



# 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](mailto:Clerk.NCFunding@LACity.org) ☎ [www.Clerk.LACity.org](http://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): The Blind Smile

Contact Person: Rosie Taylor

Phone: (323) 402-5487 Email: \_\_\_\_\_

### **Event Information**

Event Title and Description: Homeless Outreach Collaboration - 3 Events  
Event includes professional outreach services and health/comfort kit giveaway

Date: 3/13, 4/10, 5/15/21 Time Frame: 3 hours Est. number of attendees: 50 Event Budget: \$ 1,500 (500 ea)

Venue Name: Outdoor sites - Ralphs Market as well as Imperial Hwy & Broadway, Gardena Blvd.

Venue Address: 120th and Vermont

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**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](mailto: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, Homeless Committee and non-profit organization 'The Blind Smile'

Name of proposed project:

Homeless Outreach within HGN

Dates of project duration

Start: March 13, 2021

End: May 15, 2021

Describe the proposed project:

3 events at different outdoor locations to address the needs of stakeholders as well as the homeless population within the HGN service area.

In partnership with Homeless Free America, St. Joseph's Center, The Blind Smile, HOPICS (Homeless Outreach Program Integrated Care System)

- 1) Ralph's Market (120th and Vermont) - Letter of authorization pending approval of project
- 2) Imperial Highway and Broadway
- 3) Gardena Blvd.

Amount requested: 1,500 (500 per event)

Is the proposed project for a: Single district in HGNNC\_\_\_\_ Non-profit 501C 3\_\_X\_\_ HGNNC as a whole\_X\_\_

Itemized Budget plan for proposed project:

Warm heart bags (includes hats, gloves, scarves, wash cloths, blankets, socks, hygiene kits).

Total Projected Cost 1,500 (500 per event)

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

If yes, which one and how? Offering resources to the homeless population within the HGN boundaries.

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

2, 4, 5

How will the success of this project be measured? By the number of participants receiving goods and services per signing sheets.

How will HGNNC be acknowledged to bring awareness to the stakeholders of our work?

Photos or testimonials for the HGN website and report presented at the general board meeting