

**Greater Wilshire Neighborhood Council (GWNC)  
Funding Guidelines (October, 2011):**

1. Project must provide something of lasting value to the GWNC community and stakeholders (e.g. no one-time events like block parties)
2. Project should be a cooperative venture among community organizations and stakeholders in the GWNC area
3. Participating organizations must commit to maintaining the improvements being funded
4. Funding need/request should be a one-time action (not ongoing), which fills a specific need
5. Project should have a well-defined budget, with GWNC's contribution clearly defined for both cost and items covered
6. GWNC will not provide 100% financing for any project
7. GWNC will make an effort to distribute project funding equitably throughout the GWNC area
8. GWNC cannot reimburse individuals or organizations for expenditures that have already been made.
9. All funding must follow established GWNC and Department of Neighborhood Empowerment (DONE) procedures, either via 1) a Neighborhood Purposes Grant (NPG) application (see [http://www.ci.la.ca.us/DONE/documents/NC\\_REF\\_NPG\\_PACKET.pdf](http://www.ci.la.ca.us/DONE/documents/NC_REF_NPG_PACKET.pdf)), or 2) through the following process:
  - a. Individual or community organization requesting funding makes an agenda item presentation of project details at a GWNC board meeting. If the funding request is approved, then...
  - b. Vendor hired by the organization submits an invoice or purchase order to GWNC for the delivered goods or services, along with a W-9 tax ID form, and City Business Tax Registration (BTR) number
  - c. Community organization submits to GWNC a statement of how project will benefit organization and community
  - d. GWNC approves the invoice, prepares a Demand Warrant and statement outlining how project was found and why it was funded, along with minutes of the meeting at which the motion was approved, and forwards the packet (including invoice, W-9 and organization statement) to DONE for approval
  - e. DONE approves invoice and submits request for a check
  - f. Check (made out to vendor) is cut
  - g. Check is delivered to vendor

10. Projects funded by GWNC should be promoted as “Sponsored by the Greater Wilshire Neighborhood Council”
11. Funding requests must contain a project timeline, with projected completion date. Projects that can be completed during a single fiscal year are preferred. Projects that will span multiple years must contain funding goals/deadlines for each projected year of the project.