

**Neighborhood Council Funding Contribution Form  
Congress of Neighborhoods / Budget Advocates 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) for the following NC Special Account(s):

Neighborhood Council Budget Advocates in the amount of:

\*\$ \_\_\_\_\_

L.A. Congress of Neighborhoods – Event in the amount of:

\*\$ \_\_\_\_\_

L.A. Congress of Neighborhoods – Networking/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 funds to the Department of Neighborhood  
Empowerment for the Congress and/or Budget Advocates Special Account(s).

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

\_\_\_\_\_  
Date

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To request payment, the Neighborhood Council Treasurer must submit this completed form through the  
NC Funding System portal 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.

Make checks payable to each respective Special Account as approved by your NC Board:

**"City of Los Angeles Budget Advocates" 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.

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