

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

DEMAND WARRANT SUBMISSION CHECKLIST

All VENDORS:

- Demand Warrant (DW) – completely filled out by NC with 2 signatures (Treasurer and 2nd Signatory)
- Board Vote Count Form – Completely filled out with 2 signatures (Treasurer and 2nd Signatory)
- Community Benefit Statement – from NC (DW)
- Approved Minutes (Optional, however, Department may request APPROVED minutes for additional information)
- W-9 Form – completely filled out and signed by Vendor
- Valid Los Angeles Business Tax Registration Certificate (BTRC) - from Vendor
- Invoice including dollar amount, Vendor name, address, phone #, item descriptions, invoice #, All billed to NC
- FINAL Art work/Event Flyer

NPG FOR NON-PROFITS 501(c)3:

- Demand Warrant (DW) – completely filled out by NC with 2 signatures (Treasurer and 2nd Signatory)
- Board Vote Count Form – Completely filled out with 2 signatures (Treasurer and 2nd Signatory)
- Community Benefit Statement – from both Applicant (on NPG) and NC (on DW)
- NPG Application – completely filled out by Applicant with 2 signatures
- Project Budget – from Applicant (on NPG)
- IRS Determination Letter – indicating 501(c)3 status
- Valid Los Angeles Business Tax Registration Certificate (BTRC)from Applicant
- W-9 Form – completely filled and signed by Applicant
- Project Start Date_____ End Date_____

NPG FOR PUBLIC SCHOOLS:

- Demand Warrant (DW) – completely filled out by NC with 2 signatures (Treasurer and 2nd Signatory)
- Board Vote Count Form – Completely filled out with 2 signatures (Treasurer and 2nd Signatory)
- Community Benefit Statement – from both Applicant (on NPG) and NC (on DW)
- NPG Application – completed filled out by applicant with 2 signatures
- Letter requesting grant and purpose on Official School Letterhead
- W-9 Form completely filled out and signed by Applicant
- Project Start Date _____ End Date _____

BOARD MEMBER REIMBURSEMENTS:

- Demand Warrant (DW) – completely filled out by NC with 2 signatures (Treasurer and 2nd Signatory)
- Board Vote Count Form – Completely filled out with 2 signatures (Treasurer and 2nd signatory)
- Community Benefit Statement – from NC (on DW)
- NC Meeting Agenda
- Sign-In Sheets/Pictures of Event
- FINAL Art work/Event Flyer
- Original Receipts
- If paid with personal check, copies of front and back endorsed check
- If paid with personal debit/credit card, copy of bank statement

INTERNAL DEPARTMENT TRANSFERS:

- Demand Warrant (DW) – completely filled out by NC with 2 signatures (Treasurer and 2nd Signatory)
- Board Vote Count Form – Completely filled out with 2 signatures (Treasurer and 2nd Signatory)
- Community Benefit Statement – from NC (on DW)
- FINAL Art work/Event Flyer
- Dept. Invoice

- Dept. #
- Acct. #
- Revenue Source #
- Fund #
- Dept.'s Accountant name and phone #

COMMUNITY IMPROVEMENT PROJECTS:

- Demand Warrant (DW) – completely filled out by NC with 2 signatures (Treasurer and 2nd Signatory)
- Board Vote Count Form – completely filled out with 2 signatures (Treasurer and 2nd Signatory)
- Community Benefit Statement - from NC (on DW)
- Approved Minutes (Optional, however, the Department may request APPROVED minutes for additional information)
- W-9 Form – completely filled out and signed by Vendor
- Valid Los Angeles Business Tax Registration Certificate (BTRC)
- Invoice - including dollar amount, Vendor name, address, phone #, item descriptions, invoice #, All billed to NC
- FINAL Art work/Event Flyer
- Permits
- Additional Liability Insurance
- Contract- consult with the Department of Neighborhood Empowerment