

**How to Apply for a Neighborhood Purposes Grant (NPG)**  
**Historic Highland Park Neighborhood Council**  
**How to Apply for a Neighborhood Purposes Grant**  
**November 2011**

Neighborhood Purposes Grants (NPG) may only be offered to 501(c)(3) non-religious organizations, and LAUSD Schools. Priority for funding is given, but is not limited to, events and projects within Historic Highland Park Neighborhood Council boundaries. Applications must first be submitted to the HHPNC Budget and Finance Committee which evaluates funding requests monthly, or more frequently if needed. All funding requests for any fiscal year must be submitted by March 15. NPG funding may be offered to any stakeholder or project only once in a fiscal year. After review by the Budget and Finance Committee, NPG applications are forwarded to the HHPNC Board for evaluation. Board-approved NPG requests will be forwarded to the Department of Neighborhood Empowerment for payment, and are subject also to their approval. Actual funding can take as long as three months. Please plan accordingly. Any fraud will be investigated by the Los Angeles City Attorney. Inadequate, incomplete, or inaccurate applications will not be considered. We strongly recommend you read the Neighborhood Purposes Grant Applicant Packet

Upon request, (treasurer@highlandparknc.com) the Budget and Finance Committee will provide:

- City of Los Angeles, Department of Neighborhood Empowerment Neighborhood Council Funding Program Application of Neighborhood Purposes Grant (NPG) application
- Neighborhood Purposes Grant Applicant Packet including sample application
- HHPNC additional forms:
  - This handout describing the application process and requirement
  - HHPNC Accountability Form for your written plan of outreach, accountability, and final accounting of your project or event

**Application steps:**

1. Prepare the NPG application and HHPNC Accountability Form, and assemble required documentation.
2. Request a Budget and Finance Committee agenda item for the next Budget and Finance Committee meeting.  
(treasurer@highlandparknc.com)
3. Submit sufficient copies of the completed NPG application and HHPNC Accountability Form, to the Budget and Finance Committee at the meeting, or before if possible, for review. The Budget and Finance Committee will approve, or otherwise comment on the funding request, and forward it to the HHPNC Board President for Board evaluation,

attaching the NPG application and HHPNC Accountability Form to the meeting minutes.

4. Request an Agenda item for the next regular HHPNC Board meeting.
5. Submit copies of the NPG application and HHPNC Accountability Form to the Board and the public at the Board meeting.
6. Describe the project and answer Board questions. HHPNC Board will approve, or disapprove the application, or modify the amount of funding to be offered. The Treasurer will send the Board-approved Demand Warrant to DONE for funding, subject also to their approval.
7. Submit the completion and financial documentation required in the HHPNC Accountability Form to the HHPNC Board within 30 days after the event or completion of the project.