

NPG Process – DRAFT June, 2020

- NPGs must be submitted to the President who will, upon initial review, determine the appropriate Committee for further review of the NPG or place the NPG for review at the next Executive Committee Meeting.
- In the event that it is sent to Committee(s) for review, the Committee is responsible for properly vetting the NPG. This process will include the following considerations:

Application Process: The following is required from all organizations seeking an NPG

- NPG Application completed and signed
- Non-profits 501(C3) must submit an IRS Letter of Determination
- Public Schools must submit a letter on official school letterhead, signed by school Principal
 - The NPG form is properly filled out.
 - The budget is realistic and supported with documentation. *
 - Itemized breakdown of the budget (line item detail)
 - Itemized revenues that may be generated from the event: sponsorships, booth fees, entrance fees, etc
 - Percentage of funding toward administrative costs
 - Funds being requested from other sources including Neighborhood Councils
 - The organization is capable of completing the project*
 - Qualifications of Organization / NPG requestor
 - Historical information / references to support they can complete the work
 - The project is supported by the community* -
 - What specific benefit will NWNC stakeholders receive?
 - Will our donation go directly to serve stakeholders in our boundaries?
 - The number of stakeholders that will benefit from the project is meaningful*
 - The work plan is specific, detailed and feasible
 - Detailed Timeline for work to be completed.
 - Knowledge of working with LA City to secure the support / permits required
 - How many individuals or volunteers will be needed to execute the activity? Have these people been identified already?
 - The project is within the scope, mission, and jurisdiction of the NWNC
 - If sponsorship is provided, NWNC will have input on how NWNC will be included in materials as well as provide approved creative (i.e. logos) and copy. NWNC will have final approval of materials prior to printing / publication.
 - Inform the applicant that an *NPG Project Completion Form* must be submitted.
 - Share the outcome of the event / project to help future NPG decisions
 - This is required by NWNC, and if the applicant does not provide the completion form after 60 days of the event, they will be unable to request future funds from NWNC for a two-year period.
- The Executive Committee or Committee Chair will agendize the NPG recommendation for review and consideration at the next General Board Meeting for review and approval.
 - The NPG must be submitted as a motion to include the amount being requested, the organization's name, a brief description of what the money will be used for

as well as the following language: “A Project Completion Form must be submitted by the applicant no later than 60 days after the event. In the event the applicant does not provide a Project Completing Form, the applicant will be unable to apply for NPG funding from NWNC for a two-year period.”

- The NPG requestor **must** attend the GBM to present the NPG and answer questions from Board Members and stakeholders.
- The Committee Chair is responsible for communication and follow up with the NPG contact, other Committees including the Outreach & Communication Committee, and ensure a *Project Completion Report Form* is submitted from the NPG applicant (this form is included in the Neighborhood Purposes Grant - NC Information Packet located on the LA City Clerk’s website:
<https://clerk.lacity.org/sites/g/files/wph606/f/NPG%20NC%20Information%20Packet%2002-2018.pdf>.)
- The Committee Chair will provide the *Project Completion Report Form*, as well as any other observations to the Board after the completion of the project.
- Potential questions for Committee’s to ask of the NPG applicant in addition to above:
 - 1). What percentage of the grant will benefit stakeholders directly, vs. 501(c)3 administrative costs?
 - 2). How many of our stakeholders will the grant serve? (Limited/unlimited)
 - 3). What are some of the other/past benefactors that have received your services? (This might help in determining the value by checking with those organizations/causes.)
 - 4). How long have you been a 501(c)3?
 - 5). Who is responsible for implementing the proposed project and overseeing/assuring the results promised/offered?
 - 6). Will you be able to provide progress reports on the project?
 - 7). Do you rely on volunteers for implementing the project? Are you reliant on Volunteers to complete the outcome? If so, how many volunteers are needed to complete the project? Or, will your organization’s staff be solely responsible for executing the service/project?
 - 8). What is the number of paid staff in your organization?
 - 9). Would you be willing to submit a copy of your most recent 990/501(c)3 tax filing?