



CITY OF LOS ANGELES CALIFORNIA



ANTONIO R. VILLARAIGOSA MAYOR

GLASSELL PARK NEIGHBORHOOD COUNCIL 3750 N. Verdugo Road Los Angeles, CA 90065 (323) 256-4762 or 256-GPNC GPNC41@sbglobal.net www.GlassellParkNC.Com

GLASSELL PARK NEIGHBORHOOD COUNCIL OFFICERS

BRADLEY CHAIRPERSON

PARAS NANA VATI VICE CHAIRPERSON

VACANT SECRETARY

PHILLIP D. IGLAUER TREASURER

ART LUIS CAMARILLO OTHER REP

GLASSELL PARK NEIGHBORHOOD COUNCIL GRANTS AND FUNDING COMMITTEE

FUNDING REQUEST APPLICATION

- (LIST OF BOARD MEMBERS) BRADLEY - AREA 1 MAGGIE DARETT-QUIROZ - AREA 2 VACANT - AREA 3 SILVY BERMAN - AREA 4 VACANT - AREA 5 PARAS NANA VATI - AREA 6 VACANT - AREA 7 JUAN 'TONY' TAVARES - BUS REP PHILIP D. IGLAUER - BUS REP RUDY DeVERA - BUS REP GARY MUNSTEIN - ORG. REP PAULA Y. BAGASAO - ORG. REP TONY BUTKA - EDUC. REP LUIS 'ART' CAMARILLO - FAITH-BASED GEORGE O SMITH III - AT LARGE REP

Date: 01/12/2016 Organization: City of Los Angeles, Recreation & Parka

Contact Person: Miranda McCord Address: 3650 Verdugo Rd

Telephone: 323-341-5681 City Los Angeles Zip Code 90065

Total Cost of Project: approx \$2000.00 Amount Requested from GPNC: \$500.00

If you are not requesting the total cost from GPNC, how are you financing the balance?

Explain The balance will be financed through the park's individual fund

Add any attachments that would expand on your explanation

Explain on how this project will benefit the Glassell Park Community This event brings the community together for a fun & safe springtime event. Patrons can socialize with thier neighbors & learn about park resources.

Include attachments if necessary to make our point to the Executive Board

If over \$2,000.00, did you obtain 3 bids in writing? If not explain Why n/a

For all other approved expenditures under \$2,000.00, you must submit and original invoice.

Did you contact at least 2 other competitors? Yes No If not why n/a

Are you a 501c3 Organization? Yes No X

If you are a 501c3 list your Number:

Land Use, Outreach, Safety, etc.

Approved: Yes _____ No _____ Date _____

Date presented to Executive Board _____

Date approved or rejected by the GPNC Executive Board _____

If approved by Executive Board, date approved by General Board _____

Date of allocation of funds _____ Check No. _____

GPNC Board Chair

Date: _____

GPNC Financial Officer

Date: _____



Department of
NEIGHBORHOOD EMPOWERMENT
200 N. Spring Street, 20th FL, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1
E-mail: EmpowerLA@lacity.org www.EmpowerLA.org



NEIGHBORHOOD COUNCIL EVENT APPROVAL FORM

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event, and the Department of Neighborhood Empowerment must approve a Neighborhood Council sponsored event before any funding payments can be executed. **Please complete and sign this form and submit to the Department at least 30 days before the day of the event.** The Department will typically take 3-5 days to review and approve the event. Once approved, the Neighborhood Council can begin spending.

Neighborhood Council: Glassell Park Neighborhood Council

The Neighborhood Council is the Main Sponsor or Co-Sponsor for the event.

Main sponsor: Los Angeles Recreation & Parks - Glassell Park Recreation Center

Contact Person: Arlene Cordova or Miranda McCord

Phone: (323) 341-5681 Email: miranda.mccord@lacity.org

Co-Sponsor (if applicable): _____

Contact Person: _____

Phone: _____ Email: _____

Event Information

Type of Event (festival, movie night, etc.): Spring Extravaganza

Date: 03/26/16 Time Frame: 11am - 2pm Est. number of attendees: 200 Event Amount: \$ 2,000.00

Venue Name: Glassell Recreation Center

Venue Address: 3650 Verdugo Rd, Los Angeles CA 90065

Contact Person: Miranda McCord

Phone: (323) 341-5681 Email: miranda.mccord@lacity.org

Please note: If the location for the event is at City facility, e.g. park, the location approval may be easier and at little or no cost. If the location for event is not a City facility, a separate contract may be needed and can take 30 days to complete.

