



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@harbortgatewaynorth.org

Co-Sponsor (if applicable): Office of Community Beautification, LA Conservation Corps, Miriam & Friends

Contact Person: _____

Phone: _____ Email: _____

Event Information

Event Title and Description: HGN TLC Yard Beautification Project - 3 Events
Residential front yard improvements for stakeholders by nomination or request

Date: 3/24, 4/28, 5/26/21 Time Frame: 6 hour day Est. number of attendees: 30 Event Budget: \$ 1,500

Venue Name: HGN stakeholder residence by nomination/request

Venue Address: _____

Contact Person: Janet Mitchell

Phone: (323) 424-5550 Email: outreach@harbortgatewaynorth.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 the Office of Community Beautification, LA Conservation Corps, Miriam & Friends, concerned stakeholders

Name of proposed project:
HGN TLC Yard Beautification Events

Dates of project duration

Start: March 24, 2021

End: May 26, 2021

Describe the proposed project:

A limited number of nominated or requested stakeholder home front yards in need of beautification will be provided assistance. Priority to senior citizens and families with special needs.

Amount requested: 1,500

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:

Cleaning equipment, trash bags, gardening supplies, paint supplies, plants and flowers.

Refreshments for volunteers.

HGN lawn signs

Total Projected Cost 1,500

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.

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? Visually improved landscape, sense of pride with the property and a feeling of neighborly care by extending a helping hand.

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

Volunteers could wear HGN t-shirts, safety vests, and/or masks. Before and after pictures posted on the HGN website featuring an HGN lawn sign.