

**Sherman Oaks
Neighborhood Council**

Finance Committee

Candy Williams, Chair 1-R

Jeffrey Hartsough, 2-CI
Howard Katchen, 3-R
Lisa Petrus, 4-R
Michael Binkow 7-R
Cheryl Shapiro

CITY OF LOS ANGELES
CALIFORNIA



Sherman Oaks
Neighborhood Council
P.O. Box 5721
Sherman Oaks, CA 91413

Website:
www.ShermanOaksNC.org

Sherman Oaks Neighborhood Council

Regular Finance Committee Meeting (Virtual) Agenda Wednesday, April 28, 2021 6:30 pm

How to Join the Virtual Zoom Meeting by Telephone or Online

By Telephone: Dial 1-669-900-6833, Enter Webinar ID 845 1811 9643, and Press #

Online: Cut and Paste <https://us02web.zoom.us/j/84528119643>, Press "Enter"

Or on Zoom join meeting screen enter Webinar ID: 845 2811 9643 Press "Enter"

IN CONFORMITY WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20 (MARCH 17, 2020) AND DUE TO CONCERNS OVER COVID-19, THE SHERMAN OAKS NEIGHBORHOOD COUNCIL BOARD MEETING WILL BE CONDUCTED ENTIRELY TELEPHONICALLY.

Every person wishing to address the Board must dial 1-669-900-6833 and enter **84528119643** and then press # to join the meeting. The meeting can also be joined from the Zoom join meeting screen using Webinar ID: **84528119643**. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS

The public is requested dial *9, when prompted by the presiding officer, to address the Committee on any agenda item before the Committee takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Committee's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Committee meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the Committee.

The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities.

1. CALL TO ORDER & ROLL CALL

- a. Call to Order by Presiding Officer, Candy Williams
- b. Roll Call

2. ADMINISTRATIVE MOTIONS

- a. A motion to approval of the Minutes of the Wednesday, March 24, 2021, Finance Committee Meeting.

3. COMMENTS BY PUBLIC OFFICIALS

4. TREASURER'S REPORT

- a. **Current Status of The FY 20-21 Budget**

5. FUNDING MOTIONS

b. Monthly Expenditure Report (MER), Action Item, Vote Required

A motion to approve the Sherman Oaks Neighborhood Council's (SONC) Monthly Expenditure Report (MER) for the period ending March 31, 2021. *The MER for March 31, 2021, can be found on the SONC website.*

c. Neighborhood Purposes Grant (NPG) for Kester Ave. Elementary PTA. Action Item, Vote Required.

A motion to approve s Neighborhood Purpose Grant (NPG) in the amount of \$5,000.00 to the Responsible Kester Ave. Elementary PTA. Funds to be used for mural project and materials to boost the morale of students for a more positive effect on behavior and academic and to beatify the community. *A copy of the NPG for Kester Ave. Elementary PTA can be found on the SONC website.*

d. Neighborhood Purposes Grant (NPG) for Sherman Oaks Chamber Foundation. Action Item, Vote Required.

A motion to approve s Neighborhood Purpose Grant (NPG) in the amount of \$2,762.50 to the Sherman Oaks Chamber Foundation. Funds to be used to graffiti proof the utility boxes in Sherman Oaks. *A copy of the NPG for Sherman Oaks Chamber Foundation can be found on the SONC website.*

e. Neighborhood Purposes Grant (NPG) for Armenian Cultural Foundation. Action Item, Vote Required.

A motion to approve s Neighborhood Purpose Grant (NPG) in the amount of \$4,800.00 to the Armenian Cultural Foundation. Funds to be used to assist in paying for rental space for 2-3 evening per month to host cultural and educational programs for members in Sherman Oaks. *A copy of the NPG for Armenian Cultural Foundation can be found on the website.*

6. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS

7. FINANCE COMMITTEE BUSINESS

a. Discussion and Possible Action

1. Sherman Oaks Neighborhood Council sponsorship of Sherman Oaks Chamber of Commerce Utility Box painting program
2. Neighborhood Purposes Grant (NPG) for Loves and Fishes Food Pantry
3. Sherman Oaks Neighborhood Council Donation to LA Regional Food Bank of up to \$4,000
4. Sherman Oaks Neighborhood Council Donation to North Hollywood Interfaith Food Pantry of up to \$4,000
5. Sherman Oaks Neighborhood Council sponsorship of SONC Outreach Committee donation in Marsha Hunt's name to her favorite charity - LA Family Housing in the amount of \$250.
6. 2021 Election Status
7. Discussion on Other Possible Program

8. FINANCE COMMITTEE ANNOUNCEMENTS

9. ADJOURNMENT

THE AMERICAN WITH DISABILITIES ACT

As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

PUBLIC ACCESS OF RECORDS

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.ShermanOaksNC.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please email: gil.imber.sonc@gmail.com.

PUBLIC POSTING OF AGENDAS – Neighborhood Council agendas are posted for public review as follows:

- Sherman Oaks Public Library, 14245 Moorpark Street, Sherman Oaks, CA 91423
- www.ShermanOaksNC.org
- You can also receive our agenda via email by subscribing to LA. City's Early Notification System at <https://www.lacity.org/subscriptions>

RECONSIDERATION AND GRIEVANCE PROCESS -- For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website www.ShermanOaksNC.org.

Committee Members:

Candy Williams – Chair
Jeffrey Hartsough
Howard Katchen
Lisa Petrus
Cheryl Shapiro

**CITY OF LOS ANGELES
California**



**SHERMAN OAKS
NEIGHBORHOOD
COUNCIL**
P O Box 5721
Sherman Oaks, CA 91413
(818) 503-2399

Website:
www.shermanoaksn.org

**Sherman Oaks Neighborhood Council
Finance Committee Meeting Minutes
Wednesday, March 24, 2020 6:30 PM
Virtual Meeting**

Minutes of the Finance Committee

- I. Meeting called to order by Chair, Candy Williams at 6:30 PM

Committee Members Present – Candy Williams, Jeffrey Hartsough, Howard Katchen, Cheryl Shapiro

Absent – Lisa Petrus

4 present, 1 absence. Quorum Achieved

Guests In Attendance - Michael Binkow

II. THE FOLLOWING ADMINISTRATIVE MOTION, FEBRUARY 24TH, 2021 MINUTES, WAS REVIEWED AND ACTED UPON:

A motion was brought to approve and accept as presented the minutes for the January 27, 2021 meeting by Jeffrey Hartsough, seconded by, Candy Williams. The vote to approve was unanimous 4 yes – 0 no (Hartsough, Shapiro, Williams, Katchen).

III. COMMENTS BY PUBLIC OFFICIALS

There were no public officials present.

IV. TREASURERS REPORT

Next meeting will be held April 28th

V. THE FOLLOWING FUNDING MOTIONS WERE REVIEWED & ACTED UPON :

- a. Discussion of agenda item V. a, the monthly expense report (MER) for the period ending February 28, 2021 was reviewed. A motion to approve as submitted was brought by Jeffrey Hartsough, seconded by Cheryl Shapiro. Motion was unanimously approved by SONC Finance Committee members 4 yes, 0 no (Hartsough, Katchen, Williams, Shapiro).

- b. Discussion of agenda item V. b, Neighborhood Purpose Grant (NPG) for Kester Ave. Elementary PTA was presented by a parent volunteer, Tara Kroeger. The NPG request was for \$5,000 for a mural project and materials to boost morale of students and beautify the community (for details a *copy of the NPG can be found on the SONC website*). The NPG is denied. SONC cannot provide funds for labor costs only materials. This item is to be continued at a later date.

VI. GENERAL PUBLIC COMMENTS ON NON-AGENDA ITEMS

There were no public comments

VII. Finance Committee Business

- a. Agenda item VII. a., There was a discussion regarding pending payments and how they affect the current status of the FY 20-21 budget. The balance available was approximately \$31,876. There were no public comments.
- b. Item VII. b., The Finance committee discussed the fact that there are several donations (food bank, etc.) that are presently pending, they total approximately \$6,000. There were no public comments.
- c. Item VII. c., There was a discussion by the committee on how we can promote the voting process for the upcoming election via postcards, social media and SONC newsletter. Planning live candidate forums in April. No additional funds needed for the time being.
- d. Item VII. d., Discussion was held by the committee of other possible programs that may be eligible for NPG grants if they were to benefit the Sherman Oaks community. Several possible upcoming projects were discussed such as utility box paintings SONC Logo and anti-graffiti. Jeffrey Hartsough is working on getting a NPG from the non-profit Loaves & Fishes revised. Last date to submit payment requests is June 2, 2021.

