



LOS ANGELES UNIFIED SCHOOL DISTRICT

**WOODLAND HILLS ACADEMY**

20800 Burbank Boulevard

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woodlandhillsacademy.org

**Alberto M. Carvalho**

Superintendent of Schools

**Joseph Nacorda**

Superintendent LDNW

**Alma C. Salazar**

Principal

January 23, 2023

Dear valued Council Members,

My name is Amanda Corrigan and I am the school Psychiatric Social Worker for Woodland Hills Academy, a Los Angeles Unified middle school. I am thrilled to share that we will be hosting the West Valley Community Resource Fair on our campus on Saturday, March 25, 2023, from 11AM – 2PM and would love to have financial support for the event from the Woodland Hills Warner Center Neighborhood Council. Additionally, I'd like to invite you to have a table at the event to share all you do with the community.

The event is free and open to the public. We are inviting the families of all of our students as well our neighboring schools (elementary to high school) in LAUSD's Local District Northwest. Last year's inaugural event drew in nearly 450 members of the community and exposed them to over 40 different services offered here in the Valley. The Resource Fair is a wonderful opportunity for us to share what we have available in our community, from healthcare, insurance, mental health support, safety, voting information, housing and utilities, clothing, food, public programs, summer activities for children and teens, and more.

Funding for this event would provide us with additional tents for the participating agencies, carnival games and prizes for attendees, reusable décor, marketing and more. We are projecting a budget of \$7000, and any contribution to this amount from the Woodland Hills Warner Center Neighborhood Council would be greatly appreciated!

If you have any questions regarding the event, please contact me at (818) 213-1054 or by email at [amanda.corrigan@lausd.net](mailto:amanda.corrigan@lausd.net). Thank you and I look forward to hearing from you soon.

Warm regards,

A handwritten signature in black ink, appearing to read "A. Co", with a long horizontal flourish extending to the right.

Amanda Corrigan, PSW

A handwritten signature in black ink, appearing to read "Alma Salazar", with a long horizontal flourish extending to the right.

Alma C. Salazar, Principal

**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 Neighborhood Council

**SECTION I - APPLICANT INFORMATION**

1a) <u>Woodland Hills Academy</u>	<u>95-2040785</u>	<u>CA</u>	
<i>Organization Name</i>	<i>Federal I.D. # (EIN#)</i>	<i>State of Incorporation</i>	<i>Date of 501(c)(3) Status (if applicable)</i>
1b) <u>20800 Burbank Blvd.</u>	<u>Woodland Hills</u>	<u>CA</u>	<u>91367</u>
<i>Organization Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1c) _____	_____	_____	_____
<i>Business Address (If different)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1d) <b>PRIMARY CONTACT INFORMATION:</b>			
<u>Amanda Corrigan</u>	<u>(818) 213-1054</u>	<u>amanda.corrigan@lausd.net</u>	
<i>Name</i>	<i>Phone</i>	<i>Email</i>	
2) <b>Type of Organization- Please select one:</b>			
<input checked="" type="checkbox"/> Public School <i>(not to include private schools)</i>		or <input type="checkbox"/> 501(c)(3) Non-Profit <i>(other than religious institutions)</i>	
Attach Signed letter on School Letterhead		Attach IRS Determination Letter	
3) _____			
<i>Name / Address of Affiliated Organization (if applicable)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

**SECTION II - PROJECT DESCRIPTION**

4) Please describe the purpose and intent of the grant.

We are public (LAUSD) middle school hosting a community-wide event, the 2nd Annual West Valley Community Resource Fair on Saturday, March 25th. This event is free and open to all. Last year we had over 40 agencies present to provide information and resources on healthcare, insurance, mental health, dental, voting, safety, public programs, summer activities for kids, and much more. Funding for this year's event would help provide marketing materials, tents, decor, carnival games and prizes for attendees. For a list of last year's participating agencies, please visit <https://tinyurl.com/WVCommunityResourceFair>

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)

This grant will enable us to continue to raise awareness of these valuable resources and programs amongst the public and help connect our more vulnerable citizens with needed services. As a Title I school, we know how necessary these programs are and aim to increase public awareness of the services available throughout our community.

**SECTION III - PROJECT BUDGET OUTLINE**

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

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
	A DJ for the event	\$ 500	\$ 1200
	Thank you bags for participating agencies	\$ 300	\$ 300.00
		\$	\$

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Printing: flyers, posters, banner	\$900	\$1500.00
	Tents and decor	\$ 0	\$ 1500.00
	Carnival games, activities, and prizes	\$ 0	\$ 2500.00

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
Friend of Woodland Hills Academy (PTO)	\$	\$
The Masons of California	\$	\$
Rotary Club of Woodland Hills	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 1700.00

10a) Start date: \_\_\_/\_\_\_/\_\_\_ 10b) Date Funds Required: 03 / 15 / 23 10c) Expected Completion Date: 03 / 25 / 23  
 (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\*

Alma C. Salazar Principal Alma Salazar 01/23/23  
 PRINT Name Title Signature Date

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

Jeff Brand Asst. Principal [Signature] 01/23/23  
 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