Documents scanned and emailed to EmpowerLA.Funding@lacity.org for Department approval PRIOR to event:

- Neighborhood Council Event Approval Form – Completed and signed by Treasurer or Second Signatory
- Funding Request Form – Completed and signed by Treasurer and Second Signatory
- Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available. Once approved, the Department will transfer the amount of the event budget into the Neighborhood Council account automatically, i.e. no additional Cash Request Form will be required.
- If a bank card exemption of the daily \$1,000 limit is required for this event, please provide the date(s) and amount needed for the daily limit to be lifted:** _____

Please note: Missing or incomplete required documents will delay Department approval.

The City of Los Angeles provides Neighborhood Councils with event liability coverage in the amount of \$5 million. Depending on the type of event, there may be additional permits and liability issues that must be addressed prior to the event, or the Neighborhood Council will be liable for any penalties or injuries incurred at the event. There may be fees attached to obtaining permits and additional liability so please budget accordingly. It may be easier to partner with the City family or a community based organization or even hire a producer (will require a contract prepared by the Department) so that they can obtain/handle the necessary permits and liability issues instead. Please contact the Department Funding Team if you are unsure what your Neighborhood Council event may need. The following must be obtained **PRIOR TO THE EVENT** if they are applicable to your event:

If FOOD is being purchased/provided/distributed/served at your event, you may be required to obtain the following documents:

- LA County Public Health Department Permit – if the food is free, no permit is required. If there are tickets being sold for vendor food booths (e.g. "Taste of" type of event, which needs to have a sponsor besides the Neighborhood Council to accept the funds), a paid permit is required, but the fee will be waived if held at a City park.
- LA Fire Department – contact for a permit for use of barbecues or to determine whether a first aid station is necessary

You may need ADDITIONAL INSURANCE for your event from Vendors if they are providing the following services:

- Jumper/Bouncer (Inflatables) – the City of Los Angeles will need to be listed as an additional insured by the company
- Games (e.g. dunk tank, other carnival style games) – City Risk Management will need to review
- Food (purchased, provided, distributed and/or served) – City Risk Management may need to review

If RENTING a vehicle or truck to transport event materials:

- Renting of vehicle/truck must be by a board member
- Additional Insurance offered by the rental company must be purchased in full

ADDITIONAL PERMITS may be required if the event has:

- Over 500 attendees, which may require LAPD presence - LAPD Special Events
- Street closures for block parties - Bureau of Street Services or LADOT for larger street closures, such as a parade
- Tents/canopies larger than 450 square feet or stages/platforms more than 30 inches above grade - Building and Safety


CONTACT INFORMATION for possible permits:

- Street Maintenance - (213) 847-2999
- Building and Safety - (213) 482-0387
- LADOT (Traffic Officers) - (323) 913-4652
- LADOT (Signs) - (213) 485-2298
- LADOT (Special Operations) - (323) 224-2124
- Risk Management - (213) 978-7475
- LAPD - (213) 486-0410
- LAFD - (213) 978-3650
- Sanitation - (213) 485-3612
- Street Services - <http://bsspermits.lacity.org/spevents/>
- LA County Public Health Dept. - <http://publichealth.lacounty.gov>

Original documents to submit with your Monthly Expenditure Report for the event:

- Neighborhood Council Event Approval Form – Completed and signed by Treasurer or Second Signatory
- Funding Request Form – Completed and signed by Treasurer and Second Signatory
- Board Vote Count Form – Completed and signed by Treasurer and Second Signatory
- Itemized Detailed Event Budget – Final total budget with funding categories and specific vendors. If final budget changed from original, please submit adjusted budget with new Board Vote Count Form.
- Original Invoices and Receipts
- Proof of Sponsorships (e.g. event flyers, webpage copy, etc.)
- Copies of Additional Permits (if applicable)
- Copies of Additional Insurance (if applicable)
- W-9 (for 1099 Individual Services if applicable)

I have read and understand the requirements set forth in this document and agree to comply with the required paperwork necessary for Neighborhood Council events.

