

Echo Park Neighborhood Council: Neighborhood Purpose Grant (NPG) Procedure

Hello and thank you for your interest in applying for a Neighborhood Purpose Grant (NPG) from the Echo Park Neighborhood Council (EPNC). Below, you will find the procedural steps for EPNC Grants. Please reach out to our Chair, Darcy Harris (darcy.harris.epnc@gmail.com) and our Treasurer, Mo Najand (mo.najand.epnc@gmail.com) with any questions about the process.

Please allow up to 90 days for the entire process from application to funding (i.e. receiving a check) or more – depending on application's adherence to policies, committee schedules, and decisions to hold and hear multiple applications at once.

1. Applicant fills out Neighborhood Purpose Grant Application Form and submits via email to the Treasurer and Chair of the NC.
2. Treasurer reviews the application for completion and relevance
 - a. If incomplete or any other issues arise, Treasurer will reach out to the applicant to clarify missing/incomplete application.
 - b. If any Board or Committee member is identified as having a potential conflict of interest (via form or inquiry), Treasurer will notify person and request they consult with City Attorney; consultation should occur before committee meeting; any decision to recuse be conveyed to the Treasurer and Chair.
 - c. If complete and ready for committee review, Treasurer (with guidance from Chair and/or Vice-Chair as needed) will refer to a Committee.

The NPG will come under Committee Review at the next regular meeting of the relevant committee. The Committee Chair will notify applicants of the procedure at the committee level. EPNC has standard guidelines for considering NPG's. Previous applicants should be prepared to demonstrate how past grants were used and how EPNC's support was acknowledged. *Applicants are highly encouraged to attend these meetings.*

3. Committee will forward their recommendation to the Treasurer regarding the NPG Application.
4. NPG will be put on the Agenda for the next Budget and Finance Committee meeting (Third Tuesday) for financial analysis and secondary review of completion and adherence to NC and City guidelines. If BFC determines to hold NPG application for one or two months so it can hear multiple NPG applications at one time in context of overall budget, BFC will notify Chair, and Chair and/or Treasurer will notify Applicant. *Applicants need not attend this meeting.*
5. Unless Application is held back by BFC as set forth above, the NPG will be put on the Agenda for the next EPNC Board of Governors meeting (Fourth Tuesday). *Applicants are highly encouraged to attend these meetings.*
6. If BOG approves NPG, NPG and Approved Vote Count Form is submitted to the City Clerk's Office for final review.
7. Check is written and mailed to applicant.

Thank you again for your interest in helping our community flourish! We look forward to reviewing your application.