

Applying for HGNNC Funding – January 29, 2019

There is one main and (should money be available) one secondary application time per year: 1 week before the first Tuesday in April and, should money still be available, one week before the first Tuesday in November. ‘Request for Funding’ Proposal must be received by the HGNNC at least ninety (90) days in advance of an event/project in order to be recommended. **Please PLAN AHEAD!**

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

The Committee will evaluate whether the project plan appears sound and benefits the community and follows HGNNC and LA City rules and guidelines before recommending to the HGNNC Board for final approval.

Procedure for all funding requests:

1. **All** Funding Requests submitted to **HGNNC**: hgnc@sbcglobal.net **must also** be submitted to the **Chair**: chair@harbortownnorth.org **and** to the **Treasurer**: treasurer@harbortownnorth.org by the appropriate deadline. The project will be evaluated on whether it follows HGNNC and LA City rules and guidelines.
2. A representative of the requesting agency is required to be present at the Finance Committee meeting on the first Tuesday in April (or January) of the following calendar year) to answer any questions which arise. If no representative is present the project will not be considered for approval. The Committee will evaluate whether the project plan appears sound and benefits the community.
3. All requests must be submitted on the appropriate forms (see below) and **must include** a **detailed budget** which must contain all the information as set out in the example attached and which supports the amount of requested funds.
4. 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 the later scheduled budget meeting and will be reconsidered in the case of funds being available at that date.
5. 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.
6. 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.
7. 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.
8. **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).

Should these not be submitted it may be decided that any future submissions will not be considered for funding for the next budget period

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.

Events sponsored by community groups

Generally, this category includes funding for signage, food or insurance connected to neighborhood events. **HGNNC requires** that our support be acknowledged on **all** event promotional materials, along with our logo. 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 active Neighborhood Watch, HGNNC may fund for items such as Neighborhood Watch signs. Decisions are on a case by case basis, depending on the current funding priorities and amount of money available.

Forms to be submitted:

1. Funding Request Form
2. Detailed budget of all costs associated with the project

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:
2. Detailed budget of all costs associated with the project

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 135th Street School
- An outdoor sound system for the 116th Street School

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

- a) HGNNC Funding Request Form
- b) NPG Application **LINK must be fully filled out and must have 2 signatures**
- c) A copy of the IRS determination letter
All dates, names and other information on b) and c) must correlate
- d) A detailed budget of all the costs associated with the project

Forms to be submitted by **Schools:**

- e) HGNNC Funding Request Form
- 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