Signature:  Date: 01/04/16
Print Name: Miranda Mccord Title: Recreation Coordinator
Email: miranda.mccord@lacity.org Phone: (323) 341-5681

Department Use Only. Approval Code: _____ Staff: _____
Cash Request Process Date: _____ Bank Card Exemption Process Date: _____ Rev 01/06/15

SECTION III - PROJECT BUDGET OUTLINE

6a) Personnel Related Expenses	Requested of NC	Total Projected Cost
10 part time staff \$15 hour x 6 hours	\$ 0.00	\$ 900.00

6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
Refreshments	\$ 500.00	
Decorations	\$ 0.00	\$ 100.00
Activities (face painting, crafts, games)	\$ 0.00	\$ 200.00

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

No Yes, please list names of NCs: _____

8) Is the implementation of this specific program or purpose described in box 4 above contingent on any other factors or sources or funding? (Including NPG applications to other NCs) No Yes, please describe:

Source of Funding	Amount	Total Projected Cost
Glassell Park MRP		\$ 1,200.00

9) What is the TOTAL amount of the grant funding requested with this application: \$ 500.00

10a) Start date: 03/26/16 10b) Date Funds Required: 03/07/16

10c) Expected completion date: 03/26/16 (After completion of the project, the applicant must submit a follow-up form to the Neighborhood Council and the Department of Neighborhood Empowerment)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a former or existing relationship with a Board Member of the NC?

No 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 Department 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 Appendix A, "What is a Public Benefit," and Appendix B "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 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*
MIRANDA McCORD coordinator Miranda McCord 1/13/16
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School-Principal - REQUIRED*
Arlene Cordova Sr. Equity Director Arlene Cordova 1.14.16
 PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the Department at (213) 978-1551 for instructions on completing this form



Glassell Recreation Complex
3650 Verdugo Road, Los Angeles, CA 90065
(323) 341-5681 Tax ID: 95-6000735

[Http://www.LaParks.org/dos/reccenter/facility/GlassellParkRC.htm](http://www.LaParks.org/dos/reccenter/facility/GlassellParkRC.htm)



January 11, 2016

Glassell Park Neighborhood Council,

Every year Glassell Park Recreation Center has a Spring event for the community. This event was created to bring families together for a fun, safe & general good time. All ages are welcome and encouraged. This years event will take place on Saturday March 26th from 11am—3:00pm. During the event we have various activities that patrons can enjoy . These activities range from games and face painting to crafts.

Later in the event we have an Easter Egg Hunt. This is a fun and highly anticipated activity for the children who attend our event. Another fun surprise is a visit from Mister Bunny! He attends the event, giving our patrons the opportunity to meet and take photos with him.

In general this events primary goal is to be a fun and memorable springtime community gathering. It's a place where you can network your neighbors, and learn about opportunities at the recreation center, all while participating in some fun activities.

We hope that the Glassell Park Neighborhood Council will consider contributing to this event. It would be very much appreciated.

Sincerely,

Miranda McCord
Recreation Coordinator



Glassell Recreation Complex
3650 Verdugo Road, Los Angeles, CA 90065
(323) 341-5681 Tax ID: 95-6000735



[Http://www.LaParks.org/dos/reccenter/facility/GlassellParkRC.htm](http://www.LaParks.org/dos/reccenter/facility/GlassellParkRC.htm)

Proposed Budget for Spring Extravaganza

Funds to be provided by Recreation & Parks


- Staff fees.....Estimated cost \$900
- Plastic Egg..... Estimated cost \$200
- Decorations.....Estimated Cost \$100
- Activities.....Estimated Cost \$200
 - Face Paining
 - Games
 - Crafts

Funds to be provided by Glassell Park Neighborhood Council

- Refreshments.....Estimated cost \$500
 - Candy
 - Drinks
 - Cookies
 - Misc Snacks

Prepared by:
 Miranda McCord
 Recreation Coordinator
 Glassell Recreation Center

Spring Extravaganza



11:00 - 12:00pm **Face painting**
12:00 - 1:00pm **Crafts & games**
1:00 - 2:00pm **Egg hunt**

It'll be a fun time for the whole family!
+ a special bunny appearance

Free!



Saturday, March 26th
11:00 am - 2:00 pm

Glassell Recreation Center
3650 Verdugo Road, Los Angeles, CA 90065 (323) 341-5681
Email: Glassell.RecreationCenter@LACity.org

Persons with disabilities are welcome to participate in our programs. Reasonable accommodations will be made with prior arrangements.

Achieving gender equity through a continuous commitment to girls and women in sports.

The City of Los Angeles is proud to be part of the Mayor's Million Trees Initiative.

The classes and programs in this brochure are subject to cancellation.