

## **Applying For HGNNC Funding**

### **Fiscal Year 2017-2018:**

**There will be one call for projects/programs that are requesting funding from HGNNC in Budget year 2017-2018. The open call for project/programs deadline is June 30, 2017.**

**(When applying for fiscal year 2018-19 please see that guideline.)**

**Please Note:** Funding may **not** go to provide services/benefits to private property, private groups, private parties, nor individual persons. **Neither** may it go to provide rewards, gifts, **nor** prizes

#### **Procedure for funding requests:**

1. Submit all funding requests to the HGNNC Chair [chair@harbortownnorth.org](mailto:chair@harbortownnorth.org) and to the Treasurer: [treasurer@harbortownnorth.org](mailto:treasurer@harbortownnorth.org) by the deadline of June 30th 2017.
2. All requests must be submitted on the appropriate forms (see below) and must include a detailed budget which supports the amount of requested funds.
3. All projects will be reviewed for alignment of project/programs with the HGNNC Strategic Plan -Big Vision goals by the HGNNC Executive Board.
4. **The proposals that are approved will be presented at the Finance Committee in July 2017 by a representative of the requesting agency, to answer any questions which may arise.** The Finance Committee will evaluate whether the project follows HGNNC and LA City rules and guidelines and if the project plan appears sound and benefits the community.
5. If any changes or more information is needed, the corrected request must be re-submitted to the Treasurer, and will go before the Finance Committee for a second review at a later date.
6. The Finance Committee takes their recommendation to the full HGNNC Board for approval of the proposal.
7. Following HGNNC Board approval the proposal is submitted to the appropriate LA City department for **final approval**.
8. All Funding Requests must have a **start date** and **ending date**. If project is delayed past the end date, the proposal must be resubmitted to the Finance Committee.
9. Once a Funding Request is approved, a Board member will be assigned to the event/project to coordinate with the HGNNC Treasurer. The requester should keep in contact with the Board member and Treasurer throughout the process.
10. The applicant should select vendors who either accept the HGNNC credit card or will wait for a City check. An invoice made out to the Harbor Gateway North Neighborhood Council is required before payment can be made.

**We cannot and do not reimburse anyone for expenses. HGNNC must pay all vendors directly for HGNNC funded project costs.**

Items required to be submitted within 30 days of ending of event are:

- (a) A final Expense Report – with line item amount
- (b) Thank you letter to HGNNC on your organization letterhead
- (c) Photos (before and after photos if a beautification project).

## **Required Forms**

Please review the attached ‘Request for Funding Proposal’ [LINK](#) and fill it out to the best of your ability. Please feel free to e-mail your questions to the Treasurer who will help you understand which City resources might be available, which neighborhood contacts may be helpful, and which City requirements you may need to follow up on in order to proceed. HGNNC is happy to advise you about what makes a successful proposal, but cannot vote on your proposal until it is complete and presented at a Board meeting for approval.

### **A. Events sponsored by community groups**

Generally, this category includes funding for signage, food or insurance connected to neighborhood events. HGNNC requires our support to be acknowledged on all event promotional materials, along with our logo, because this is part of our Outreach budget. Please note that all materials using the HGNNC name and logo must be approved by the HGNNC Finance Committee prior to circulation.

For community groups, such as Neighborhood Watch/, HGNNC may fund up to \$150 for refreshments. Decisions are on a case by case basis, depending on the Board’s view of current funding priorities.

**Forms** to be submitted:

1. Funding Request Form [LINK](#)
2. Detailed budget of all costs associated with the project

### **B. Community Improvement Projects**

Community Improvement Project - **CIP** funding requests are for project materials and services that will result in a **permanent** upgrade to **public areas** of our community.

Examples of possible requests:

- Plants and landscaping materials for beautifying medians and freeway sound walls
- Security cameras for areas where illegal dumping occurs frequently
- Neighborhood Watch signs for neighborhoods with active Neighborhood Watch groups

**Forms** to be submitted

1. HGNNC Funding Request Form: [LINK](#)
2. Detailed budget of all costs associated with the project

### **C. Neighborhood Purposes Grants**

Neighborhood Purposes Grants – **NPG** requests are for established 501(c)3 organizations and schools only, which are or will be providing services in the HGNNC community and schools

Examples of past funding include:

- Support for school supplies for children attending National Night Out at Southeast LAPD
- Support for People for Community Improvement for a job fair
- Stage risers for the 125<sup>th</sup> Street School
- An outdoor sound system fo the 116<sup>th</sup> Street School

**Forms** to be submitted by **501(c)3 organization:**

- a) HGNNC Funding Request Form [LINK](#)
- b) NPG Application [LINK](#) **must** have **2 signatures**
- c) A copy of the IRS determination letter
- d) A detailed budget of all the costs associated with the project

**Forms** to be submitted by **Schools:**

- e) HGNNC Funding Request Form [LINK](#)
- f) NPG Application [LINK](#) **must** have **2 signatures**
- g) A letter of request on school letterhead signed by the **School Principal**
- h) A detailed budget of all the costs associated with the project