

Venice Neighborhood Council

STANDING RULE

Adopted 6/8/06 by the VNC Budget & Finance Committee

VNC REQUIRED PROCEDURE FOR SUBMITTING REQUESTS FOR FINANCIAL SUPPORT OF COMMUNITY IMPROVEMENT PROJECTS AND CO-SPONSORSHIP OF EVENTS

Prior to consideration by the Board of Officers for approval of financial/manpower support for all Community Improvement Projects or Co-Sponsorships of Events, the following must be submitted in hard copy presentation format to the VNC Executive Committee (Secretary), the VNC sponsoring committee (if person/entity requesting is other than a VNC standing or ad hoc committee is requesting) and the VNC Budget & Finance Committee. Please note that the Executive Committee (Secretary) will refer any request to the appropriate sponsoring VNC Committee for review prior to placing the request on the agenda of the Board of Officers meeting.

The format of the presentation shall consist of all of the sections as listed below:

1. Name of Requesting Committee/Organization/Person
2. Description of the Project/Event
3. Qualifications of Committee/Organization/Person with respect to completing the Project/Event
4. Letter of Acknowledgement from the receiving agency (i.e. Department of Recs and Parks, LAUSD, Department of Street Services, Property Owner) acknowledging and approving the desired Project/Event
5. Proof that all required Licenses and Permits are in place (if needed)
6. Itemized Budget for completion of proposed Project/Event
7. Time Line for proposed Project/Event
8. Statement on How the Project/Event Will Benefit the Community
9. Statement on How the VNC Funds Will Be Used (be specific)
10. Request for Funding/Manpower from VNC

DONE required procedure:

1. The City pays for services directly, through vendors (the entity providing the services/goods), and not through third parties.
2. Payments are issued on the basis of vendor invoices, not quotes. Vendors are to provide BTRC and EIN numbers.
3. City policy is to pay for services/goods after they have been delivered, based on an invoice.