

**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: Mar Vista Community Council

**SECTION I - APPLICANT INFORMATION**

1a) Westside Pacific Villages      80-0348830      CA      Sept 2001  
*Organization Name*      *Federal I.D. # (EIN#)*      *State of Incorporation*      *Date of 501(c)(3) Status (if applicable)*

1b) 8939 S. Sepulveda Blvd., Suite 326      Los Angeles      CA      90045  
*Organization Mailing Address*      *City*      *State*      *Zip Code*

1c) \_\_\_\_\_  
*Business Address (If different)*      *City*      *State*      *Zip Code*

1d) **PRIMARY CONTACT INFORMATION:**  
Carol Kitabayshi      310-695-7030      carol@thewpv.org  
*Name*      *Phone*      *Email*

2) Type of Organization- Please select one:  
 Public School (not to include private schools)      or       501(c)(3) Non-Profit (other than religious institutions)  
 Attach Signed letter on School Letterhead      Attach IRS Determination Letter

N/A

3) \_\_\_\_\_  
*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.  
 Please see Attachment A submitted with this application
- 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)  
 Please see Attachment A submitted with this application

**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>
	Please see Attachment A	\$	\$
		\$	\$
		\$	\$
6b)	<b>Non-Personnel Related Expenses</b>	<b>Requested of NC</b>	<b>Total Projected Cost</b>
	Please see Attachment A	\$	\$
		\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?  
 No  Yes If Yes, please list names of NCs: Palms Neighborhood Council and NC of Westchester/Playa

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: \$ 5,000.00

10a) Start date: 07 / 01 / 20 10b) Date Funds Required: 05 / 15 / 21 10c) Expected Completion Date: 08 / 31 / 21  
 (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\*

Carol Kitabayshi Executive Director  05-06-2021  
 PRINT Name Title Signature Date

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

Vanessa Galvan-Reddix Board Secretary  05-06-2021  
 PRINT Name Title Signature Date

\* 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



## **Westside Pacific Villages NPG Application MVCC Attachment A**

### ***SECTION II – PROJECT DISCRPTION***

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

In response to the COVID-19 public health crisis and L.A. County's Safer at Home Order, Westside Pacific Villages (WPV) developed the WPV CARES (COVID-19 Action Response for Elder Support) program. The program is to support older adults age 65+ and those most vulnerable to the virus who must shelter at home. This program is being offered FREE to the public. Seniors and others who must shelter at home may sign up for the program though WPV's website or by simply calling the WPV office. Once in our system, they may then contact the WPV office for help as described in #5 below. WPV volunteers are vetted through WPV's normal background, screening process, provided training, and scheduled for assignments through the WPV office system. This grant is to request funding to support this FREE program to residents of the Mar Vista Community Council footprint through at least the end of August 2021.

#### **5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large.**

WPV has a nearly 10 year history of supporting older adults who want to age in the homes and communities they love. As a result, WPV was able to quickly adapt and offer its existing infrastructure to help those most impacted by the COVID-19 pandemic. Through our WPV CARES program, WPV is providing the following at no cost: 1) contactless pickup and delivery of groceries and essentials by vetted volunteers (not online ordering); 2) regular social support phone calls; 3) training on how to use technology to expand social connectivity options; 4) complementary weekly care packages and meal deliveries to brighten an isolated person's week; 5) Wellness @ Home program with tips, activities and encouragement to stay physically and mentally fit while sheltering at home; 6) virtual activities on a variety of topics; 7) limited transportation services. WPV also proactively assisted client members in scheduling COVID-19 vaccine appointments and provided transportation to/from vaccination appointments. This service is still available as needed. WPV has supported many parts of Council District 11 including the Mar Vista area. We currently have 30 active volunteers and 35 clients receiving services and would like to ensure all residents of the area are aware of this FREE program which we anticipate running for through at least the end of August based on L.A. County Public Health guidelines. While the City of Los Angeles offers similar services, WPV provides an additional option and has been able to respond quickly to the needs of community members. WPV volunteers also come from the local area which usually creates another valuable connection and commitment to those being served. If funded, and with the Mar Vista Community Council's (MVCC's) permission, WPV would like to incorporate the MVCC Seal on communications/marketing of this vital program and have the MVCC sponsor at least one of our weekly Friday deliveries to all WPV CARES clients. It is our desire to reach and continue to help residents of the MVCC footprint and are asking for funding to continue to support this effort. While WPV is a volunteer-driven organization, it has a small part-time staff who has been working tirelessly and volunteering their own personal time to coordinate the increased volume of

volunteer screening, training, client intake, client service requests and coordinating all the efforts required to run this FREE program to the community.

