



NEIGHBORHOOD COUNCIL EVENT APPROVAL REQUEST FORM



Office of the City Clerk – Neighborhood Council Funding Program

200 N. Spring Street, Rm 224, Los Angeles, CA 90012 ☎ (213) 978-1058 or Toll-Free 3-1-1

E-mail: Clerk.NCFunding@LACity.org ☎ www.Clerk.LACity.org

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event. The Office of the City Clerk, Administrative Services Division, NC Funding Program Section must approve all Neighborhood Council sponsored events before any payments can be processed.

Please complete, sign, and submit this form at least 30 days prior to your event. Missing or incomplete required information or documents will delay review.

Neighborhood Council: Harbor Gateway North (HGNNC)

The Neighborhood Council is the ☒ Main Sponsor or ☐ Co-Sponsor for the event.

Main sponsor: HGNNC

Contact Person: Janet Mitchell

Phone: (323) 424-5550

Email: outreach@harbortownnorth.org

Co-Sponsor (if applicable): _____

Contact Person: _____

Phone: _____

Email: _____

Event Information

Event Title and Description: Harbor Gateway North Public Spaces Art Project

Artists create murals, paint electric boxes, positive messages throughout North Harbor Gateway.

Date: March 2021 Time Frame: 4 months Est. number of attendees: 2 artists Event Budget: \$ 2,000

Venue Name: Major streets along boundaries and within HGN

Venue Address: _____

Contact Person: Janet Mitchell

Phone: (323) 424-5550

Email: outreach@harbortownnorth.org

Please note: If the venue for the event is at a City or public facility, e.g. park, school, the venue approval may be easier and at little or no cost. If the venue for the event is not a City facility, a separate contract may be needed and can take up to 60 days to complete.

Please scan the following documents and email to Clerk.NCFunding@lacity.org for approval PRIOR to event:

- ☐ Neighborhood Council Event Approval Form – Signed by Treasurer, 2nd Signer or Event Chair
- ☐ Board Action Request (BAC) Form – Completed and signed by Treasurer and 2nd Signer, or Alternate Signer
- ☐ Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available.

If a bank card credit limit increase will be necessary to pay for expenditures for this event, please contact your Funding Program Representative to submit a request to increase applicable limits.

Harbor Gateway North Neighborhood Council

Funding Form for Outreach Projects-Fiscal Year 2020-2021

Our mission is to promote more public participation in government by HGNNC stakeholders and to improve government responsiveness to local needs.

Our goals are: 1) Community Beautification, 2) Public Safety, 3) Youth Engagement, 4) Civic Engagement, 5) Homelessness, and 6) Workforce Development

***A 'Request for Funding' Proposal must be presented to the HGNNC Finance Committee at least (90) days in advance of an event/project in order to be considered. Funding may be used for public purposes only.**

Name and Contact information of requesting Organization/ District:

Outreach Committee - collaboration with 2 local mural artists

Name of proposed project:
HGN Public Spaces Art Project

Dates of project duration
Start: March 2021 End: June 2021

Describe the proposed project:

2 talented artists will design and produce beautiful artwork in public spaces throughout the boundaries of HGN. This includes murals on walls, electrical utility boxes, signs, street banners, benches, etc. The artwork will promote positive messages and HGN.

Amount requested: 2,000

Is the proposed project for a: Single district in HGNNC___ Non-profit 501C 3___ HGNNC as a whole__X__

Itemized Budget plan for proposed project:

Paint supplies, project preparation and clean-up supplies, labor

Total Projected Cost 2,000 (1,000 per artist)

Does the project primarily benefit one of the eight Districts of HGNNC? No, all districts.

If yes, which one and how? Locations throughout all of HGN will be considered with focus on main streets for optimum visibility.

Does the project contribute to one of the five HGNNC goals? (see above)

1, 2, 4

How will the success of this project be measured? The positive environment this project will create through public feedback will determine the success.

How will HGNNC be acknowledged to bring awareness to the stakeholders of our work?
The artwork could emphasize or acknowledge HGNNC as advertisement.