

**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) <u>Portola Charter Middle School, HGM &amp; AIAT</u> <i>Organization Name</i>	<u>95-6006405</u> <i>Federal I.D. # (EIN#)</i>	<u>CA</u> <i>State of Incorporation</i>	<u></u> <i>Date of 501(c)(3) Status (if applicable)</i>
1b) <u>18720 Linnet Street</u> <i>Organization Mailing Address</i>	<u>Tarzana</u> <i>City</i>	<u>CA</u> <i>State</i>	<u>91356</u> <i>Zip Code</i>
1c) <u></u> <i>Business Address (if different)</i>	<u></u> <i>City</i>	<u></u> <i>State</i>	<u></u> <i>Zip Code</i>
1d) <b>PRIMARY CONTACT INFORMATION:</b>			
<u>Javier Tapia</u> <i>Name</i>	<u>(818) 654-3300</u> <i>Phone</i>	<u>jtapia1@lausd.net</u> <i>Email</i>	
2) <b>Type of Organization- Please select one:</b>			
<input type="checkbox"/> <b>Public School</b> (not to include private schools) Attach Signed letter on School Letterhead		or	
		<input type="checkbox"/> <b>501(c)(3) Non-Profit</b> (other than religious institutions) Attach IRS Determination Letter	
3) <u></u> <i>Name / Address of Affiliated Organization (if applicable)</i>	<u></u> <i>City</i>	<u></u> <i>State</i>	<u></u> <i>Zip Code</i>

**SECTION II - PROJECT DESCRIPTION**

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

Portola's Mock Trial program teaches students civic leadership and understanding of our country's judicial system by immersing them in a fictional criminal or civil case, where students take on the roles of witnesses, bailiff, clerk, or attorneys. Open to all students, the Mock Trail program usually fills to capacity. Its differentiated program allows students with various academic and social needs to learn from each other and from currently active judges and legal staff. Many of our students are inspired to choose legal careers or become leaders in our school. Students learn critical thinking, analytical reading, public speaking and collaborative skills that give them lifelong confidence.

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 primarily be used to supplement academic funding to allow students to compete against other schools in the Los Angeles County Mock Trial Program run by TeachDemocracy.org (formerly Constitutional Rights Foundation). Any funds received will primarily go towards dues and transportation to compete against other schools before judges, as well as the materials and coverage for teachers to train students and accompany them to the competition as its rules require. Because of this funding, students learn to work together as a team to analyze facts against California law and apply that analysis in front of sitting judges and attorneys who then provide immediate feedback. Students learn how our court system works, the roles of various court personnel, the importance of (and how to be) good representation during a trial, and how and when to object to testimony using our evidentiary code. By preparing for competition, students gain confidence and learn speaking and research skills that bring them success in other fields as well. Students gain an appreciation for our democratic system.

TNC PORTOLA SCHOOL NPG 3-17-26

**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
substitute coverage to allow teacher coach and chaperones at competition	\$ 0	\$ 400
	\$	\$
	\$	\$

6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
competition fees	\$ 510	\$ 700
program materials (case, legal pads, timer, exhibits, folders)	\$ 0	\$ 225
competition transportation costs (busses)	\$ 1990	\$ 2500

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?  
 No  Yes If Yes, please list names of NCs: We plan on applying to Encino as well this year, as 1/3 of our students are from there.

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: \$ 2500

10a) Start date: 6 / 12 / 26 10b) Date Funds Required: 8 / 12 / 26 10c) Expected Completion Date: 6 / 3 / 27  
 (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

Javier Tapia Principal [Signature] 3-17-26  
 PRINT Name Title Signature Date

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

Mindy Park Assistant Principal [Signature] 3/17/26  
 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

LOS ANGELES UNIFIED SCHOOL DISTRICT



**Gaspar de Portola Charter Middle School,  
Academy of Integrated Arts & Technology,  
and Highly Gifted Magnet**

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

<https://portolams.org>

*J. Tapia*  
Principal

*R. Garcia*  
Assistant Principal

*M. Park*  
Assistant Principal

*R. Zolot*  
Assistant Principal



16 March 2026

Dear Tarzana Neighborhood Council Board Members,

Thank you for your consideration regarding the funding of our Mock Trial program at Portola Charter Middle School, HGM & AIAT. I believe this program will positively impact the community through the teaching and learning of Civics. The program will also offer a career snapshot of our legal system and the importance of fairness, equity and advocacy within our court system. The class will teach students public speaking skills, research, advocacy, perspective and the importance of their voice.

We plan to use the funds for teacher training and preparation, purchase and copying of Mock Trial cases and materials, and bus transportation for field trips to the Stanley Mosk Courthouse and any other courthouse where our team competes. The Mock Trial program will be run through our elective program and will be open to all students. It will begin in the fall of 2026. Since we have begun this program, students have been overwhelmingly supportive of it!

Thank you again for your consideration. We look forward to your response.

Respectfully,

A handwritten signature in black ink that reads "J Tapia".

Javier Tapia