

PRE-APPROVAL FUNDING REQUEST SUBMISSION CHECKLIST

<p><i>Any Vendor Invoice Over \$2500:</i></p> <ul style="list-style-type: none"> ◇ Funding Request Form: <ul style="list-style-type: none"> ○ Requester's Name ○ Name of vendor ○ Vendor Address ○ Amount ○ Request Date ○ Meeting Date ○ Agenda Item # ○ Quorum ○ Tally of board vote count(completed) ○ 2 signatures (Treasurer&2nd Signer) ○ Community benefit statement from NC ◇ Services provided over an extended period of time may require contract 	<p><i>Community Improvement Projects (CIPs):</i></p> <ul style="list-style-type: none"> ◇ Funding Request Form: <ul style="list-style-type: none"> ○ Requester's Name ○ Name of vendor ○ Vendor Address ○ Amount ○ Request Date ○ Meeting Date ○ Agenda Item # ○ Quorum ○ Tally of board vote count(completed) ○ 2 signatures (Treasurer&2nd Signer) ○ Community benefit statement from NC
<p><i>Neighborhood Purpose Grant (NPG) 501c3 Non Profits:</i></p> <ul style="list-style-type: none"> ◇ Funding Request Form: <ul style="list-style-type: none"> ○ Requester's Name ○ Name of vendor ○ Vendor Address ○ Amount ○ Request Date ○ Meeting Date ○ Agenda Item # ○ Quorum ○ Tally of board vote count(completed) ○ 2 signatures (Treasurer&2nd Signer) ○ Community benefit statement from NC ◇ NPG Application – Completed by Applicant <ul style="list-style-type: none"> ○ Neighborhood Council Name ○ Section I – Applicant Verification Information ○ Section II – Project Description & Public Benefit ○ Section III – Project Budget ◇ 7 - Applied to any other NCs? ◇ 10a – Start Date(within Fiscal Year) ◇ 10b – Date Funds Required(within Fiscal Year) ◇ 10c – Expected completion Date (can be next F/Y) <ul style="list-style-type: none"> ○ Section IV – Potential Conflicts of Interest ○ 2 signatures – Executive Director and Secretary of Non-Profit 501c3. ○ IRS Determination Letter ◇ Contract required for NPGs greater than \$5000 	<p><i>Neighborhood Purpose Grant (NPG) Public Schools:</i></p> <ul style="list-style-type: none"> ◇ Funding Request Form: <ul style="list-style-type: none"> ○ Requester's Name ○ Name of vendor ○ Vendor Address ○ Amount ○ Request Date ○ Meeting Date ○ Agenda Item # ○ Quorum ○ Tally of board vote count(completed) ○ 2 signatures (Treasurer&2nd Signer) ○ Community benefit statement from NC ◇ NPG Application – Completed by Applicant <ul style="list-style-type: none"> ○ Neighborhood Council Name ○ Section I – Applicant Verification Information ○ Section II – Project Description & Public Benefit ○ Section III – Project Budget ◇ 7 - Applied to any other NCs? ◇ 10a – Start Date(within Fiscal Year) ◇ 10b – Date Funds Required(within Fiscal Year) ◇ 10c – Expected completion Date(can be next F/Y) <ul style="list-style-type: none"> ○ Section IV – Potential Conflicts of Interest ○ 2 signatures – Principal and Asst. Principal ○ Letter requesting grant, amount, purpose on Official School Letterhead signed by Principal. ◇ Contract required for NPGs greater than \$5000

Board Member Reimbursement (Over \$2500 only):

- ◇ Funding Request Form:
 - Requester's Name
 - Name of board member
 - Board member's address
 - Amount
 - Request Date
 - Meeting Date
 - Agenda Item #
 - Quorum
 - Tally of board vote count(completed)
 - 2 signatures (Treasurer&2nd Signer)
 - Community benefit statement from NC
- ◇ Copies of Receipts
- ◇ Proof of payments (cancelled checks or bank statements)

NC Sponsored/Co-Sponsored Events:

- ◇ Funding Request Form:
 - Requester's Name
 - Name of vendor
 - Vendor Address
 - Amount
 - Request Date
 - Meeting Date
 - Agenda Item #
 - Quorum
 - Tally of board vote count(completed)
 - 2 signatures (Treasurer&2nd Signer)
 - Community benefit statement from NC
- ◇ NC Event Approval form – Completely filled out
 - NC Name
 - Contact Information
 - Event Information
 - Date
 - Time
 - Estimated # of Attendees
 - Venue information
 - Signature with contact information
 - Itemized detailed event budget for NC.
How will NC use their funds?