



## Northwest San Pedro Neighborhood Council Neighborhood Purpose Grant (NPG) Application Process

The Northwest San Pedro Neighborhood Council is pleased to announce grant applications for programs with an emphasis on COVID-19 Assistance and Relief are now being accepted.

There is approximately \$6,000 available for this initiative.

**REQUIREMENTS:** Applicants must be a 501 c-3 non-profit or a PUBLIC school.

**DEADLINE:** Applications must be received no later October 30, 2020.

### **Application Process**

Individuals/Organizations interested in applying for these funds must submit a proposal providing all of the following information:

(NOTE: Applications missing any of the below requirements will not be considered)

- Name and contact information of person submitting proposal. Include phone number, email address and physical address.
- Describe the project to be considered, including where it will take place and how will it benefit the community of Northwest San Pedro during the Covid Crisis.
- Is this an existing program or a new one? If it is new, please provide a start date.
- Provide a detailed budget – the total amount requested and a breakdown of how the funds will be used (be as specific as possible).
- Obtain a cover letter on sponsoring organization's letterhead with their Federal Tax Identification Number, contact name, business address, e-mail address and phone number and a commitment to be responsible for receiving and administering the funds.
- Submit a formal Application for Neighborhood Purposes Grant including proof of 501c3 or Public-School status and Business Tax Registration Certificated (BRTC). Public Schools need to have School principal fill out form, no one else can. Those forms can be found online at <https://clerk.lacity.org/neighborhood-council-funding/documents-and-forms>.

Submit the proposal and cover letter by e-mail to [Melanie.labrecque@yahoo.com](mailto:Melanie.labrecque@yahoo.com)

or by mail to: Budget and Finance Committee, 638 S. Beacon Street, San Pedro, CA 90731

If chosen you may be requested to present your project at the full Board and Stakeholder Neighborhood Council meeting after completion.

E-mail questions to: [melanie.labrecque@yahoo.com](mailto:melanie.labrecque@yahoo.com) and please include your phone number.