

Standing Rule on the Review of Neighborhood Purposes Grants
(APPROVED AT 6/11/2015 AVNC BOARD MEETING)

- I. This Standing Rule establishes the role of the Atwater Village Neighborhood Council Board of Governors (BOG) and its Committees in reviewing any Neighborhood Purposes Grant (NPG).
- II. The review of a NPG prior to consideration by the Board of Governors generally involves at least two committees: the Budget & Finance Committee; and a Committee knowledgeable of the organization seeking the NPG or of the the subject matter related to the project for which funding is sought, also known as the Subject Matter Expert or “SME” Committee.
- III. The Budget & Finance Committee, or its designee, shall review for completeness all Applications for NPG. Except for the responsibility of the SME Committee as set forth below, the Budget & Finance Committee shall complete the NPG Proposal Evaluation Form (as modified by the AVNC).
- IV. With the concurrence of a Co-Chair, the Budget & Finance Committee or any other committee or member, shall forward to the applicable SME Committee each NPG. The SME Committee shall complete PART IV: SCORING FORM of the NPG Proposal Evaluation Form. The SME Committee may elect to complete PART IV of the Form with the input of the Budget & Finance Committee and/or another Committee as appropriate by way of a joint meeting or in any other manner. Completion of the Evaluation Form by the Budget & Finance Committee and the SME Committee may be performed concurrently.
- V. The SME Committee shall present the NPG for consideration at the BOG meeting.

