



# United Neighborhoods NEIGHBORHOOD COUNCIL

*Our Voice \* Our City \* of Neighbors \* by Neighbors \* for Neighbors*

## ***Our Mission***

***To empower and bring together our diverse community and  
to maintain and improve our quality of life***

### **FUNDING REQUEST FOR EVENTS**

1. A Request for Funding Proposal for a proposed event must be presented to UNNC Executive Committee at least sixty (60) days in advance of an event/project in order to be recommended to be on Governing Board agenda for a vote of the request proposal.
2. Please review the attached Request for Funding Proposal and fill it out to the best of your ability. Please feel free to bring your questions to an Executive Committee meeting and we will help you understand what city resources might be available, what neighborhood contacts may be helpful, and what city requirements you may need to follow up on in order to proceed. UNNC is happy to advise you about what makes a successful proposal, but cannot vote on your proposal until it is complete and presented as an official agenda item at an Executive Committee meeting. The Executive Committee will evaluate whether the project follows UNNC and city rules and guidelines and if the project plan appears sound and benefits the community. If all is in order, the Executive Committee will forward the project to the full Governing Board for discussion and a vote.
3. All Funding Requests must have a start date and ending date. If project is delayed past ending date, an extension must be requested from the UNNC Governing Board.
4. Once Funding Request is approved, a board member will be assigned to the event/project to coordinate with the UNNC Treasurer. The requester should keep in contact with the board member and Treasurer throughout the process.
5. Payment is easier for everyone if you select vendors who accept credit cards. Paying by check issued by the City of Los Angeles takes six weeks and requires: (1) W9 Form and (2) an Invoice made out to **United Neighborhoods Neighborhood Council**. We cannot and DO NOT reimburse anyone for expenses. UNNC must pay all vendors directly for UNNC funded project costs.
6. To be submitted to Governing Board within thirty (30) days following the completion of the event/project: (a) A final Expense Report – with line item amounts; (b) thank you letter to UNNC; and (c) photos (before and after photos if a beautification project).

## FUNDING REQUEST FOR EVENTS

TO: UNNC  
DATE: \_\_\_\_\_  
PRESENTER(S): \_\_\_\_\_  
Email and phone: \_\_\_\_\_

This form is for proposed EVENTS.

For block clubs that are just forming, UNNC may fund up to \$500 for a first year block party, which may be requested for food, publicity and outreach materials, insurance, craft materials, and chair/table/stage rental. For existing block clubs, UNNC policy is to accept applications for funding the cost of event insurance, but such decisions are on a case-by-case basis, based on current funding priorities. Block clubs are expected to become self-sustaining for block party expenses.

Larger events such as festivals, movies in the park and other wider community activities involving multiple partners are more complex, and should be submitted farther in advance. Vendors, including those who supply food for the event, may be required to provide their own proof of liability insurance.

UNNC welcomes requests from neighborhood associations and block clubs for signage used to announce meetings and for neighborhood outreach and education materials, and encourages proposals for neighborhood improvement projects (please ask us for the application forms *UNNC Funding Request for Outreach Materials* or *UNNC Funding Request for Neighborhood Improvement Projects*).

The questions on this form are based on City policies and UNNC's years of experience putting on successful events. Answering these questions will help us help your group in throwing a successful event.

1. Please summarize the concept for this event:

2. Where will the event be held?
3. When is the event or what dates are being considered?
4. Please list the primary Neighborhood Group(s) sponsoring this event:
5. List any other neighborhood groups or city agencies that have indicated that they would like to support the event (e.g., Parks & Rec):

6. Please provide an estimated line item budget for all materials, services, and permits for the project. All planned expenses must be listed, whether or not UNNC is being asked to fund them). **Include sales tax.**

Materials or services (including donations)	Requested of UNNC	Total Projected Cost
Event Insurance (Contact us for suggestions.)		
Flyers		
Signage and Banners		
Total:		

7. Please list all other funding that is in-hand or pledged for the event. You do not have to list individual neighbors by name for cash donations.

Source of funds or donation of goods or services:	In-hand or pledged?	Amount
Cash from all sources:	In-hand	
Cash from all sources:	Pledged	
Total:		

8. The UNNC Signatory usually pays for most items in person using the UNNC credit card. Please list estimated dates when the UNNC Signatory can accompany your project manager to the various suppliers to pay for UNNC funded items and services.

Earliest Date	Latest Date	Store or Supplier	Amount

9. Please provide a final end date that will provide sufficient time to settle all UNNC funded payments for this project (typically within one month of the event):

10. What other sources have you approached for funding or in-kind donations?

11. Will your event require a Street Closure Permit?  Yes  No  
 City policy is usually to waive street closure permit fees for block club events. UNNC and Council District 10 will assist you in making those arrangements.

12. For other than block club events, please describe how many volunteers you will need for this event, and how you will recruit them:

13. Please attach a copy of proposals, quotes and/or estimates for each supplier, including each supplier's name, address, and telephone number. Paying by city issued check takes six weeks. It is preferred that you select suppliers who are able to take credit cards.