

**Neighborhood Council Funding Program**  
**APPLICATION for Neighborhood Purposes Grant (NPG)**



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Tarzana Neighborhood Council

**SECTION I - APPLICANT INFORMATION**

1a) Woodland Hills Tarzana Chamber of Commerce Community Benefit Foundation  
 DBA: West Valley Warner Center Chamber of Commerce Community Benefit Foundation 45-0975689 CA 5/10/2011  
**Organization Name** **Federal I.D. # (EIN#)** **State of Incorporation** **Date of 501(c)(3) Status (if applicable)**

1b) PO Box 1 Woodland Hills CA 91365  
**Organization Mailing Address** **City** **State** **Zip Code**

1c) 6100 Topanga Canyon Woodland Hills CA 91367  
**Business Address (if different)** **City** **State** **Zip Code**

1d) **PRIMARY CONTACT INFORMATION:**

Diana Williams CEO 818-347-4737 diana@woodlandhillscn.net  
**Name** **Phone** **Email**

2) **Type of Organization- Please select one:**

- Public School (not to include private schools) **Attach Signed letter on School Letterhead** or  501(c)(3) Non-Profit (other than religious institutions) **Attach IRS Determination Letter**

3) 6100 Topanga Canyon Woodland Hills CA 91367  
**Name / Address of Affiliated Organization (if applicable)** **City** **State** **Zip Code**

**SECTION II - PROJECT DESCRIPTION**

4) **Please describe the purpose and intent of the grant.**

The Tarzana NC and Woodland Hills Tarzana Chamber of Commerce CBF are co-sponsoring the 11th Annual Earth Day Celebration & Poster Contest on Saturday, April 13, 2024 at the

Tarzana Recreation Center in Tarzana. Five (5) local schools are participating in the Poster Contest, which is themed, "Make Every Day Earth Day!"

Each school is being granted \$250 to purchase art supplies. The estimated number of participants is 1,180 students.

1. Wilbur Charter for Enriched Studies, 5213 Crebs Ave., Tarzana, CA 91356, contact: Principal Ms. Crystal Shirley
2. Nestle Avenue Charter, 5060 Nestle Ave., Tarzana, CA 91356, contact: Principal Ms. Cheryl Gray-Sortino
3. Portola Charter Middle School, 18720 Linnet St., Tarzana, CA 91356, contact: Ms. Suzanne Miller, Gate Counselor/Coordinator
4. Sherman Oaks Center for Enriched Studies, 18605 Erwin St., Tarzana, CA 91335, contact: Ms. Emily Michaels, Visual Arts, VAPA Department Chair, SOCES Magnet
5. Tarzana Elementary School, 5726 Topeka Dr., Tarzana, CA 91356, contact: Principal Mr. Thomas Ramirez

5) **How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)**

The \$250 grant per school (\$1,250) will enhance the participating students learning experience and appreciation for Earth Day while also promoting the creative arts. In addition,

the Posters will be on display at the Earth Day Celebration. The theme "Mother Earth Handle with Care" is meant to encourage parents and the public to Reduce, Reuse and Recycle.

*REV-2  
 TNC EARTH DAY POSTER NPG - 2024  
 EXLTR*

**SECTION III - PROJECT BUDGET OUTLINE**

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	<b>Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	None	\$	\$
		\$	\$
		\$	\$
6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	\$250 art grant for each of (5) Tarzana schools participating in the Earth Day celebration and poster contest	\$ \$1250	\$ \$1250
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?  
 No  Yes If Yes, please list names of NCs: \_\_\_\_\_

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs)  No  Yes If Yes, please describe: \_\_\_\_\_

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$1250

10a) Start date: 04/13/2024 10b) Date Funds Required: 04/13/24 10c) Expected Completion Date: 04/13/2024  
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

**SECTION IV - POTENTIAL CONFLICTS OF INTEREST**

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?  
 No  Yes If Yes, please describe below: \_\_\_\_\_

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?  
 Yes  No \*(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

**SECTION V - DECLARATION AND SIGNATURE**

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED\*

Diana Williams CEO \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_ Date 01/10/24

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED\*

Paul Lawler GBF Board President \_\_\_\_\_ Title \_\_\_\_\_ Signature \_\_\_\_\_ Date 01/10/24

\* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or [clerk.ncfunding@lacity.org](mailto:clerk.ncfunding@lacity.org) for instructions on completing this form

*DW*

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

MAY 10 2011

WOODLAND HILLS TARZANA CHAMBER OF  
COMMERCE COMMUNITY BENEFIT  
C/O WHTCC FOUNDATION  
20121 VENTURA BLVD STE 204  
WOODLAND HILLS, CA 91364

Employer Identification Number:

45-0975689

DLN:

17053095374001

Contact Person:

DEL TRIMBLE

ID# 31309

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

February 14, 2011

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Woodland Hills Tarzana Chamber of Commerce Community Benefit Foundation**

2. Business name (disregarded entity name, if different from above).  
**West Valley Warner Center Chamber of Commerce Community Benefit Foundation**

3. Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶

Other (see instructions) ▶

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5. Address (number, street, and apt. or suite no.) See instructions.  
**PO Box 1**

6. City, state, and ZIP code  
**Woodland Hills CA 91365-0001**

7. List account number(s) here (optional)

Requester's name and address (optional)

Print or type.  
 See Specific Instructions on page 2.

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number

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or

Employer identification number

4	5	-	0	9	7	5	6	8	9
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**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here      Signature of U.S. person ▶

Date ▶ **1/12/23**

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

- Form 1099-INT (interest earned or paid)