

Echo Park Neighborhood Council NPG (Neighborhood Purpose Grant) Procedures

Thank you for your interest in applying for a Neighborhood Purpose Grant (NPG) from the Echo Park Neighborhood Council (EPNC.)

Below, you will find the procedural steps for EPNC NPG's. Please email the Co-Chair(s) of our Schools, Libraries and Community Organizations Committee (SLCO).

Email: [Sara Seidman <seidman.epnc@gmail.com>](mailto:Sara.Seidman@epnc.org) for more information and questions you may have about the process.

Please allow up to 90 days (In most cases it will be sooner) for the entire process, from application to funding.

Procedures are as follows:

1. The applicant fills out the NPG application and submits to SLCO co-chairs.
 2. SLCO co-chairs review application.
 - a. If incomplete, or there are other issues, SLCO will reach out to clarify and correct.
 - b. If any board or committee member is found to have a potential conflict of interest (Via Form or Inquiry) the SLCO Committee will ask the board or committee member to consult with the city attorney, which should occur prior to the committee meeting.
- Recusal should be conveyed to the committee co-chair(s). The application for the NPG will come under SLCO review at their next regular or special meeting. The committee co-chair(s) will notify applicants of the procedure at the committee level. Previous recipients of NPG(S) should be prepared to demonstrate how past grants were used and how the EPNC's support was acknowledged.
3. SLCO will forward their recommendation to the Budget and Finance Committee regarding the NPG application.
 4. The NPG will be placed on the agenda of the next Budget and Finance Committee Meeting for financial review and completion in accordance with NC and City guidelines. (Applicants are encouraged to attend this meeting.)
 5. Unless the application is held back by the Budget and Finance Committee as set forth above, the NPG will be placed on the agenda for the next EPNC Board of Governors meeting, held on the fourth Tuesday of the month. (Applicants are HIGHLY encouraged to attend this meeting.)
 6. If the NPG is approved by the Board of Governors, the NPG and the approved vote count form will be submitted to the City Clerk's office for final review.
 7. Check is written and mailed to applicant. Thank you for your interest in helping our community! We look forward to your application.

Thank you for your interest in helping the Echo Park Community, we look forward to your application!
The Echo Park Neighborhood Council