

**Department of Neighborhood Empowerment  
Funding Request Form**



NC NAME: Encino

Budget Fiscal Year: 2016-2017

Request Date: 24-May-17

Meeting Date: 5/24/2017

Agenda Item: \_\_\_\_\_

- Operations   
  Outreach   
  NC Sponsored Event   
  Neighborhood Purpose Grant  
 Contract / Lease   
  Board Member Reimbursement   
  Community Improvement Project  
 Out of State   
  1099 Expense   
  One Time Expense   
  Monthly   
  Multiple

Requestor: Debra George

Vendor: Making the Arts Real for Youth (m.a.r.y.) Found.

Address: 18013 Duncan Street

City: Encino State: CA

Zip Code: 91316 Phone: 8189200977

Amount:\$ 750.00

# of payments 1

**If a bank card exemption of the daily \$1,000 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:**

**Public Benefit Description**

Grant will be used by the M.A.R.Y. Foundation to fund a portion of the preparation and promotion cost for its 9/24/17 Fifth Annual M.A.R.Y.'s Day event which will be at the SFV Arts & Cultural Center. The event is a free arts and cultural event for children and their families.

**Vote Count** (Continued on page 2 if more than 20 Board Members)

**\*Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.**

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
ANNIE KEUSSEYAN	RELIGIOUS REP						
CAROL LEVIN	ENCINO PROPERTY OWNERS						
DEBRA GEORGE	PARK ADVOCATE						
DIANE ROSEN	AREA 5 REP						
ALEX GARAY	AT LARGE REP ALT						
ELIOT COHEN	PLU						
GERALD SILVER	HOMEOWNERS OF ENCINO						
GLENN BAILEY	PUBLIC SAFETY						
HENRY ESHELMAN	AT-LARGE REP						
JESS WHITEHILL	AREA 4 REP						
JIM ESTERLE	AREA 7 REP						
KENNETH SILK	AREA 3 REP						
LAURA SHOVLowsky	AREA 1 REP						
LAURIE KELSON	AREA 6 REP						
MARK LEVINSON	ENCINO CHAMBER OF COMM.						
PATRICIA BATES	VOLUNTEER SERVICE						
SCOTT LINDEN	AREA 2 REP						
SHERMAN GAMSON	APARTMENT/CONDO REP						
VARANT MAJARIAN	BUSINESS REP						
VICTORIA MILLER	BUSINESS REP						
NC Quorum: <u>11</u>	<b>Grand Total (including page 2):</b>						

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

Once the Department approves a Funding Request submitted, the Department will transfer the requested amount into the Neighborhood Council's checking account automatically, i.e. no additional Cash Request Form is required.

Treasurer's Signature:		Signer's Signature:	
Print/Type name:	Patricia Bates	Print/Type name:	Debra George
Date (mm/dd/yy):		Date (mm/dd/yy):	
<b>Department Use Only</b>	<input type="checkbox"/> Contract <input type="checkbox"/> CIP <input type="checkbox"/> Advanced Payment <input type="checkbox"/> Approved <input type="checkbox"/> >\$2,500 <input type="checkbox"/> NPG <input type="checkbox"/> Sponsored Event <input type="checkbox"/> Denied	Staff Initials <input type="text"/> 1st Level <input type="text"/> 2nd Level <input type="text"/>	Authorization Code <input type="text"/>

NC NAME: Encino  
 Meeting Date: 42879  
 Agenda Item: 0

**Vote Count**

\*Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
Adriohn Richardson	Education						
NC Quorum:	11	<b>Totals (this page only):</b>					

**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. The Neighborhood Council (NC), upon approval of the application, shall submit the approved application along with all required documentation to the Department of Neighborhood Empowerment.

