

**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: Tarzana Neighborhood Council

**SECTION I - APPLICANT INFORMATION**

1a) Woodland Hills Tarzana Chamber of Commerce Community Benefit Foundation  
DBA: West Valley Warner Center Chamber of Commerce Community Benefit Foundation 45-0975689 CA 5/10/2011  
**Organization Name** **Federal I.D. # (EIN#)** **State of Incorporation** **Date of 501(c)(3)  
Status (if applicable)**

1b) PO Box 1 Woodland Hills CA 91365  
**Organization Mailing Address** **City** **State** **Zip Code**

1c) 6100 Topanga Canyon Woodland Hills CA 91367  
**Business Address (If different)** **City** **State** **Zip Code**

**1d) PRIMARY CONTACT INFORMATION:**

Diana Williams CEO 818-347-4737 diana@woodlandhillscs.net  
**Name** **Phone** **Email**

**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) 6100 Topanga Canyon Woodland Hills CA 91367  
**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.**

The Tarzana NC and Woodland Hills Tarzana Chamber of Commerce CBF are co-sponsoring the 10th Annual Earth Day Celebration & Poster Contest on Saturday, April 15, 2023 at the

Tarzana Recreation Center in Tarzana. Five (5) local schools are participating in the Poster Contest, which is themed, "Make Every Day Earth Day!"

Each school is being granted \$250 to purchase art supplies.

The estimated number of participants is 1,180 students.

1. Wilbur Charter for Enriched Studies, 5213 Crebs Ave., Tarzana, CA 91356, contact: Principal Ms. Crystal Shirley
2. Nestle Avenue Charter, 5060 Nestle Ave., Tarzana, CA 91356, contact: Principal Ms. Cheryl Gray-Sortino
3. Portola Charter Middle School, 18720 Linnet St., Tarzana, CA 91356, contact: Ms. Suzanne Miller, Gate Counselor/Coordinator
4. Sherman Oaks Center for Enriched Studies, 18605 Erwin St., Tarzana, CA 91335, contact: Ms. Emily Michaels, Visual Arts, VAPA Department Chair, SOCES Magnet
5. Tarzana Elementary School, 5726 Topeka Dr., Tarzana, CA 91356, contact: Principal Mr. Thomas Ramirez

**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 \$250 grant per school (\$1,250) will enhance the participating students learning experience and appreciation for Earth Day while also promoting the creative arts. In addition,

the Posters will be on display at the Earth Day Celebration. The theme

"Make Every Day Earth Day!" is meant to encourage parents and the public to Reduce, Reuse and Recycle

**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>
	None	\$	\$
		\$	\$
		\$	\$
6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	\$250 art grant for each of (5) Tarzana schools, participating in the Earth Day celebration and Poster contest	\$ \$1250	\$ \$1250
		\$	\$
		\$	\$

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: \$1250 \_\_\_\_\_

10a) Start date: 11/16/22    10b) Date Funds Required: 04/15/2023    10c) Expected Completion Date: 04/15/2023  
 (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\***  
 Diana Williams CEO \_\_\_\_\_  \_\_\_\_\_ 11/16/2022  
 PRINT Name                                          Title                                          Signature                                          Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - **REQUIRED\***  
 Paul Lawler CBF Board President \_\_\_\_\_  \_\_\_\_\_ 11/16/2022  
 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

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