

Bel Air-Beverly Crest Neighborhood Council
Draft Standing Rules on Neighborhood Purpose Grants
September 17, 2024

The Neighborhood Council may give Neighborhood Purpose Grants (“NPGs”) to a public school or a 501(c)(3) entity to fund projects and activities that benefit the community.

The Treasurer shall be familiar with the process and procedures set forth by the City that apply to the purpose of submission, consideration, approval and administration of Neighborhood Purpose Grants.

All Neighborhood Purpose Grants approved by the Bel Air Beverly Crest Neighborhood Council shall require that an NPG Completion Form be submitted on completion of the project. Failure to submit such a report will disqualify the entity receiving the grant from future application.

Funds for such grants may be included in the yearly budget, however it is most likely that such grants would be given during the second half of the fiscal year when the outlook on availability of funds is clearer. Further, it is possible that applicants may need to appear before the Neighborhood Council more than once if Board Members have questions about a proposed project that cannot be answered on the spot. The deadlines given below are designed with this in mind.

Submission and Consideration of Proposals

Guidelines and timeline for submission and consideration of proposals shall be as follows:

Announcement of Open Applications

The Outreach Committee shall publicize the process for submitting Neighborhood Purpose Grants (<https://clerk.lacity.gov/clerk-services/nc-funding/documents-forms/npg-documents>) at the start of each fiscal year. If there is an allocated budget for such grants, this information could be included in the announcement. The announcement shall include a manner of submission, a date submissions will be accepted for the fiscal year as well as a deadline for submission. The suggested deadline is January 31 and the suggested opening date is January 1.

Review by the Budget and Finance Committee

The Budget and Finance Committee shall meet to review any submitted application within 31 days of submission. The Committee shall consider whether the project will benefit the Bel Air Beverly Crest Neighborhood Council and whether the proposal is practicable. The Committee shall also be responsible for vetting the applicant. Further guidance on review of NPG proposals can be found at this link:

<https://clerk.lacity.gov/sites/g/files/wph1491/files/2021-02/NPG%20NC%20Information%20Packet%2002-2018.pdf>.

The Budget and Finance Committee may vote to approve or deny the proposal, or to request the applicant return to answer questions. Denial of the proposal will end review. Any proposal that is approved will be put on the agenda for the next meeting of the Board. The Budget and Finance Committee will provide a written explanation of their determination to be distributed to the Board with the agenda packet.

The Budget and Finance Committee will review Neighborhood Purpose Grants at any time prior to

Review by the Board

The Board will review Neighborhood Purpose Grant applications beginning in March and ending in May. Along with the application and notes from the Budget and Finance Committee, the City's guidance on review of applications shall be provided

(<https://clerk.lacity.gov/sites/g/files/wph1491/files/2021-02/NPG%20NC%20Information%20Packet%2002-2018.pdf>) at the first meeting of the fiscal year at which Neighborhood Purpose Grants are considered.

Approval of any application shall require a $\frac{2}{3}$ vote of the Council.

Recusals

Board members shall recuse themselves from these discussions as appropriate. Board members representing a stakeholder organization or having significant involvement in that organization shall recuse themselves from discussion and voting on projects that involve the organization in any capacity.

Administration of the Grant

The Treasurer shall be responsible for filing the necessary paperwork for disbursement of any approved NPG and shall also be responsible for collecting and distributing NPG Completion Forms for any project funded by the Neighborhood Council.