Name of NC from which you are seeking this grant: Encino

**SECTION I- APPLICANT INFORMATION**

1a) Making the Arts Real for Youth Foundation / m.a.r.y.      46-3682077      California      10/21/13  
**Organization Name**      **Federal I.D. # (EIN#)**      **State of Incorporation**      **Date of 501(c)(3) Status (if applicable)**

1b) 18013 Duncan Street      Encino      CA      91316  
**Organization Mailing Address**      **City**      **State**      **Zip Code**

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

1d) **PRIMARY CONTACT INFORMATION:**  
Krickett Jones Halpern      (818) 929-0977      krickett@mary-foundation.org  
**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 Grant Request on School Letterhead**      **Attach IRS Determination Letter**

3) \_\_\_\_\_  
**Name / Address of Affiliated Organization**      **City**      **State**      **Zip Code**  
*(if applicable)*

**SECTION II - PROJECT DESCRIPTION**

4) **Please describe the purpose and intent of the grant.**  
 The m.a.r.y. foundation is a year round program, on going, and this grant will help and enable m.a.r.y. to offer free events and workshops to the communities by helping with the cost for advertisement, supplies, art materials, etc. Your logo, will be placed on printed posters and postcards acknowledging the Neighborhood Council and announced in the newsletters via email.  
 A large part of the funding requested is for a September event, m.a.r.y. is incurring costs for promotion during the Summer 2017.

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)**  
 The m.a.r.y. foundation is emerging and becoming more well known in the community. Our non-profit welcomes the general public and is here to support ALL children with their social and emotional well being through the arts. We have two events a year and workshops through out the year for children, their friends and family. The events and workshops will bring knowledge and awareness of how the arts can help young people and provide them with skills to use the arts as a vehicle to help guide with social and emotional skill building. The m.a.r.y. events and workshops bring professionals and children together to help teach and guide them. Most of the children participating in the program are residents of and/or students in (alphabetical order) Encino, Lake Balboa, Reseda, and Tarzana.  
 Admission and parking for the events and workshops are free making the events and workshops accessible to all.  
 Your funds will help m.a.r.y. to continue with our events and workshops and inspire young peoples' interest in the arts and bring family and friends together for a community that has the opportunity for expression and creativity as a outlet to build resilience for over all well-being.

**SECTION III - PROJECT BUDGET OUTLINE**

6a) Personnel Related Expenses	Requested of NC	Total Projected Cost

6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
See attached	\$ 750.00	\$ 2,475.00

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

No  Yes, please list names of NCs: Tarzana, Reseda, Lake Balboa

8) Is the implementation of this specific program or purpose described in box 4 above contingent on any other factors or sources or funding? (Including NPG applications to other NCs)  No  Yes, please describe:

Source of Funding	Amount	Total Projected Cost

9) What is the TOTAL amount of the grant funding requested with this application: \$ 750.00

10a) Start date: 04/23/17 10b) Date Funds Required: 06/30/17

10c) Expected completion date: 09/24/17 (After completion of the project, the applicant must submit a follow-up form to the Neighborhood Council and the Department of Neighborhood Empowerment)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a former or existing relationship with a Board Member of the NC?

No  Yes - Please describe below:

Name of NC Board Member	Relationship to Applicant
Pat Bates	Friend

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 Department 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 Appendix A, "What is a Public Benefit," and Appendix B "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 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\*

Krickett Jones Halpern President *Krickett Jones Halpern* 5-9-17  
 PRINT Name Title Signature Date

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

Richard Halpern VP / Secretary *Richard Halpern* 5/9/17  
 PRINT Name Title Signature Date

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the Department at (213) 978-1551 for instructions on completing this form

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

DEPARTMENT OF THE TREASURY

Date: SEP 12 2014

MAKING THE ARTS REAL FOR YOUTH  
FOUNDATION  
18013 DUNCAN STREET  
ENCINO, CA 91316-6411

Employer Identification Number:  
45-3682077  
DLN:  
26053637003894  
Contact Person:  
CUSTOMER SERVICE ID# 31954  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
October 21, 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](http://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

MAKING THE ARTS REAL FOR YOUTH

Sincerely,

A handwritten signature in cursive script, reading "Tamara Riggenda". The signature is written in dark ink and is positioned to the right of the word "Sincerely,".

Director, Exempt Organizations

Expenses for May to June:

Advertisement/Banners/Video	395.00
Advertising/Social media/Marketing	60.00
Materials	396.00
Supplies General	235.00
Printing/Postcard & design/Event signs	220.00
Tables and chairs rental	50.00
T-shirts/Design	695.00
Equipment	269.00
Prep day	155.00
	<hr/>
TOTAL:	<b>2,475.00</b>