

**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: Encino Neighborhood Council

**SECTION I - APPLICANT INFORMATION**

1a) Portola Middle School 95-6006405 \_\_\_\_\_  
*Organization Name* *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3) Status (if applicable)*

1b) 18720 Linnet St. Tarzana CA 91356  
*Organization Mailing Address* *City* *State* *Zip Code*

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

1d) **PRIMARY CONTACT INFORMATION:**  
Kimberly K. Estrada (818) 654-3300 kkr3142@lausd.net  
*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) Portola Middle School Tarzana CA 91356  
*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.**

Portola Middle School is dedicated to improving the teaching and learning of Civic Leadership and understanding in the classroom to create a state of the art Mock Trial Program at Portola. The Mock Trial Program would be run through our Elective Department and would provide students an opportunity to learn about the legal system and court room procedures. Our purpose is to teach students debate techniques, public speaking skills, the various roles of court room personnel all while informing them of their civic duties and rights.

This program would be a great benefit to all types of diverse learners at our school and would help continue to build our leaders of tomorrow. Please visit <https://www.streetlaw.org/teaching-strategies/mock-trial> for more details on the program.

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 grant will be used to primarily support the program costs, class materials and teacher training. In addition the program would help students to begin thinking about career paths in Law and City Advocacy. The Mock Trial Program would also encourage the importance of multiple perspectives, socio-economic status and how it correlates to defense, and would produce student advocate leaders that will implement change within our communities.

**SECTION III - PROJECT BUDGET OUTLINE**

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	<b>Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	Teacher-Mrs. Weber (X-time to plan and prepare)- 20 hours	\$1000	\$1000
		\$	\$
		\$	\$

6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	Purchase of Mock Trial Materials & Copies	\$2000	\$2000
	Purchase of 1 School Bus to provide Field Trip to Van Nuys Court House	\$500	\$500
		\$	\$

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
NONE	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$3,500

10a) Start date: 05/01/22    10b) Date Funds Required: 05/01/22    10c) Expected Completion Date: 06/05/23  
 (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\*

Kimberly Estrada                      Principal                                            3/9/22  
 PRINT Name                                      Title                                      Signature                                      Date

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

Mindy Park                                      Asst. Principal                                                                            3/9/22  
 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



LOS ANGELES UNIFIED SCHOOL DISTRICT  
**Gaspar de Portola Charter Middle School  
School for Advanced Studies  
Academy of Integrated Arts & Technology  
Highly Gifted Magnet**



18720 Linnet Street, Tarzana, California 91356  
Phone (818) 654-3300 Fax (818) 996-0292  
Portolams.org

March 9, 2022

Encino Neighborhood Council Education Committee,

Thank you for your consideration regarding the funding of our Mock Trial Program at Portola Middle School. I believe this new program will positively impact the community through the teaching and learning of Civics. The program will also offer a career snapshot of our legal system and the importance of fairness, equity and advocacy within our court system. The class will teach students public speaking skills, research, advocacy, perspective and the importance of their voice.

We plan to use the funds for teacher training/preparation, purchase/copying of mock trial cases and a bus for a field-trip to the Van Nuys Court House. The Mock Trial Program will be run through our elective program and will be open to all students. The Program will begin in the Fall of 2022.

Thank you again for your consideration, we look forward to your response.

Respectfully,

A handwritten signature in black ink that reads "K. Estrada".

Kimberly K. Estrada