

**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

**SECTION I - APPLICANT INFORMATION**

1a) Portola Middle School 95-6006405 \_\_\_\_\_ Date of 501(c)(3)  
Organization Name Federal I.D. # (EIN#) State of Incorporation Status (if applicable)

1b) 18720 Linnet Street Tarzana CA 91356  
Organization Mailing Address City State Zip Code

1c) \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
Business Address (if different) City State Zip Code

1d) PRIMARY CONTACT INFORMATION:  
Kimberly K. Estrada (818) 654-3300 kkr3142@lausd.net  
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 Signed letter on School Letterhead Attach IRS Determination Letter

3) Portola Middle School Tarzana CA 91356  
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.

Portola Middle School is dedicated to improving the teaching and learning of Civic Leadership and understanding in the classroom to create a state-of-the-art Mock Trial Program at Portola. In fall 2022 we offered Mock Trial as an elective open to all students. Overwhelming student interest allowed us to fill every slot available in the competitive Los Angeles County Mock Trial program through the Constitutional Rights Foundation. Our purpose is to teach students debate techniques, public speaking skills, various court-personnel roles and decorum, and an understanding of how law is applied to facts in our courts. Students prepare interactively to

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 enables Portola to continue its outstanding educational course offerings to a variety of students from Tarzana and local Los Angeles areas. Tarzana students represented the second-largest group of students who enrolled in this class last fall (6 students/total 30). The course immerses students in the legal field, allowing students to learn practical legal skills such as speaking clearly, determining how to present evidence, following courtroom procedure, and understanding and applying standards of proof. Students become comfortable asking and answering questions in front of a "courtroom" audience and apply principles of Constitutional rights to given facts. The program encourages the importance of multiple perspectives, socio-economic status and how it correlates to defense, and produces student advocate leaders who can implement change in our communities.

TNC NPG PORTOLA MOCK TRIAL 3-23

**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
	Teacher--X-time to prepare/plan-- 15 hours	\$750	\$750
	Chaperone/substitute for field trip to Van Nuys Courthouse	\$250	\$250
		\$	\$

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Mock Trial materials, Constitutional Rights Foundation competition	\$2150	\$2150
	Purchase of 1 School bus to provide Field Trip to Van Nuys Courthouse	\$500	\$500
		\$	\$

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

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
none	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$3,650

10a) Start date: 06/12/23 10b) Date Funds Required: 05/01/23 10c) Expected Completion Date: 06/10/24  
 (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\*

Kimberly Estrada Principal [Signature] 2/28/23  
 PRINT Name Title Signature Date

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

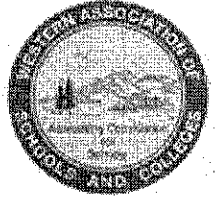
Mindy Park Asst. Principal [Signature] 2/28/23  
 PRINT Name Title Signature Date

\* 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



**Gaspar de Portola Charter Middle School School for Advanced Studies  
Academy of Integrated Arts & Technology  
Highly Gifted Magnet**

18720 Linnet Street, Tarzana, California 91356  
Phone (818) 654-3300 Fax (818) 996-0292  
Portolams.org



March 1, 2023

Re: Funding for Mock Trial Class at Portola Middle School

Dear Executive Board Members of Tarzana Neighborhood Council:

This letter addresses the need for the students at Portola Middle School to have funding for students to participate in Mock trial. This helps the students with their ability to participate in their civic duty to the community to recognize how the court system works, legal research, and their duty to the community as a whole the historical aspect as well as the interpretation of the Constitution and how it applies to each and every citizen of the United States.

They need the following Teacher X-Time to prepare/plan 15 hours. Chaperone for field trip to the Van Nuys Superior Court. Mock trial materials, Constitutional Rights Foundation Competition. Purchase of a school bus to the Superior Court. The teaching of civic duty is paramount to the students in the community. This provides them with first-hand knowledge of the legal statutes and constitution to read and interpret and apply. This also gives them a chance to see how the court system works with the Judge and Jury guaranteed in the Constitution and how to prepare and perform in speech and debate and how to conduct oneself in court.

This will be invaluable to the students that participate and show them skill set that could provide them background in law. The majority of the students are low to middle income where they have not been exposed to the civic duty or know the parameters of the legal system. This will give opportunity to the minority students and the whole student body as all students are welcome to apply and be a part of this program. It enriches their lives with all the life skills and those around them. The topics will open up the line of communication and conversation in their daily lives. It will educate the students immensely. The neighbors will benefit as well because they are part of the community. The students will leave the program being enriched and having participated in a program that educates them as well as learning life skills that will help them in the future career. Thank you for considering this grant and hopefully approving it, as there is no other funding to help support the Mock Trial at Portola Middle School.

Very Truly Yours,

Kimberly Estrada  
Principal