VIII. NON AGENDA ITEMS

Christy Adair is looking into a response venue for emergency preparedness (a natural place for people to congregate after a disaster within the neighborhood).

Candy Williams is going to find out what the carryover funds will be into the 2021 -2022 calendar year.

Meeting was adjourned at 7:22 PM.

Monthly Expenditure Report



Reporting Month: March 2021

Budget Fiscal Year: 2020-2021

NC Name: Sherman Oaks
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$37891.75	\$6084.07	\$31807.68	\$30.52	\$0.00	\$31777.16

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$36445.00	\$84.07	\$27067.68	\$30.52	\$27037.16
Outreach		\$6000.00		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$14440.00	\$0.00	\$4740.00	\$0.00	\$4740.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$12993.25	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	TARGET 00021436	03/27/2021	Items purchased at Target for printer ink and printer stationery paper	General Operations Expenditure	Office	\$84.07
2	Los Angeles Regional Food Bank	03/05/2021	A motion to approve a donation of \$3,000.00 to the Los Angeles Regional Food Bank to address food insecurity in the San Fernando Valley during the declared COVID-19 pandemic emergency. Th...	General Operations Expenditure	Outreach	\$3000.00
3	North Hollywood Interfaith Food Pantry	03/05/2021	A motion to approve a donation of \$3,000.00 to the North Hollywood Interfaith Food Pantry to address food insecurity in the San Fernando Valley during the declared COVID-19 pandemic emerg...	General Operations Expenditure	Outreach	\$3000.00
Subtotal:						\$6084.07

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total

1	AT&T Messaging	02/16/2021	A motion to approve the Sherman Oaks Neighborhood Councils (SONG) Annual Budget for Fiscal Year 2020-2021 as amended. Note: The amended SONC FY2021 budget includes the rollover ...	General Operations Expenditure	Office	\$15.26
2	AT&T Messaging	03/16/2021	A motion to approve the Sherman Oaks Neighborhood Councils (SONG) Annual Budget for Fiscal Year 2020-2021 as amended. Note: The amended SONC FY2021 budget includes the rollover ...	General Operations Expenditure	Office	\$15.26
Subtotal: Outstanding						\$30.52

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 Neighborhood Council

SECTION I - APPLICANT INFORMATION

1a) Kester Ave Elementary PTA 95-6204899 CA 5/24/1951
Organization Name *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3) Status (if applicable)*

1b) 5353 Kester Ave. Sherman Oaks CA 91411
Organization Mailing Address *City* *State* *Zip Code*

1c) _____ _____ _____ _____
Business Address (if different) *City* *State* *Zip Code*

1d) **PRIMARY CONTACT INFORMATION:**

Tara Kroeger 707-280-8671 tarakroeger21@gmail.com
Name *Phone* *Email*

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

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

3) Kester Avenue Elementary School Sherman Oaks CA 91411
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.**

Kester Avenue Elementary School's PTA is seeking this grant in order to fund a mural project for our school. We are in need of several new murals throughout our campus but we have chosen to prioritize two murals in particular. One mural will be located at the front entrance of our school. We had a beautiful, space-themed mural at this location before our school was repainted a year and a half ago. Our students and staff were so sad to see this and other bright and colorful murals disappear. Our entire school community will be so delighted to have our beloved mural replaced and updated. Anyone walking or driving southbound on Kester Avenue will notice and appreciate a new mural on this iconic wall. The second mural will be located on an exterior wall adjacent to the cafeteria, office, auditorium and outdoor lunch area; an area of campus that gets a lot of foot traffic and is in serious need of beautification. These new murals will feature imagery and messaging that are intended to promote social-emotional well being and nutrition for our students, staff, and community members. We're working with local artists Skye Amber Sweet and Katie C Shipley to design beautiful artwork that will brighten our campus and our neighborhood.

