

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. The Neighborhood Council (NC), upon approval of the application, shall submit the approved application along with all required documentation to the Department of Neighborhood Empowerment.

Name of NC from which you are seeking this grant: Tarzana Neighborhood Council

SECTION I - APPLICANT INFORMATION

1a) Tarzana Community & Cultural Center 91-2147033 CA 09/30/02
Organization Name **Federal I.D. # (EIN#)** **State of Incorporation** **Date of 501(c)(3) Status (if applicable)**

1b) 19130 Ventura Blvd. Tarzana CA 91356
Organization Mailing Address **City** **State** **Zip Code**

1c) _____ _____ _____ _____
Business Address (if different) **City** **State** **Zip Code**

1d) **PRIMARY CONTACT INFORMATION:**
Amaris Bryer, Pres. (818) 590-9759 travltickt@aol.com
Name **Phone** **Email**

2) **Type of Organization- Please select one:**
 Public School (not to include private schools) **or** **501(c)(3) Non-Profit** (other than religious institutions)
Attach Grant Request on School Letterhead **Attach IRS Determination Letter**

N/A

3) _____ _____ _____ _____
Name / Address of Affiliated Organization **City** **State** **Zip Code**
(If applicable)

SECTION II - PROJECT DESCRIPTION

4) **Please describe the purpose and intent of the grant.**
 After many years of use, our DG (Decomposed Granite) has degraded to the state of dust. And, when wet, becomes muddy, rendering it impossible to support our activities.

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 general public uses our grounds for a multitude of recreational events, including the Snowflake Festival, dance and music festivals, gardening events, etc.
 Our purpose in repairing the DG is to return it to a functioning state for the community.
 DG also serves the community because it allows water to return to the aquifer, thereby, mitigating our local drought conditions.

6a) Personnel Related Expenses	Requested of NC	Total Projected Cost
None		

6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
Excavate and remove approx. 2400 if existing DG to provide stable base for new DC	\$ 3,500.00	\$ 3,500.00
Supply and install 3",thick DG, approx. 27 tons, grade and compact area	\$ 1,750.00	\$ 1,750.00
3.5 Tan DG with Stabilizer (will be compacted to 3")	\$ 2,410.00	\$ 2,410.00

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

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

Source of Funding	Amount	Total Projected Cost

9) What is the TOTAL amount of the grant funding requested with this application: **\$ 7,660.00**

10a) Start date: 06/01/18 10b) Date Funds Required: 06/01/18

10c) Expected completion date: 07/15/18 (After completion of the project, the applicant must submit a follow-up form to the Neighborhood Council and the Department of Neighborhood Empowerment)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a former or existing relationship with a Board Member of the NC?
 No 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 Department 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 Appendix A, "What is a Public Benefit," and Appendix B "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 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***
AMARIS BRYER PRESIDENT Amaris Bryer 4-11-18
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assjstant School Principal - **REQUIRED***
Ellen Carpenter Financial Secretary Ellen Carpenter 4-11-18
 PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the Department at (213) 978-1551 for instructions on completing this form

DEPARTMENT OF THE TREASURY

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

Date: SEP 30 2002

THE TARZANA COMMUNITY AND CULTURAL
CENTER
C/O A DEAN LYNN
4126 COLDSTREAM TERRACE
TARZANA, CA 91356

Employer Identification Number:
91-2147033

DLN:
17053163022022

Contact Person:
JOANNA YAWNEY

ID# 85078

Contact Telephone Number:
(877) 829-5500

Accounting Period Ending:
December 31

Foundation Status Classification:
170(b)(1)(A)(vi)

Advance Ruling Period Begins:
April 8, 2002

Advance Ruling Period Ends:
June 30, 2006

Addendum Applies:
Yes

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and

Letter 1045 (DO/CG)



18375 Ventura Blvd #453
 Tarzana, CA 91356
 888-720-3316
 LIC # 952680 / 1019382

Estimate

Date	Estimate #
4/2/2018	24459

Name / Address
19130 ventura blvd tarzana

Project

Description	Qty	Cost	Total
install new DG with stabilizer 2000-2500 sft+- dig 2" soil apply new DG compact all area		5,000.00	5,000.00
repair broken sprinkler pipe adjusted and replace sprinkler as needed install new valve in rose garden		900.00	900.00
all county fence and gates .com allcountyfenceandgates@gmail.com		Total	\$5,900.00

Customer Signature _____



14971 Foothill Blvd., Sylmar, CA 91342
 Email: info@calcreations.org
 Phone: (818) 833-1231
 Fax: (818) 833-4313
 License #756233

Estimate

Date of Estimate: 4/11/2018
 Estimate No.: 7810

Prepared for:
 Tarzana Community & Cultural Center
 Claire Bloom
 19130 Ventura Blvd
 Tarzana, Ca 91356

Representative: MA
 Project:
 Decomposed Granite.

