

GREATER VALLEY GLEN COUNCIL
STANDING RULE 5-08 A
Policy for Unsolicited Fund Requests
May 5, 2008

Background:

Frequently, there are monetary requests made to the Committees and Council. The intent of this framework is to provide a guide on how our Council handles unsolicited requests for monetary spends.

Framework:

- 1) **New Requests for Funds** – When a request comes in, it needs to be passed through Committee.
 - a) Committee Chair will receive the request and make sure it conforms to DONE’s Funding Standards. www.lacityneighborhoods.com/faq_funding.htm#11
 - b) The Committee Chair may agendize any presentations and motions for the next Committee meeting.
 - c) The Chair may opt to have a Special Meeting – but this is only at the Chair’s prerogative, Committee availability, and is to be reserved for extreme circumstances.

- 2) **Budget Availability** – Determine if there are funds available in the category (i.e.: Public Safety, Beautification, etc.) for the fiscal year budget. The available funds are to be presented at the time of the motion by the Chair. The budget categories can be shifted at the Board’s discretion.

- 3) **Payment** – The Requester needs to determine how the expense will be paid. If it is in conjunction with another Neighborhood Council, the lead Neighborhood Council Treasurer’s contact information needs to be provided to the GVGC Treasurer to get the proper Demand Warrant format.

- 4) **Guidelines** – The following guidelines are to be followed for requests:
 - a) Any proposal to augment city provided services, including LAPD, Schools, Public Libraries, etc., should come out of those applicable budget line items in the City Budget. It is our General Policy to not plug holes in the City Department budgets.

 - b) Only by exception do we fund expenditures or make donations to LAPD, Schools, Public Libraries, or any other public or private entity. These expenses are to be scrutinized by the appropriate Committee and to be determined if a true benefit for the community is clear and justified. When it is decided to make an exception, the monetary limit for such proposal is limited to \$500. total expenditure. To approve a greater amount, two-thirds vote is required at both Committee and Board votes on the Motion: and

 - c) The Council favors monetary spends that affect the majority of Greater Valley Glen, and those that are co-invested with other Councils and/or organizations that have a benefit to Greater Valley Glen. We also favor items purchased within Greater Valley Glen, and services provided by Greater Valley Glen stakeholders.

- 5) **Committee Vote** – The appropriate Committee will then vote on an agendized motion for the request. Normal posting rules and policies are to be followed.

- 6) **Board Vote** – If it passes Committee vote, it shall be agendized as a motion for the next GVGC Board meeting. Normal posting rules and policies are to be followed.