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 mural project is intended to beautify our community, our school and perhaps most importantly, to welcome back our students and staff who are returning to school after the extended closures due to the Covid-19 pandemic. The reopening of schools marks the start of a new chapter for our community and the world at large and we believe these murals will help usher in this new chapter with a sense of gratitude, optimism, love, hope, and healing.

Our hope is that investing in the beautification of our community and school will have a positive and artistically therapeutic impact on community members, teachers, administrators, support staff, parents and students. Boosting student morale can have positive effects on behavior and academic performance. As community stakeholders we believe that our public schools are an essential gateway to opportunity for the youngest members of our community, who when nurtured and supported, will grow to become positive, caring, and contributing members of society.

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
	Skye Amber Sweet - Artist Fee	\$ 1000	\$1000
	Katie C Shipley - Artist Fee	\$ 2360	\$2660
		\$	\$
6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Materials (provided by artists)- primer, paint, graffiti	\$ 1640	\$1640
	coating, brushes, etc.	\$	\$
		\$	\$

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
Kester Avenue Elementary School PTA	\$ 300	\$ 300
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: **\$ 5000**

10a) Start date: ASAP 10b) Date Funds Required: ASAP 10c) Expected Completion Date: ASAP
 (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*

<u>Amanda Plummer</u>	<u>PTA President</u>	<u></u>	<u>3/18/21</u>
<i>PRINT Name</i>	<i>Title</i>	<i>Signature</i>	<i>Date</i>

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

<u>Wendy Gordon</u>	<u>PTA Secretary</u>	<u></u>	<u>3/18/21</u>
<i>PRINT Name</i>	<i>Title</i>	<i>Signature</i>	<i>Date</i>

* 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 for instructions on completing this form

NPG GRANT APPLICATION
Supporting Documents
Kester Avenue Elementary School Mural Project

LOCATION 1: ENTRANCE WALL



KESTER ELEMENTARY ENTRANCE WALL MURAL DESIGN 1

THEMES:

SPACE - an expanded somewhat altered solar system - a nod to the previous mural
SOCIAL AND EMOTIONAL WELLBEING: Encouraging words and imagery
 Statements included in design: *I am strong, I am smart, I am kind, I am loved*
 Further options: *I am... curious, respectful enough, patient...*



COLOR PALETTE

Bright, positive, eye catching
 Deeper pinks can be replaced with Kester color

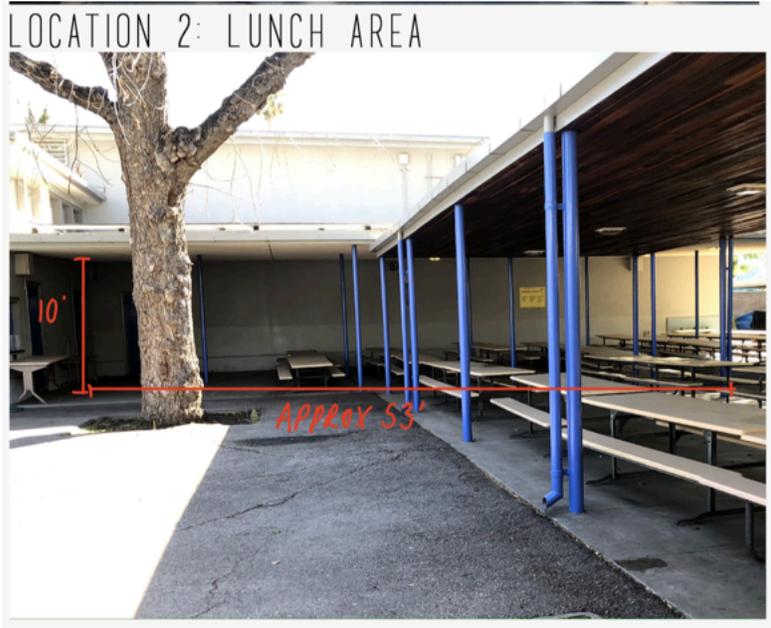
STUDENT PARTICIPATION OPPORTUNITY
 easy to paint sections of design

