

**Neighborhood Council Funding Program**  
**APPLICATION for Neighborhood Purposes Grant (NPG)**



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: \_\_\_\_\_

**SECTION I - APPLICANT INFORMATION**

	95-6101193		
1a) <u>Carpenter Community Charter</u>	<u>Federal I.D. # (EIN#)</u>	<u>State of Incorporation</u>	<u>Date of 501(c)(3) Status (if applicable)</u>
1b) <u>3909 Carpenter Avenue</u>	<u>Studio City</u>	<u>CA</u>	<u>91604</u>
<i>Organization Name</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1c) _____	_____	_____	_____
<i>Organization Mailing Address</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1d) <b>PRIMARY CONTACT INFORMATION:</b>			
<u>Jennifer DeRosa</u>	<u>917-817-6657</u>	<u>jenniferderosa@hotmail.com</u>	
<i>Name</i>	<i>Phone</i>	<i>Email</i>	
2) Type of Organization- Please select one:			
<input checked="" type="checkbox"/> Public School <i>(not to include private schools)</i>	or	<input type="checkbox"/> 501(c)(3) Non-Profit <i>(other than religious institutions)</i>	
<b>Attach Signed letter on School Letterhead</b>		<b>Attach IRS Determination Letter</b>	
3) _____	_____	_____	_____
<i>Name / Address of Affiliated Organization (if applicable)</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

**SECTION II - PROJECT DESCRIPTION**

4) Please describe the purpose and intent of the grant.

Carpenter Community Charter is celebrating its 100th anniversary this school year (2023-2024). Celebrating a milestone as large as 100 years is a great opportunity for students, staff and the community to reflect on and celebrate Carpenter's progress and successes over the years. Initiatives will include a series of events and marketing to the community. Signage will be displayed in Studio City on Ventura and at school and is meant to compel students/staff/teachers/parents and the community to learn more about the schools history and commitment and also raising awareness among local businesses and x for future enrollment, sponsorship and support. Our plan is to fund light pole banners on Ventura in the fall and again in the spring for six months, host an August 30th pep rally, a 100th day pep rally and a spring event on April 13th to include all alumni, families and staff.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

We will use this grant to visually represent our anniversary to our community by way of banners and hosting a large alumni event where we will invite the community and neighborhood to celebrate together. Banners to be hung on Ventura Boulevard and on campus, inside and outside the campus.



**SECTION III - PROJECT BUDGET OUTLINE**

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a) **Personnel Related Expenses**

	Requested of NC	Total Projected Cost
Photographer for spring event	\$500	\$500
	\$	\$
	\$	\$

6b) **Non-Personnel Related Expenses**

	Requested of NC	Total Projected Cost
Event and Marketing expenses	\$4500	\$4500
	\$	\$
	\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?  
 No  Yes If Yes, please list names of NCs: \_\_\_\_\_

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

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 5000

10a) Start date: 08 / 14 / 2023 10b) Date Funds Required: 1 / 30 / 2023 10c) Expected Completion Date: 4 / 13 / 2023  
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?  
 No  Yes If 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 NC Funding Program 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 the documents "What is a Public Benefit," and "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 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\*  
Joseph P. Martinez Principal Joseph P. Martinez Signature 10/25/23 Date  
 PRINT Name Title

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*  
Melodie Hong AP Melodie Hong Signature 10/25/23 Date  
 PRINT Name Title

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form