

# EMPOWER LA

Department of  
NEIGHBORHOOD EMPOWERMENT

200 N. Spring Street, 20<sup>th</sup> FL, Los Angeles, CA 90012 • (213) 978-1551 or Toll-Free 3-1-1

E-mail: [EmpowerLA@lacity.org](mailto:EmpowerLA@lacity.org) [www.EmpowerLA.org](http://www.EmpowerLA.org)



## NEIGHBORHOOD COUNCIL EVENT APPROVAL FORM

Events are great opportunities for Neighborhood Councils to interact with their stakeholders. There are, however, liability and permitting issues that must be handled prior to the event, and the Department of Neighborhood Empowerment must approve a Neighborhood Council sponsored event before any funding payments can be executed. **Please complete and sign this form and submit to the Department at least 30 days before the day of the event.** The Department will typically take 3-5 days to review and approve the event. Once approved, the Neighborhood Council can begin spending.

Sunland-Tujunga Neighborhood council

Neighborhood Council: \_\_\_\_\_

The Neighborhood Council is the  Main Sponsor or  Co-Sponsor for the event.

STNC

Main sponsor: \_\_\_\_\_

Nelly Luboff

Contact Person: \_\_\_\_\_

818 3892800

Nellyluboff@yahoo.com

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Co-Sponsor (if applicable): \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Event Information

10 year Anniversary of the Sunland Welcome Garden/STNC outreach event

Type of Event (festival, movie night, etc.): \_\_\_\_\_

3/18/2023

10-2pm

50

500.

Date: \_\_\_\_\_ Time Frame: \_\_\_\_\_ Est. number of attendees: \_\_\_\_\_ Event Amount: \_\_\_\_\_

Sunland Welcome Garden

Venue Name: \_\_\_\_\_

Sunland Blvd and Fenwick (corner of)

Venue Address: \_\_\_\_\_

Roger Klemm

Contact Person: \_\_\_\_\_

818 635-9532

treehuggers@ca.rr.com

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please note:** If the location for the event is at City facility, e.g. park, the location approval may be easier and at little or no cost. If the location for event is not a City facility, a separate contract may be needed and can take 30 days to complete.

**Documents scanned and emailed to [EmpowerLA.Funding@lacity.org](mailto:EmpowerLA.Funding@lacity.org) for Department approval PRIOR to event:**

Neighborhood Council Event Approval Form – Completed and signed by Treasurer or Second Signatory

Funding Request Form – Completed and signed by Treasurer and Second Signatory

Itemized Detailed Event Budget – Total budget with funding categories (food, entertainment, flyers, permits, etc.) and with specific vendors if available. Once approved, the Department will transfer the amount of the event budget into the Neighborhood Council account automatically, i.e. no additional Cash Request Form will be required.

**If a bank card exemption of the daily \$1,000 limit is required for this event, please provide the date(s) and amount needed for the daily limit to be lifted:** \_\_\_\_\_

**Please note:** Missing or incomplete required documents will delay Department approval.