GREAT "FIRST DAY OF SCHOOL" PHOTO BACKDROP
 Planets at various heights for students to stand in front of

Artist's cost breakdown	
Front entrance wall mural	
Katie C Shipley 323-397-2200	
Item	Price
Primer, paint, brushes, and other misc. supplies (discounted)	\$340
Artist Fee	\$2660
Total	\$3000

@kitty_coles_designs

kittycoledesigns@gmail.com



Artist's cost breakdown Lunch area wall mural	
Skye Amber Sweet 949-547-2367	
Item	Price
Primer, paint, brushes, graffiti coating and misc. supplies	\$1300
Discounted Artist Fee	\$1000
Total	\$2300

Who are we? Kester Avenue Elementary and Kester Magnet is a diverse learning community of over 1,000 students, kindergarten through fifth grade. We are at Title I school, meaning that over half of our students qualify for free and reduced lunches. Kester's most recent Academic Performance Index (API) score was 913 out of a possible 1,000 - the highest API of all Sherman Oaks schools. In 2019 the State Department of Education named Kester a Distinguished California School. Kester has a stellar reputation for meeting the needs of its students and community at large as evidenced by data collected through standardized testing and community surveys. (See links below)

<https://www.greatschools.org/california/van-nuys/2173-Kester-Avenue-Elementary-School/>

<https://www.schooldigger.com/go/CA/schools/2271003115/school.aspx>

Kester Elementary School's PTA is a tightly knit group of parents, educators, and administrators dedicated to serving our children, students, and the entire school community. We are highly motivated and confident in our abilities to see this project through to completion. We have a team of stakeholders working diligently on this project including PTA members, administrators, and local artists; all individuals who have experience in planning and completing complex projects such as this.

Who are the artists? Artists were selected based on several factors including affordable pricing, quality of work, professionalism, and previous experience completing works of art in public spaces in our neighborhood and beyond.

Artist candidates were invited to attend a campus walkthrough with PTA members and administrators to tour campus and discuss mural ideas. From there, artists submitted quotes detailing the cost, scope, and timeline of proposed work. Stakeholders then compared quotes in order to determine which artists would best meet our needs.

Katie C Shipley was selected to create the front entrance mural.

<http://www.kittycoles.com/>

<http://www.katiecshipley.com/>

Skye Amber Sweet was selected to complete the mural adjacent to the outdoor lunch area.

<http://www.skyepoet.com/>

Projected timeline

Work on this project is set to start as soon as possible, ideally before our school reopens for hybrid learning, which is tentatively scheduled for April 2021.

Katie C Shipley can start as early as March 22nd. She estimates that it will take her 7-8 days to complete, making the potential completion date April 1, depending on weather and other factors that could affect timing.

Skye Amber Sweet can start as early as possible and estimates that she will need approximately three days to complete the mural.



everychild.one voice.

2327 L Street, Sacramento, CA 95816

(916) 440-1985 • Fax (916) 440-1986 • info@capta.org • www.capta.org

LETTER OF DETERMINATION

January 15, 2020

Amanda Plummer, Unit President
Kester Avenue Elementary PTA [2600]

Dear Amanda:

In response to request of this office concerning your PTA's tax-exempt status, a copy of our group ruling letter dated November 18, 1943, from Internal Revenue, which grants federal income tax exemption to all PTAs in California, is enclosed. You will note the Internal Revenue Code section at that time as referred to in the letter was 101(6)—now Section 501(c)(3) as indicated in all PTA bylaws in California. The group exemption number assigned to the California State PTA is GEN-0646.

Also enclosed is a copy of the February 24, 2010 letter from Franchise Tax Board confirming PTA's exemption from state franchise or income tax under Section 23701d of the Revenue and Taxation Code.

Both the federal and state exemption letters cover all of our divisions—local units (associations), councils and districts. The letters are issued to the California Congress of Parents and Teachers, Inc. The corporate name was changed as indicated on this letterhead by vote of the annual convention on May 5, 1978, and has been recorded and filed with the Secretary of State with certificate endorsed on August 14, 1978.

Kester Avenue Elementary PTA is a unit in good standing. It was organized on May 24, 1951 according to our official records, and is chartered as a member organization of the California Congress of Parents, Teachers, and Students, Inc.