Customer Email: claireski2@me.com

Description	Amount
<p>Tarzana Community & Cultural Center - Decomposed Granite @ Area #1</p> <p>Area #1 (approx. 2,400 s.f.): Excavate and remove approx. 2,400 s.f. of soil (3" depth, approx. 33 tons), grade and compact for proper drainage, supply and install decomposed granite (3.5" thick, tan color, with stabilizer, to be compacted to 3" depth), haul away soil, clean up.</p> <p>1) Total Excavation and Removal: 3,429.00</p> <p>2) Total Installation of Decomposed Granite: 1,751.00</p> <p>3) Total Materials: 2,410.00</p> <p>Notes: 1) Existing drainage and edging to remain. If any replacements and/or repairs are required, an additional charge will be assessed.</p>	
<p style="text-align: right;">Total</p>	<p style="text-align: center;">\$7,590.00</p>

GUARANTEE: All labor, materials and equipment used for the completion of the work described above shall be provided in a manner consistent with standard industry practice and local building codes. We warranty workmanship for 6 months from job completion. We are not responsible for damage to underground utilities that are not visible. Guarantee is void if payment is not met as specified.

PAYMENT TERMS: A down payment shall be collected in advance. The down payment shall not exceed the lesser of \$1,000 or 10% of the contracted price. The remainder shall be paid in increments of one thousand dollars based on percentage of job completion. Remaining balance shall be paid at time of job completion. Payments that are over 30 days past due will bear interest at a rate of 1.5% per month.

CONDITIONS: We do not guarantee against circumstances over which we have no control. Examples include, but are not limited to, damage caused by weather conditions such as rain, wind, hail, extreme hot or cold temperatures, or other acts of God; insect infestations; animals of any nature; fungi; inadequate owner-provided maintenance. Also, we do not guarantee plant materials in areas with irrigation systems that are manual, non-existent or not designed and/or installed by California Creations nor do we guarantee plant materials that have been transplanted or supplied by owner. This proposal shall be valid for thirty (30) days from the date of submission.

The above prices, specifications and conditions are hereby accepted:

Contractor: _____ Date: _____ Customer: _____ Date: _____

Garden by Design
(818) 625 0595
info@gardenbydesign.net
www.gardenbydesign.net

April 8th 2018

Landscape Quote:

Tarzana Community and Cultural Center:

Decomposed Granite Bid

Site Clean:

- Removal of existing Decomposed Granite and any base material to allow for recompacting of the area for new Decomposed Granite installation
- Grading as required
- All waste removed off site

Total including all materials and labor \$3,150.00

Decomposed Granite Installation:

- +/- 3000sqft of
- Purchase and installation of Road Base material to provide secure and stable base for the Decomposed Granite install
 - +/- 20 cubic yards
- Compacted to hard pack and graded as required
 - +/- 3" thick layer after compaction
- Purchase and installation of Decomposed Granite as required for area
 - +/- 18 cubic yards
- Compacted to hard pack and graded as required
 - +/- 1"-2" thick layer after compaction
- Installation of stabilizer chemical over the Decomposed Granite

Total including all materials and labor \$11,610.00

Thank you for giving me the opportunity to quote on this landscape project.
If you have any question, please do not hesitate to call me.

Hadyn Lazarow

Handwritten calculation:

$$\begin{array}{r}
 11,610.00 \\
 3,150 \\
 \hline
 14,760
 \end{array}$$

Tarzana Community & Cultural Center
Balance Sheet
 As of January 31, 2017

	Jan 31, 17
ASSETS	
Current Assets	
Checking/Savings	
111 · US Bank	17,871.15
112 · US Bank/Museum & Hist	2,160.47
113 · US Bank/Savings	20,690.38
Total Checking/Savings	40,722.00
Total Current Assets	40,722.00
Fixed Assets	
150 · Office Equipment	5,789.64
151 · Accum Depre - Machinery & Equip	-1,968.00
Property Land & Building	
164 · Improvements	76,286.19
166 · Escrow Costs	6,000.00
167 · Land	1,444,560.00
168 · Building	356,140.00
619 · Accum Depreciation - Building	-165,633.00
Total Property Land & Building	1,717,353.19
Total Fixed Assets	1,721,174.83
Other Assets	
180 · Petty Cash	113.18
Total Other Assets	113.18
TOTAL ASSETS	1,762,010.01
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
US Bank-0250	21.00
Total Credit Cards	21.00
Other Current Liabilities	
255 · Mortgage Payable	209,594.85
Total Other Current Liabilities	209,594.85
Total Current Liabilities	209,615.85
Total Liabilities	209,615.85
Equity	
300 · Opening Bal Equity	1,612,045.56
397 · Retained Earnings	-77,426.89
Net Income	17,775.49
Total Equity	1,552,394.16
TOTAL LIABILITIES & EQUITY	1,762,010.01

