



NEIGHBORHOOD COUNCIL FUNDING PROGRAM

Request for Demand Warrant (DW) Checklist

Instruction: Please use this "Checklist" in determining the supporting documents needed to process the Demand Warrant.

Invoice Requirement: All invoices must contain the following information:

- Vendor Name, Address, & Phone No. (preferably using Vendor letterhead)
- Invoice Number (i.e. 001)
- Invoice addressed to the NC
- Description of the item/service & date rendered
- Amount due

STATEMENTS, QUOTES, AND/OR ESTIMATES ARE NOT ACCEPTED AS INVOICES.

Payment for Use of all Vendors:

- Completed "Request for Taxpayers ID (W-9 form)
- Business Tax Registration Certificate Number (also known as BTRC or City Tax Number)
- Invoice – see Invoice Requirement above
- (Optional) NC Board Minutes / Resolutions or Approved Budget Item
- Vendor address on W-9, BTRC, and Invoice must match

Reimbursement to NC Board Member:

- Original receipt(s).
- Invoice – see Invoice Requirement above
- Proof of payment (*Receipt must indicate if payment was made in cash, credit card, or check. If payment was made by check, copy of cancelled check is required showing the front and back of the check. If payment was made with credit card, a copy of the card statement showing the transaction is required The statement should identify the Board Member's name and the last 4 digits of the card/account. NC should redact all other transaction information that is not part of the reimbursement request, such as balance information or other purchases).*)

Food and Refreshment Expenditure:

- Copies of sign-in sheet, or pictures of event showing estimated # of attendees.
- Meeting Agenda or Event Flyer

ADVERTISEMENT:

- For Publications - Tear sheet / copy of advertisement
- For Promotional item- copy of NC design / art work

OUTREACH:

- Event Flyer showing NC participation
- Sample or picture of outreach item showing NC name
- Insurance agreement if NC is the lead organizer in a community event (pls. contact the Dept for info)

City Department Transfers:

- Demand Warrant or Invoice must list the following
- Department Number
- Fund Number
- Account Number or Fund monies are to be transferred to
- Accounting Contact to assist with transfer

NEIGHBORHOOD IMPROVEMENT PROJECT:

- Using NC letterhead / stationery, an official NC statement explaining how the project will benefit the community (also known as Community Benefit Statement).
- Using company letterhead / stationery, Letter of Acknowledgement from receiving agency (for example: Dept. of Rec. & Parks, LAUSD, LAFD, LAPD) recognizing and accepting funds for the Neighborhood Improvement Project.
- Proof that insurance, licenses and/or permits have been obtained (if applicable).
- Copy of final reports, studies, surveys, and/or comparable documents submitted to the Neighborhood Council in relation to the project.

NEIGHBORHOOD PURPOSES GRANT (NPG):

- NPG Application completed by Grantee, with 2 signatures
- Full disclosure of any possible conflicts of interest with Board Members and Grantees (*Board members who may have an interest/relationship with the Grantee, should first contact the City Attorney's Office for advice prior to agendaing, and should recuse themselves from all discussions, motions, and voting if advised to do so by the City Attorney).*)
- W-9 Form completed and signed by Grantee
- Copy of Business Tax Registration Certification from Grantee
- IRS Determination Letter for 501C3 Non-Profit Organization OR Letter of acknowledgement on official public school letterhead / stationery from Grantee
- Project Budget completed by Grantee, including expected completion date information
- Signed NC Board Resolution including a Community Benefit Statement