Kester Avenue Elementary PTA located at 5353 Kester Avenue, Van Nuys, CA, 91411 in the Thirty-First District, California Congress of Parents, Teachers and Students, Incorporated, is a nonprofit, tax-exempt association under our group ruling. The Employer Identification Number (EIN) assigned to Kester Avenue Elementary PTA is 956204899 and the assigned Franchise Tax Board entity number is 8018449.

Sincerely,

A handwritten signature in cursive script that reads "Donna Broussard".

Donna Broussard
Tax Filing Assistant

cc: District President

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) Sherman Oaks Chamber Foundation CA
Organization Name *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3) Status (if applicable)*

1b) 14827 Ventura Blvd Suite 207 Sherman Oaks CA 91403
Organization Mailing Address *City* *State* *Zip Code*

1c) _____
Business Address (If different) *City* *State* *Zip Code*

1d) **PRIMARY CONTACT INFORMATION:**
Vicki Nussbaum 310-985-8284 VickiCarrNussbaum@gmail.com
Name *Phone* *Email*

2) **Type of Organization- Please select one:**
 Public School *(not to include private schools)* **or** 501(c)(3) Non-Profit *(other than religious institutions)*
Attach Signed letter on School Letterhead **Attach IRS Determination Letter**

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.

This funding is to help graffiti proof the utility boxes in Sherman Oaks. We also will use the funds to monitor the boxes and remove any graffiti. With the pandemic, the frequency of graffiti has increased and made it harder for us to keep the boxes clean. The utility boxes brand, unify and beautify Sherman Oaks. This signature program has been a model for other Council Districts and been featured in VENTURA BLVD magazine and on KABC news.

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 money will specifically be used to help keep Sherman Oaks clean from graffiti on the painted utility boxes. These utility boxes have become iconic in Sherman Oaks - very beloved. They bring the community spirit and have played an important role during COVID. They are easily visited safely, distanced, outdoors and the community can walk to them and enjoy them.

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
	graffiti proofing 25 boxes at \$50 per box	\$625	\$1250
	monthly cleaning of boxes for 12 months	\$1800	\$3600
		\$	\$
6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Graffiti proof paint \$135/gallon for 5 gallons	\$337.50	\$675
		\$	\$
		\$	\$

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: \$2762.50

10a) Start date: 01/01/21 10b) Date Funds Required: 04/01/21 10c) Expected Completion Date: 12/31/21
 (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*
Fran Kerzner President  4/2/21
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*
Vicki Nussbaum Secretary  4/2/21
 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 for instructions on completing this form

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAY 28 2015

SHERMAN OAKS CHAMBER FOUNDATION
14827 VENTURA BLVD SUITE 207
SHERMAN OAKS, CA 91403-0000

Employer Identification Number:
46-3144630
DLN:
26053546003905
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
509(a)(2)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
June 17, 2013
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

SHERMAN OAKS CHAMBER FOUNDATION

Sincerely,

Tamera Ripperda

Director, Exempt Organizations

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 Neighborhood Council

SECTION I - APPLICANT INFORMATION

1a)	<u>ARMENIAN CULTURAL FOUNDATION</u> <i>Organization Name</i>	<u>93-0660517</u> <i>Federal I.D. # (EIN#)</i>	<u>California</u> <i>State of Incorporation</i>	<u>September 1976</u> <i>Date of 501(c)(3) Status (if applicable)</i>
1b)	<u>15021 Ventura Blvd #480</u> <i>Organization Mailing Address</i>	<u>Sherman Oaks</u> <i>City</i>	<u>CA</u> <i>State</i>	<u>91403</u> <i>Zip Code</i>
1c)	<u></u> <i>Business Address (if different)</i>	<u></u> <i>City</i>	<u></u> <i>State</i>	<u></u> <i>Zip Code</i>
1d)	PRIMARY CONTACT INFORMATION:			
	<u>Vicken S. Papazian, Esq</u> <i>Name</i>	<u>818-321-3838</u> <i>Phone</i>	<u>vickensp@gmail.com</u> <i>Email</i>	
2)	Type of Organization- Please select one: <input type="checkbox"/> Public School <i>(not to include private schools)</i> or <input checked="" type="checkbox"/> 501(c)(3) Non-Profit <i>(other than religious institutions)</i> Attach Signed letter on School Letterhead Attach IRS Determination Letter			
3)	<u></u> <i>Name / Address of Affiliated Organization (if applicable)</i>	<u></u> <i>City</i>	<u></u> <i>State</i>	<u></u> <i>Zip Code</i>