Tarzana Community & Cultural Center
Balance Sheet
As of January 31, 2018

Jan 31, 18

ASSETS	
Current Assets	
Checking/Savings	
116 · US Bank-Care Account-2167	99.20
111 · US Bank	11,381.61
112 · US Bank/Museum & Hist	2,160.47
113 · US Bank/Savings	20,706.88
Total Checking/Savings	34,348.16
Total Current Assets	34,348.16
Fixed Assets	
150 · Office Equipment	5,789.64
151 · Accum Depre - Machinery & Equip	-1,968.00
Property Land & Building	
164 · Improvements	76,886.98
166 · Escrow Costs	6,000.00
167 · Land	1,444,560.00
168 · Building	356,140.00
619 · Accum Depreciation - Building	-165,633.00
Total Property Land & Building	1,717,953.98
Total Fixed Assets	1,721,775.62
Other Assets	
180 · Petty Cash	128.18
Total Other Assets	128.18
TOTAL ASSETS	1,756,251.96
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
255 · Mortgage Payable	204,168.64
210 · Payroll Liabilities	251.72
Total Other Current Liabilities	204,420.36
Total Current Liabilities	204,420.36
Total Liabilities	204,420.36
Equity	
300 · Opening Bal Equity	1,612,045.56
397 · Retained Earnings	-66,030.87
Net Income	5,816.91
Total Equity	1,551,831.60
TOTAL LIABILITIES & EQUITY	1,756,251.96

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 02/24/18
 Cash Basis

Tarzana Community & Cultural Center
Profit & Loss Prev Year Comparison
 January through December 2017

Ordinary Income/Expense	Jan - Dec 17	Jan - Dec 16
Income		
Donations		
410-L · Care Fair	8,915.00	0.00
410-K · Easter Egg Hunt	216.00	0.00
410-F · Miscellaneous	1,054.00	17,693.57
Total Donations	10,185.00	17,693.57
Fundraising		
416-P · Sentimental Journey Night	18,962.26	0.00
416-O · Comedy Night	1,375.00	0.00
416-N · Treasures of Tarzana	1,813.50	0.00
416-M · Paint & Graze	270.00	0.00
416-L · Malibu Quartet	2,085.00	0.00
416-K · Tarzana Jama	0.00	305.00
416-J · Estate Sale	0.00	2,830.00
416-I · Book Presentation	0.00	247.00
410-J · Paver Bricks	1,700.00	2,200.00
416-H · Garden Show	3,620.67	8,766.84
416-G · Casino	0.00	25,387.00
415-V · Classical Concert	0.00	1,510.00
416-C · Snow Flake	14,786.00	10,503.68
415-B · White Elephant	0.00	1,605.00
Total Fundraising	44,612.43	53,354.52
436 · Patron Income	7,726.53	7,136.00
437 · Membership Income	950.00	3,550.00
440 · Miscellaneous Income	56.71	79.00
450 · Rental Income	47,233.50	29,041.50
Total Income	110,764.17	110,854.59
Expense		
610 · Bank Service Charges	1,309.68	825.36
Communications		
612 · Advertising & Promotion	82.00	125.00
616 · Web Site	288.00	120.00
Total Communications	370.00	245.00
618 · Depreciation Expense	0.00	15,640.00
620 · Dues and Subscriptions	122.50	85.00
Fundraisers		
622-AC · Care Fair	7,882.16	0.00
622-AB · Comedy Night	699.50	0.00
622-AA · Sentimental Journey Night	5,274.00	0.00
622-R · Paint & Graze	632.98	0.00

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02/24/18

Cash Basis

Tarzana Community & Cultural Center
Profit & Loss Prev Year Comparison
January through December 2017

