

# 2020

## Neighborhood Purposes Grant Supplementary Application, Evaluation & Scoring Form

Thank you for your interest in a Neighborhood Purposes Grant (NPG). In addition to the **required** City Clerk's NPG application, this supplementary application is an opportunity to provide the Atwater Village Neighborhood Council (AVNC; NC) with information about the grant request. Also this document is a disclosure regarding the criteria that may be used to approve or decline the request.

To access the Neighborhood Purposes Grant Documents, visit the LA City Clerk website:

<https://clerk.lacity.org/neighborhood-council-funding/documents-and-forms>

**Atwater Village NPG Supplementary Application (to be completed by the applicant)**

The questions in this section are the same that will be considered by the AVNC in the scoring section. Please limit responses to 1-2 paragraphs.

**Section A: The Work Plan**

Briefly provide the project description and timeline.

**Section B: Identified Need**

Identify the need for the project/event and provide relevant information on the target population(s) and target area(s) to be served by the project.

**Section C: Stakeholder Focus**

Does the project or event take place within the NC boundaries? \_\_\_\_ Yes \_\_\_\_ No

Which AVNC stakeholders are the primary beneficiaries of the NPG? (e.g. students, unhoused, children, underprivileged, adults, etc. If the event is non-specific, indicate General Population.) How does it directly benefit them? What proportion of your beneficiaries are AVNC stakeholders?

**Section D: Economic Community Benefit**

Does the project use vendors and/or service providers (preferably small businesses) located within the Neighborhood? If so, please list them and, if possible, the anticipated expenditure.

Will there be a lasting physical improvement to the environment or infrastructure of the community? If so, please describe.

**Section E: Measurable Objectives**

Describe the measurable objective(s) of the project.

**Section F: Expected Outcomes**

If the objective(s) of the project are met, what are the expected outcome(s)?

**Section G: Building Community**

How does the proposed project improve community engagement, promote civility and understanding, encourage problem-solving, or otherwise build community?

**Section H: Awareness Raising**

How will the project grow awareness of and otherwise promote the Neighborhood Council?

**Other supporting information:**

Do you have a current contract with the City? (this is required for all requests over \$5000)

Will the project be completed within the current Fiscal Year? (July 1 - June 30)

Do you agree to submit a Project Completion Report Form and provide a report on the completed project at an NC Board of Governors meeting?

# EVALUATION & SCORING FORM

## THIS SECTION FOR USE BY NC ONLY

Reviewing committee ..... Date: .....

Board Members Present:

.....  
.....  
.....  
.....

### Part 1 - Proposal Evaluation

Will this grant fund an event, resource, or program that is located or primarily accessible within the AVNC boundaries? *See Note 1.*

Yes = 1; No = 0

What proportion of the attendees/beneficiaries are anticipated to be Atwater Village stakeholders?

75% or more = 3; Between 50% and 75% = 2, 50% to 25% = 1, Less than 25% = 0

Is the committee confident that the funds will be used to further the values of our community, will not violate the letter or the spirit of the AVNC Code of Civility, and is in line with the guidance set forth in the City Clerk NPG Application and supplemental documents?

Yes = 1; No = 0

Are proposed the project goals specific, measurable, and realistic?

Yes = 1; No = 0

What is the total amount of AVNC NPG funds the requester or the ultimate recipient (e.g. school, festival) has received in the 18 months prior to the intended event date (or fund disbursement date, if no specific event)?

\$0-\$1,000 = 3; \$1,001 to \$2,500 = 1; More than \$2,500 = 0

At least 7 points (of 9 possible) needed to get approved by the committee for submission to the BOG.

**Note 1:** *In the case of public services for which the city-defined service point is outside of the AVNC boundaries, but the service area explicitly includes Atwater Village, the service point shall be considered within AVNC boundaries. For example Marshall High School which is the LAUSD school assigned to AV residents would be considered within AVNC boundaries for the purposes of this question.*

## Part 2 - Proposal Scoring

**Instructions:** Use the rating scale below to score the following elements.

### RATING SCALE

0 = None	1 = Poor	2 = Fair	3 = Good	4 = Excellent
The response does not address this point at all.	The proposal has serious deficiencies in this area or does not at all meet AVNC goals.	The proposal somewhat addresses this element but is either vague or does not adequately meet AVNC goals.	The proposal addresses this element in a satisfactory manner and provides adequate information. The proposal generally meets AVNC goals.	The proposal fully addresses this element and is well articulated. The response matches well to AVNC goals.

#### Section A: The Work Plan

The work plan (e.g. Project description, budget, and timeline) detailed, specific, and feasible.

\_\_\_\_\_ / Out of 4

#### Section B: Identified Need

The organization clearly identified the proposed need for the project/event and provided relevant information on the target population(s) and target area(s) to be served by the project.

\_\_\_\_\_ / Out of 4

#### Section C: Stakeholder Focus

The project involves the neighborhood in the following ways:

0 points = occurs outside of the community, no evidence of AVNC stakeholder benefit

1 point = occurs outside of the community, some evidence of AVNC stakeholder benefit

2 points = occurs outside of the community, strong evidence of AVNC stakeholder benefit

3 points = occurs within the community, some evidence of AVNC stakeholder benefit

4 points = occurs within the community, strong evidence of AVNC stakeholder benefit

\_\_\_\_\_ / Out of 4

#### Section D: Economic Community Benefit

The project supports the local economy by using vendors and/or service providers located within the Neighborhood.

\_\_\_\_\_ / Out of 4

**Section E: Measurable Objectives**

The requestor clearly articulated the measurable objective(s), and the objective(s) meet AVNC goals.

\_\_\_\_\_ / Out of 4

**Section F: Expected Outcomes**

The requestor clearly articulated the expected outcome(s), and the outcomes meet AVNC goals.

\_\_\_\_\_ / Out of 4

**Section G: Building Community**

The proposed project improves community engagement, promotes civility and understanding, encourages problem-solving, or otherwise enhances the community.

\_\_\_\_\_ / Out of 4

**Section H: Awareness Raising**

The proposed project will grow awareness of the AVNC through promotional actions (ie: banners, email blasts, plaques, public recognition, social media, website promotion, tabling opportunities, etc.)

\_\_\_\_\_ / Out of 4

**Section I: Merit of Proposal**

The overall merit of the proposal illustrates a project that aligns with the primary objectives of the Neighborhood Council: Improving stakeholder engagement in the community and its local government; increasing community resources that can translate into political power; creating systems, processes, or activities that improve the profile of Atwater Village and its resultant ability to participate in policy decisions.

\_\_\_\_\_ / Out of 4

**Subtotal:** \_\_\_\_\_

**Penalties:**

For every \$1,000 in funding the requesting organization has received from the AVNC in the past three fiscal years, deduct 1 point.

Penalty: \_\_\_\_\_ Points

**Total Points (Subtotal - Penalty) = \_\_\_\_\_ / Out of 36**

## **ATTACHMENTS**

Which of the following items were included as attachments to the proposal?

- Previous Evaluation + Project Completion Report
- Project Budget
- IRS Determination Letter [for 501(c)(3) organizations]
- Letter from School Principal [for public schools applying directly]
- Board of Directors Roster [including officers, telephone numbers, professional affiliations and terms of office; 501c3 organizations only]
- Agency Operating Budget (current year)
- Form-990 or 990 EZ (most recently submitted)
- Audited Financial Statement [if available; most recently completed]