SECTION II - PROJECT DESCRIPTION

- 4) Please describe the purpose and intent of the grant.
- The Armenian Cultural Foundation (ACF) is dedicated to education, youth and community. The ACF was founded to advance and preserve Armenian heritage and identity through educational and cultural programs and promoting fellowship and awareness among Armenian communities worldwide. The purpose and intent of the grant is to assist with the cost of renting a hall or community center for a few evenings per month in the Sherman Oaks area to provide free and low cost cultural and educational programming for members of the community, with a focus on the youth and underprivileged.
- 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 be used to assist in paying for the costs of renting a space for a 2-3 evenings per month in the Sherman Oaks area to host cultural and educational programs for members in the community. We plan on hosting free and low cost programs such as cultural programs, lectures, workshops, etc in a location in the Sherman Oaks area. We are a non-profit organization that relies on donations and support from the community. We will incur all the other costs of such programming, we are asking only for assistance with securing funds for paying for the space that we will be using a few evenings per month in the Sherman Oaks area. All other costs will be paid for from our own funds.

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
	Cost of usage of a facility in S.O. area for 2-3 nights per month - 6 months	\$4800	\$
		\$	\$
		\$	\$

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: \$4800
 10a) Start date: 06/01/21 10b) Date Funds Required: 06/01/21 10c) Expected Completion Date: 12/01/21
 (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*

<u>Vicken S. Papazian</u>	<u>Executive Director</u>	<u><i>Vicken S. Papazian</i></u>	<u>04/23/21</u>
PRINT Name	Title	Signature	Date

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

<u>Arman Ghazanchyan</u>	<u>Secretary</u>	<u><i>Arman Ghazanchyan</i></u>	<u>04/23/21</u>
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 for instructions on completing this form

Internal Revenue Service

Department of the Treasury

**P. O. Box 2508
Cincinnati, OH 45201**

Date: December 1, 2001

Armenian Cultural Foundation
104 N. Belmont 200
Glendale, CA 91206-4492

Person to Contact:
Ms. Regina Parker 31-07403
Customer Service Specialist
Toll Free Telephone Number:
8:00 a.m. to 9:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
93-0660517

Dear Sir or Madam:

This letter is in response to your request for a copy of your organization's determination letter. This letter will take the place of the copy you requested.

Our records indicate that a determination letter issued in September 1976 granted your organization exemption from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on information subsequently submitted, we classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Code because it is an organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

This classification was based on the assumption that your organization's operations would continue as stated in the application. If your organization's sources of support, or its character, method of operations, or purposes have changed, please let us know so we can consider the effect of the change on the exempt status and foundation status of your organization.

Your organization is required to file Form 990, Return of Organization Exempt from Income Tax, only if its gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of the organization's annual accounting period. The law imposes a penalty of \$20 a day, up to a maximum of \$10,000, when a return is filed late, unless there is reasonable cause for the delay.

All exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid to each employee during a calendar year. Your organization is not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, these organizations are not automatically exempt from other federal excise taxes.

Donors may deduct contributions to your organization as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your organization or for its use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Armenian Cultural Foundation
93-0660517

Your organization is not required to file federal income tax returns unless it is subject to the tax on unrelated business income under section 511 of the Code. If your organization is subject to this tax, it must file an income tax return on the Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization's present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

The law requires you to make your organization's annual return available for public inspection without charge for three years after the due date of the return. If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is also required to make available for public inspection a copy of the organization's exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

Because this letter could help resolve any questions about your organization's exempt status and foundation status, you should keep it with the organization's permanent records.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

This letter affirms your organization's exempt status.

Sincerely,



John E. Ricketts, Director, TE/GE
Customer Account Services