



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 OUTREACH MATERIALS

1. A Request for Funding Proposal should be presented to UNNC Executive Committee at least sixty (60) days in advance of an Outreach 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
OUTREACH MATERIALS

TO: UNNC
DATE: _____
PRESENTER(S): _____
Email and phone: _____

UNNC welcomes requests for signage used to announce meetings, neighborhood identification, and for other neighborhood outreach and education materials. UNNC requires an acknowledgement of UNNC and advance approval over the size, design and placement of the UNNC logo on any materials. Typical items that can be funded include, for example:

- Design Fees
- Signage and Banner Production
- Flyers - Printing
- Refrigerator Magnets - Production
- Postcards - Printing
- Doorhanger - Printing
- Advertisement - Fees
- Distribution costs (mailing house, postage, or other delivery service)

UNNC also encourages proposals for neighborhood improvement projects (please ask us for the application form *UNNC Funding Request for Neighborhood Improvement Projects*).

1. Please list the primary Neighborhood Group sponsoring this outreach:

2. Please provide a draft of all text that is proposed for each item you are proposing, or attach concept layouts to this proposal.

- Please provide an estimated line item budget for all materials and services for the project. **Include sales tax.**

Item or Service	Requested of UNNC	Total Projected Cost
Total:		

- The UNNC Signatory (or Cardholder) 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

- Please provide a final end date that will provide sufficient time to settle all UNNC funded payments for this project:
- What other sources have you approached for funding or in-kind donations?
- 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.