	Jan - Dec 17	Jan - Dec 16
622-Q · Malibu Quartet	529.88	0.00
410J · Amazon Smile	-11.61	0.00
622-P · Garden Show	478.11	1,200.33
622-O · Classical Concert	0.00	504.60
622-N · Casino	2,307.00	11,212.88
622-L · Sounds of Spring	0.00	6.00
622-K · Snowflake	6,903.69	5,122.37
630 · White Elephant	0.00	60.00
Total Fundraisers	24,695.71	18,106.18
Insurance		
635 · Liability Insurance	1,499.19	3,574.00
636 · Directors & Officers	1,325.00	0.00
640 · Workers Compensation	1,162.00	0.00
Total Insurance	3,986.19	3,574.00
Interest Expense		
645 · Finance Charge	0.00	0.00
647 · Loan Interest	14,760.42	15,215.49
Total Interest Expense	14,760.42	15,215.49
650 · Licenses and Permits	1,281.57	220.00
651 · Loan Origination Fee	0.00	668.69
655 · Membership Expense	0.00	1,109.55
657 · Miscellaneous	75.00	40.00
658 · Office Supplies & Expenses	1,094.96	825.87
Payroll Expenses		
659 · Fees	42.00	43.75
660 · Wages - Office	22,539.15	9,057.88
Total Payroll Expenses	22,581.15	9,101.63
Postage		
666 · Office	75.50	216.81
Total Postage	75.50	216.81
Professional Fees		
670 · Accounting	660.00	840.00
Total Professional Fees	660.00	840.00
Repairs & Maintenance		
689 · R&M Supplies	42.72	201.77
676 · Computer	115.24	0.00
680 · Building	-48.80	1,447.12

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02/24/18

Cash Basis

Tarzana Community & Cultural Center
Profit & Loss Prev Year Comparison
January through December 2017

	Jan - Dec 17	Jan - Dec 16
682 · Grounds	17,205.43	10,577.72
Total Repairs & Maintenance	17,314.59	12,226.61
Taxes		
693 · Miscellaneous	-334.54	0.00
688 · Payroll	2,710.19	2,425.69
692 · Property	1,376.66	901.50
Total Taxes	3,752.31	3,327.19
Uncategorized Expenses	700.00	0.00
Utilities		
695 · DWP	6,705.50	6,777.55
696 · Gas	345.70	251.32
697 · Telephone	2,634.70	2,979.59
698 · Trash	1,619.69	1,445.63
Total Utilities	11,305.59	11,454.09
700 · Wages Kevin	0.00	16,153.80
Void	0.00	0.00
Total Expense	104,085.17	109,875.27
Net Ordinary Income	6,679.00	979.32
Other Income/Expense		
Other Income		
704 · Insurance Reimb-Center Damage	0.00	1,200.61
701 · Interest Income	16.50	18.21
Total Other Income	16.50	1,218.82
Net Other Income	16.50	1,218.82
Net Income	<u>6,695.50</u>	<u>2,198.14</u>

Interest Expenses:	\$	14,500.00
Insurance Expenses:	\$	4,000.00
Repairs and Maintenance:	\$	17,500.00
Taxes:	\$	4,000.00
Utilities:	\$	12,000.00
Wages:	\$	20,000.00
Professional Fees:	\$	1,800.00
	Sub-total	\$73,800.00
	Total Expenses:	\$100,800.00
	Net Income:	\$ 650.00

Here is a list of all the community events that were held at the Center in 2017 for which rent was not charged:

Weekly meetings for WOW (Wings Over Wendy's) Veterans Group. Meets on Tuesdays from 9 - 11 am.

MS support groups meet twice a month (one in English and one in Spanish).

Free weekly children's art classes were offered throughout Spring and Summer by our art-in-residence, Chloe Cumbow.

A community book club that meets once a month.

Girl Scout meetings and Bridging Ceremonies for Girl Scout troops.

Annual Snowflake Festival (no admission is charged for this event).

Supervision of various "special needs" people who help us with gardening projects for approximately six hours per week.

Lastly, you requested that we provide more details for question #5 on the grant application, which is "How will this grant be used to primarily support or serve a public purpose and benefit the public at-large?"

As we stated in our original response to the question, the general public uses our grounds for a multitude of community and cultural events. This includes all of the outdoor activities that are listed above, as well as additional outdoor activities that we sponsor and hold at the Center, such as arts and craft shows, food & beverage fairs, open mic nights, dance and music festivals that in some instances cater to specific cultural segments of the community (i.e., our annual Russian Festival), and more. We also provide outdoor facilities for programs sponsored by organizations such as Adat Chaverim and the Jewish Federation, along with other cultural groups, as well as offer a setting for non-profit organizations to hold fundraisers for various causes. We have used our gardens for Dog R & R programs after the animals gave therapy to people in various rehab facilities in the area. We have provided rose pruning lessons for the community given by the San Fernando Valley Rose Society. We offer children's enrichment classes and children's gardening classes, Mommy & Me classes, grief support classes and burn survivor support groups. We offer a wide variety of free informational and informative talks, including a free seminar we recently held for Senior Advocacy. In order for it to be possible for us to continue to offer these kinds of positive, beneficial programs and activities for the community, we need to repair and maintain our DG and return it to a functional state for the community to use. We are committed to the use of DG because of its environmental benefits, as well as its cost-effectiveness. DG allows water to return to the aquifer, thereby helping to mitigate our drought conditions. In these ways we feel that in repairing the DG, we will be using the grant to support and serve a public purpose and benefit the public at large.