

Central San Pedro Neighborhood Council Funding Process

This fiscal budget year, 2010-2011, each Neighborhood Council was allocated \$45,000. The budget is roughly divided into 3 areas:

- **Operating Expenses** – This includes expenses such as administrative staff and consultants, purchase and maintenance of equipment, website maintenance and improvements, printing, copying, room rental, and Board meeting expenses.
- **Outreach Expenses** – This category includes expenses which will lead to an increase of stakeholder participation and awareness such as joint NC forums, newsletter production, advertising, and promotional materials.
- **Community Improvement Projects** – Community Improvement Projects must directly benefit the Neighborhood Council community. When considering Community Improvement Projects, issues of community access and fairness should always be addressed. Concerns about which and how many individuals will benefit must be also be addressed. Examples: planting trees on Pacific Ave, adding new seats to the Warner Grand, supporting programs for homeless families and at-risk youth, and clean streets and sidewalks.

To Apply

The process from request to funding can be lengthy. Please apply for consideration three months before the date of your proposed program, purchase or event. Our Treasurer Kali Meredith is available to assist you at (310)319-707-6673 or kalimerideth@hotmail.com

- Complete the form found on the CSPNC website; www.sanpedrocity.org, to the left on the Home page (see Finance):
- Present your application and proposal information at the CSPNC Finance Committee Meeting. Bring the completed application with your proposal
- After an open discussion the committee will forward the proposal to the Board for consideration. It is strongly recommended that a proposal representative be available at that board meeting to answer questions.
- If the board approves the proposal, the City of Los Angeles requires that all “Vendors” submit:
 1. An invoice billed to Central NC which contains the following: Vendor’s name, address and phone number, invoice number, description of item or service, amount due.
 2. All vendors must provide their EIN (or W-9 if vendor is a sole proprietor)
 3. All vendors must provide their BTRAC # (Business Tax Registration Certificate)

Once the board has approved the request and all necessary material has been submitted to the Treasurer, the Treasurer will be able to either present a Purchase card (for immediate payment) or forward the material to the city for payment. The city requires 2-4 weeks to process checks.