

## INSTRUCTIONS FOR:



### **Community Improvement and Neighborhood Purposes Grants – Applications due January 15, 2014**

**Completed applications due to the NCWP Budget and Finance Committee Treasurer, Alex Eychis at [aeychis@gmail.com](mailto:aeychis@gmail.com) or (310) 930-8535.**

Individuals and organizations within the Westchester/Playa community are encouraged to submit proposals to be considered by the NCWP Board for final approval as a Community Improvement or Neighborhood Purposes Grant. The following are the program guidelines:

#### **Criteria for the Community Improvement and Neighborhood Purposes Grant selection**

- a. Funding shall be for projects designed to improve the quality of life in the Westchester/Playa community
- b. Funding shall be for a specific activity, physical item(s), improvement project, community or education event, or beautification project. Funding shall not include general donations to community organizations' operating funds, be for the benefit of private organizations or private property, etc. Funding shall conform to all guidelines set forth by the City of Los Angeles regarding Neighborhood Council funding proposals
- c. Funding will be for projects to be implemented in 2014.

Funding proposal shall provide:

- a. Project Description
- b. Statement of Public Benefit
- c. Itemized Project Budget
- d. Sources of an additional funding
- e. Timeline for how money will be spent
- f. Organization or person responsible for carrying out project
- g. If work is to be completed by an organization not affiliated with the City of Los Angeles:
  - Completed W-9 Form
  - Valid City of Los Angeles Business Tax Registration Certificate

Organization or individual will provide appropriate means for public recognition of NCWP involvement in project.

Special emphasis in choosing recipients of grants will be placed on projects whose needs are immediate, having the greatest benefit to the community and whose resources for alternative funding are limited.

Individual requests should be limited to \$1,500

### **Selection of CI Projects and Grant Proposals**

- a. NCWP Budget and Finance Committee will review proposals, and present to the Board a list of grant candidates for approval.
- b. Final projects shall be presented to the NCWP Board for approval at the March 4, 2014 meeting.
- c. NCWP Treasurer will coordinate with grant candidate and appropriate NCWP committee representatives the exact form and time of payment, based on the criteria of the project.