



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 NEIGHBORHOOD / COMMUNITY IMPROVEMENT PROJECT

1. A Request for Funding Proposal must be presented to UNNC Executive Committee at least sixty (60) days in advance of a Community Improvement 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
NEIGHBORHOOD IMPROVEMENT PROJECT

TO: UNNC

DATE: _____

PRESENTER(S): _____

Email and phone: _____

1. Please summarize the concept for this project, including the project location:

2. Please list the primary Neighborhood Group sponsoring this project:

3. List any other neighborhood groups or city agencies that have provided a letter in support of this project:

4. Please provide contact info for any other neighborhood groups or city agencies that have indicated that they would like to support the project:

5. Please describe how many volunteers you will need for this project, and how you will recruit them:

6. Please attach any renderings or drawings that illustrate the project, and label as Exhibit A.

7. Please provide an estimated line item budget for all materials, services, and permits, required for the project to be completed. All planned expenses must be listed, whether or not UNNC is being asked to fund them. (attach separate sheet using format below if needed, label Exhibit B). **Include sales tax.**

Materials or services (including donations)	Requested of UNNC	Total Projected Cost
Contingency:		
Total:		

8. Please provide an estimated line item budget for all optional materials and services for the project, e.g., refreshments, outreach materials. (attach separate sheet if needed, label Exhibit C). **Include sales tax.**

Materials or services (including donations)	Requested of UNNC	Total Projected Cost
Total:		

9. Please list all other funding that is in-hand or pledged to complete the project. You do not have to list individual neighbors by name for cash donations. (attach separate sheet if extensive, label Exhibit D)

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

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

11. Please note all organizations that must sign-off on this project before it can start:
 HPOZ Board / Planning Department of Transportation Parks and Rec
 Council Office Bureau of Street Services Building and Safety LAUSD
 _____ _____

12. What is your target start date and your target end date of project?

13. Once all permits have been obtained, how long will the project take from start to finish?

14. At what point in the project will UNNC funds be needed?

15. Please describe what provisions have been or will be made for coordinating continuing maintenance, upkeep and administration of this project?

16. Please attach a copy of proposals, quotes and/or estimates for each supplier, including each supplier's name, address, and telephone number. Purchases under \$2500 are usually paid by credit card, so please verify that suppliers can take a credit card. Purchases over \$2500 are paid by city check. The UNNC Executive Committee will work with you in determining how suppliers will be paid.