**SECTION III – PROJECT BUDGET OUTLINE**

**6a) and 6b)**

Please note the budget is a conservative estimate and based on supporting 35 seniors for an additional 10 weeks and screening 10 new volunteers in the MVCC footprint.

	Hours	\$/hr	Weeks	\$/client	# Clients	Total Expense	Requested \$	% of Total
Coordinator	1	19	10	190	35	6650	1350	20.30%
Other Staff	1	15	10	150	35	5250	1050	20.00%
Office/Other expenses			10	5	35	1750	1000	57.14%
Marketing						1000		0.00%
Background Screening for 10 volunteers						200	200	100.00%
<b>Weekly Care Packages:</b>								
Supplies			5	7	35	1225	700	57.14%
Food			5	7	35	1225	700	57.14%
						<b>Total Project Cost: \$ 17,300.00</b>	<b>\$ 5,000.00</b>	<b>28.90%</b>
							<b>Total Request</b>	



## Project Completion Report Form

Awarding Neighborhood Council: Mar Vista Community Council

Applicant Name: Westside Pacific Villages

Grant Amount: \$ 1,800.00 Date Granted: May 28, 2020

Please answer the following questions regarding the grant funding referred to above. Attach additional pages if necessary.

1. Please provide a summary of the overall project for which funding was granted.

WPV currently provides the service described in #5 of our new NPG Application to 35 residents in the MVCC footprint. It should be noted that in addition to the 7 services listed, WPV has also walked dogs, done yard cleanups and other small home handy projects for several MVCC residents. Since being awarded the grant last year, WPV added 10 new MVCC residents who have been receiving services and sadly 2 MVCC residents passed away. WPV recruited and screened 21 new volunteers from the MVCC area since being awarded this grant, however, not all are currently actively volunteering at this time.

2. Please provide a summary of how the project built community, enhanced the neighborhood, and served a public benefit.

WPV's slogan is "Neighbors Helping Neighbors" and the village concept is built on the simple premise of just that - neighbors of all ages helping their older adult neighbors in the community so they may continue to enjoy and remain in the homes and neighborhood they love. WPV enables the oldest MVCC residents to remain and age in the community and this is done by building a trusted network of support. Older adults, their families and the community at large benefit from this. WPV is an intergeneration support organization with volunteers of all ages experiencing the value of giving back and benefit of learning from their elders.

3. In an effort to improve our grant-making, we welcome any additional comments you wish to make regarding our grant application process and post-grant reporting process.

No feedback; the process is clear and transparent.

4. Please provide pictures of the project, including any before and after images if applicable.

<u>Carol Kitabayashi</u>	<u>5-5-2021</u>	<u>carol@thewpv.org</u>	<u>310-695-7030</u>
<i>Submitted by</i>	<i>Date</i>	<i>E-mail</i>	<i>Phone</i>



OGDEN UT 84201-0038

In reply refer to: 0441981549  
Dec. 17, 2010 LTR 4168C E0  
80-0348830 000000 00  
00034458  
BODC: TE

WESTCHESTER PLAYA VILLAGE  
% JOSEPH CUNNINGHAM  
PO BOX 90737  
LOS ANGELES CA 90009-0737

001280

Employer Identification Number: 80-0348830  
Person to Contact: Mr. Ludlow  
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Dec. 08, 2010, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in September 2009.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website [www.irs.gov/eo](http://www.irs.gov/eo) for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,



Rita A. Leete  
Accounts Management II

NCTO

3200357

A0772843

**CERTIFICATE OF AMENDMENT OF  
ARTICLES OF INCORPORATION**

**FILED** *gn*  
Secretary of State  
State of California *(AD)*

JUL 17 2015

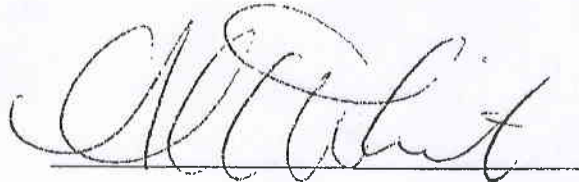
IPC

The undersigned certifies that:

1. They are chairman of the board and secretary of WESTCHESTER PLAYA VILLAGE, a California Corporation.
2. Article I of Articles of Incorporation of this corporation is amended to read:  
The name of the corporation is WESTSIDE PACIFIC VILLAGES.
3. The foregoing amendment of Articles of Incorporation has been duly approved by the board of directors.
4. The amendment has been approved by the required vote of the members.

I further declare under penalty of perjury under the laws of the State of California that the matters set forth in this certificate are true and correct to my knowledge.

DATE: 7-10-15



CHAIRMAN OF THE BOARD



SECRETARY