

**Neighborhood Council Funding Program**  
**APPLICATION for Neighborhood Purposes Grant (NPG)**



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Woodland Hills Warner Center NC

**SECTION I - APPLICANT INFORMATION**

- 1a) Woodlake Ave Elementary PTSA 95-6206846 CALIFORNIA \_\_\_\_\_  
 Organization Name Federal I.D. # (EIN#) State of Incorporation Date of 501(c)(3) Status (if applicable)
- 1b) 23231 Hatteras St. Woodland Hills CA 91367  
 Organization Mailing Address City State Zip Code
- 1c) \_\_\_\_\_  
 Business Address (if different) City State Zip Code
- 1d) **PRIMARY CONTACT INFORMATION:**  
Terra Collins 818-425-0588 WoodlakeVolunteers@  
 Name Phone Email gmail.com
- 2) Type of Organization- Please select one:  
 Public School (not to include private schools) Attach Signed letter on School Letterhead or  501(c)(3) Non-Profit (other than religious institutions) Attach IRS Determination Letter
- 3) \_\_\_\_\_  
 Name / Address of Affiliated Organization (if applicable) City State Zip Code

**SECTION II - PROJECT DESCRIPTION**

- 4) Please describe the purpose and intent of the grant.  
 Our PTSA and School are able to host our annual Night of the Arts (NOTA) showcase after being on hold for 2 years. Fundraising has been a challenge the last few school years - but we have maintained our arts enrichment programs for all students. NOTA turns our school into an art gallery of student work for the community and invites them to an evening of choral music performances, orchestra and theater pieces. Mounting supplies, signage, on site art stations, refreshments need to be purchased.
- 5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large.  
 (Grants cannot be used as rewards or prizes for individuals)  
 The event is staffed, constructed, and partially created (recycled art garden) via volunteers and donations. This year poses more of a challenge as it will be entirely outdoors, which requires some additional supplies we do not have. To create the gallery, art pieces need to be mounted, some hung. Table coverings, supplies for take home art creation stations, refreshments like bottled water, signage to direct traffic flow are all necessary for a successful community event honoring the arts and our students.

**SECTION III - PROJECT BUDGET OUTLINE**

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	<b>Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
		\$	\$
		\$	\$
		\$	\$
6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	Event Supplies	\$ 1700	\$ 2700
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?  
 No     Yes    If Yes, please list names of NCs: \_\_\_\_\_

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs)  No     Yes    If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ \_\_\_\_\_

10a) Start date: 4/24/22    10b) Date Funds Required: 5/1/22    10c) Expected Completion Date: 6/10/22  
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?  
 No     Yes    If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?  
 Yes     No    **\*(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)**

**SECTION V - DECLARATION AND SIGNATURE**

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED\*

Terra Collins                      PTSA PRESIDENT                      Terra Collins                      4/25/22  
 PRINT Name                      Title                      Signature                      Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*

AMY PEDERSEN                      PRINCIPAL                      \_\_\_\_\_                      \_\_\_\_\_  
 PRINT Name                      Title                      Signature                      Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form