

**Neighborhood Council Funding Contribution Form  
Congress of Neighborhoods/Budget Advocacy Special Accounts**

I, \_\_\_\_\_ (President or Vice-President [VP] name),  
declare that I am the President or VP of the \_\_\_\_\_  
Neighborhood Council (NC) and that on \_\_\_\_\_ (meeting date), a Brown Act-noticed public  
meeting was held by the NC with a quorum of \_\_\_\_\_ (number) board members present and that by a  
vote of \_\_\_\_ (number) Yea, \_\_\_\_ (number) Nay, and \_\_\_\_ (number) Abstentions, the NC approved  
funding contribution(s) from our current Fiscal Year budget for the following Department of  
Neighborhood Empowerment Special Account(s):

- Neighborhood Council Budget Day in the amount of:  
\*\$ \_\_\_\_\_ *By checking "Neighborhood Council Budget Day," you will be contributing to cover expenses associated with Budget Day, additional Budget workshops, and essential administrative needs.*
- Neighborhood Council Budget Advocacy (L.A. Charter Section 909) in the amount of:  
\*\$ \_\_\_\_\_
- L.A. Congress of Neighborhoods (LAAC 22.801) – Event in the amount of:  
\*\$ \_\_\_\_\_
- L.A. Congress of Neighborhoods (LAAC 22.801) – EmpowerLA Awards in the amount of:  
\*\$ \_\_\_\_\_

Therefore, the Neighborhood Council requests that the Office of the City Clerk, NC Funding Program issue payment from our NC’s current Fiscal Year budget to the Department of Neighborhood Empowerment for the purpose(s) as indicated above.

Contributions for Neighborhood Council Budget Advocacy and the Congress of Neighborhoods support activities and programs that advance the purpose of the Neighborhood Council System as determined by the Department of Neighborhood Empowerment. Funds do not support any specific entity, alliance, or group.

\_\_\_\_\_  
Signature of President or VP \_\_\_\_\_  
Date

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To request payment, the NC Treasurer must submit this completed form in the NC Funding System portal, Outreach Category, as the “Payment Request Document” along with the respective Board Action Certification (BAC) form. Forms must be submitted by the annual deadline for check payment requests (normally June 1<sup>st</sup>) in order to process the payment from current Fiscal Year funds.

\*Please indicate a specific funding amount; Statements such as "unused funding for this fiscal year" will disqualify the payment request.

**“Neighborhood Council Budget Day” *or***  
**“City of Los Angeles Budget Advocacy” *or***  
**“City of Los Angeles Congress of Neighborhoods - Event” *or***  
**“City of Los Angeles Congress of Neighborhoods - Awards”**  
Address: 200 N. Spring St., Suite 224, Los Angeles, CA 90012

- You may also search the respective Special Account in the Vendor section of the Funding System portal when submitting the payment request(s).
- Please submit separate payment requests for each Special Account contribution.