.

Banners, signs and advertisements must include the Arroyo Seco Neighborhood Council's name and/or logo.

[Empty box for sign/banner/advertisement details]

9. Other - please provide other important information necessary to better understand your organization or the specific needs of the targeted group or community that this request will serve.

[Empty box for other information]

**DECLARATION:
I declare that the information provided above is correct.**

Name (print)
3/21/09

Signature

Date

ASNC APPLICATION FOR FUNDS



Required Attachments

This completed application should be submitted to ASNC with the following attachments:

- ❑ Copy of estimate or invoice (actual invoice or bill required at time of payment)
- ❑ Letter of acknowledgement of receiving agency (ie. Dept of Rec and Parks, LAUSD, Dept of Street Services, LAPD, LAFD) on agency letterhead acknowledging and approving the desired project
- ❑ Proof that required licenses and permits are in place or in-process (if needed)
- ❑ Copy of artwork (for banners, signs and advertisements)
- ❑ Copy of sign-in sheets indicating amount of people in attendance (for events)

Application forms and attachments should be scanned and emailed to: ASNCtreasurer@gmail.com

Or if sent by mail, please mail to:

ARROYO SECO NEIGHBORHOOD COUNCIL
P.O. Box 42254
Los Angeles, CA 90042

Examples of Unacceptable Purchases

- Field Trips (due to liability issues)
- Purchases that violate separation of church & state (self-explanatory)
- Gifts and donations of money or goods to individuals or groups (inc gift cards & flowers)
- Any purchase that increases the value of private property or does not benefit the general public
- Purchases intended for a particular group that does not include a fair selection process
 - Usually involves program services, or improvements in only one part of the neighborhood
- Events and projects without obtaining appropriate insurance and permits
- Supporting or opposing ballot measures or candidates