

# 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: Sherman Oaks

### SECTION I- APPLICANT INFORMATION

1a) <b>Organization Name</b>	39-1902814	CA	
	<i>Federal I.D. # (EIN#)</i>	<i>State of Incorporation</i>	<i>Date of 501(c)(3) Status (if applicable)</i>
1b) <b>Organization Mailing Address</b>	Malibu	CA	90265
	<i>City</i>	<i>State</i>	<i>Zip Code</i>
1c) <b>Business Address (If different)</b>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

1d) **PRIMARY CONTACT INFORMATION:**

Shequeta L. Smith      818.455.7044      shequeta@sherocomics.com

<i>Name</i>	<i>Phone</i>	<i>Email</i>
-------------	--------------	--------------

2) **Type of Organization- Please select one:**

Public School (*not to include private schools*)       501(c)(3) Non-Profit (*other than religious institutions*)  
Attach Signed letter on School Letterhead      Attach IRS Determination Letter

Creative Visions      Malibu      CA      90265

3) **Name / Address of Affiliated Organization (if applicable)**

*City*      *State*      *Zip Code*

### SECTION II - PROJECT DESCRIPTION

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

The purpose of this grant is to support SheroCon 2026, a free community event taking place at Westfield Fashion Square in celebration of Women's History Month. SheroCon is designed as a family-friendly convention that highlights women and girls in comics, gaming, and creative technology—fields where they are often underrepresented. By combining entertainment with education, the event provides an inclusive space where youth and families can discover stories, workshops, and role models that reflect diverse experiences. Grant funds will be used to cover essential event expenses such as venue costs, workshop facilitation, and community outreach.

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)**

This grant will ensure SheroCon 2026 remains free and accessible to the public during Women's History Month at Westfield Fashion Square. Funds will support venue costs, workshops, materials, and outreach—keeping the event open to all and eliminating financial barriers.

SheroCon benefits the public by offering literacy-based comic workshops, youth panels, a community gaming tournament, and STEM-focused sessions with panelists from the gaming industry. Hosting the event at Westfield Fashion Square, allows youth from underserved communities across Los Angeles to attend, ensuring wide and equitable participation.

**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
	\$	\$
	\$	\$
	\$	\$

6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

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: 03 / 07 / 26 10b) Date Funds Required: 01 / 05 / 26 10c) Expected Completion Date: 03 / 07 / 26  
(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\*

Pat Chandler

PRINT Name

CEO



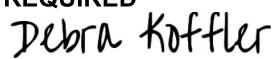
10 / 14 / 2025

Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*

Debra Koffler

Senior Manager



01 / 20 / 2026

PRINT Name

Title

Signature

Date

\* 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

---

<b>Title</b>	SheroCon Grant Application for Neighborhood Council Funding...
<b>File name</b>	SheroCon_2026_NCF..._Sherman_Oaks.pdf
<b>Document ID</b>	4b51a23c422d05c482bcaeb166c6dc54471ca71e
<b>Audit trail date format</b>	MM / DD / YYYY
<b>Status</b>	<span style="color: green;">● Signed</span>

---

## Document History

 SENT	<b>10 / 13 / 2025</b> 15:48:30 UTC	Sent for signature to Pat Chandler (pat.chandler@creativevisions.org) from debra.koffler@creativevisions.org IP: 74.254.4.42
 VIEWED	<b>10 / 13 / 2025</b> 16:12:17 UTC	Viewed by Pat Chandler (pat.chandler@creativevisions.org) IP: 172.59.155.138
 SIGNED	<b>10 / 15 / 2025</b> 00:12:54 UTC	Signed by Pat Chandler (pat.chandler@creativevisions.org) IP: 12.200.201.51
 COMPLETED	<b>10 / 15 / 2025</b> 00:12:54 UTC	The document has been completed.

**IRS** Department of the Treasury  
Internal Revenue Service  
AUSC Mail Stop 6579  
AUSTIN TX 73301-0038

In reply refer to: 0752794940  
Apr. 25, 2023 LTR 4168C 0  
39-1902814 000000 00  
00015058  
BODC: TE

CREATIVE VISIONS FOUNDATION  
% KATHY ELDON  
18820 PACIFIC COAST HWY STE 201  
MALIBU CA 90265-5535

076376

Employer ID number: 39-1902814  
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated Apr. 14, 2023, about your tax-exempt status.

We issued you a determination letter in March 1999, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m.,

0752794940  
Apr. 25, 2023 LTR 4168C 0  
39-1902814 000000 00  
00015059

CREATIVE VISIONS FOUNDATION  
% KATHY ELDON  
18820 PACIFIC COAST HWY STE 201  
MALIBU CA 90265-5535

local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely yours,

Sheralyn C. Hanks

Sheralyn C. Hanks  
Ops. Manager, AM Ops. 3005