



## **Port of Los Angeles Community Investment Grant Program Fiscal Year 2014-15**

### **Community Investment Grant Program**

The Port of Los Angeles Community Investment Grant Program creates a funding opportunity for small to large community events, programs and projects that benefit the Port community and promote the goals of the Port. It is the Port's goal to partner with organizations having similar interests and goals and to create mutual-support relationships.

### **Funding**

The Pilot Community Investment Grant Program funds come from the Port of Los Angeles' annual budget – a non-tax-payer supported entity. The overall program funds, as well as its component categories, will vary by fiscal year. There is no guarantee that funds allocated in any one fiscal year will be the same as another – either for the overall program, component categories or successful applicants.

**For Fiscal Year 2014-15, \$1,000,000 in total grant funding will be made available:**

**Small Grants (under \$5,000) - \$75,000 total**

**Medium Grants (Between \$5,000 and \$99,000) - \$125,000 total**

**Large Grants (over \$100,000) - \$800,000 total**

Small and Medium Grants will be for one year only and funds must be spent within the fiscal year granted (by June 30, 2015.) If it is anticipated that funds will be spent beyond the fiscal year, an extension must be sought (in writing by June 1, 2015). Applicants are not guaranteed funds in years following an approved grant and must re-apply each fiscal year.

Large Grants will be for one year with an additional one year option upon satisfactorily meeting all conditions of the agreement. If it is anticipated that funds will be spent beyond the fiscal year, an extension must be sought (in writing by June 1, 2015). Applicants are not guaranteed funds in years following the agreement term and must re-apply at the conclusion of the agreement.

Note that the committee reserves the right to fund events/programs/projects **up to** the amount requested – some grants maybe be awarded for less than the requested amount.

Two application periods are anticipated for Fiscal Year 2014-15 – April 2014 and September 2014. If all available funds are not granted during these application periods, the Port reserves the right to open an additional application period within the fiscal year.

## **PROGRAM GOALS**

For the Port of Los Angeles, its tenants, the immediate surrounding communities and the Southern California region:

- Promote the LA Waterfront in San Pedro and Wilmington, as well as the surrounding coastal properties, as active visitor destinations
- Promote/educate ways to keep the Port and its environment clean and its habitat thriving
- Promote/educate on the variety of ways that international trade is central to the region and the economy
- Promote/educate on the variety of jobs supported by the Port and international trade
- Promote/educate the importance of a safe and secure Port of Los Angeles
- Promote/educate the maritime history and tradition
- Promote/educate sustainability at the Port through such activities as recycling, beautification, clean-ups, etc.
- Community Benefit to the San Pedro, Wilmington and Harbor City/Harbor Gateway areas

## **Guidelines**

The following criteria will be taken into consideration when reviewing Community Investment Grant Program proposals:

- Requesting organization **must be a 501c3 non-profit and provide documentation at the time of application.**
- Proposals must demonstrate a nexus to the program goals.
- Proposals must clearly define how the Port funding will be used.
- Dollars allocated must be used exclusively for events, programs or projects as authorized by the Port of Los Angeles. Funding provided by the Port cannot be donated to charities, religious organizations, labor unions or political parties.

- Proposed events must take place within, or directly benefit, the Port’s jurisdiction or its immediate surrounding communities of Wilmington, Terminal Island, San Pedro or Harbor City/Harbor Gateway.
- Proposals must state how the Port’s contribution will be recognized – title sponsorship, advertising, banners, website, etc. The grant benefits to the Port must be defined.
- If tickets are part of the grant agreement, details on the event date, number and value of tickets must be included.
- The organization must submit a mandatory wrap-up report with invoices outlining delivered services and a copy of all materials mentioning the Port of Los Angeles at the conclusion of the agreement. Failure to do so will impact the organization’s ability to apply for future Port grants.
- All events will be subject to a post-execution audit and a site visit.
- Organizer must utilize the Port’s logo in accordance to use guidelines. Organizer must also obtain Port approval of all creative prior to publication in order to receive funding, no exceptions. Failure to do so will impact the organization’s ability to apply for future Port grants.
- Programs which maximize public activity and involvement are more likely to be considered.
- Community Investment Grant fund requestors/recipients **may not** be:
  - Individuals
  - Political Campaigns
  - Groups that discriminate
  - Religious Organizations
  - Groups with which the Port of Los Angeles is currently in litigation or which have sued the Port or City of Los Angeles
  - Unions representing City of Los Angeles employees

**Examples of Projects which might be funded under the Qualify for Community Investment Grants**

Local beach or waterway clean-ups	Tidepool or water habitat education programs
Public event along the LA Waterfront	Sailing program
Shanty music festival	Maritime book festival

**Port of Los Angeles  
Community Investment Grant Program  
APPLICATION - Fiscal Year 2014-15**

Please complete and submit 5 double-sided copies of this proposal, along with all the required attachments (including detailed budget), **by 5:00 p.m., Monday, June 2, 2014** to:

Port of Los Angeles  
Community Investment Grant Program  
Public Relations  
425 S. Palos Verdes Street  
San Pedro, CA 90731

Please read and acknowledge, by your signature, the following and include this signed cover sheet with your application:

- If selected to receive funding from the Port of Los Angeles, your application becomes the binding agreement between the requesting organization and the Port of Los Angeles. Failure to meet the obligation outlined within the application may negatively affect future attempts to secure funding from the Port of Los Angeles and may result in the repayment of granted funds to the Port.
- Funding is paid to recipients following their submittal of valid invoice which must include a valid . City of Los Angeles Business Tax Registration Certificate (BTRC) number, or exemption number All recipients of grant funds may be audited or subjected to a site visit to ensure the fulfillment of program elements.
- Organizations selected for grant funds will be required to prominently display a plaque, banner or similar signage declaring that support was provided by the Port of Los Angeles and include the Port's logo and to share member/guest information with the Port as practicable.
- Organizations selected for this program will be required to obtain and provide proof of a Commercial General Liability Policy covering any bodily injury, property damage, personal injury or advertising injury associated with their event, program or project. This policy, for which specific requirements will be contained in their agreement, shall include an endorsement naming the Port of Los Angeles as an additional insured.
- Organizations intending to have their event, program or project on Port property are required to submit a completed Temporary Entrance and Use Permit (TEUP) application at least 90 days prior. Note that fees associated by the TEUP may be required – there is no guarantee of fees being waived by the Port. It is recommended that a TEUP be submitted for the event, program or project as soon as possible to ascertain if space is available and to place a hold on the space if it is available.
- By applying for a Community Investment Grant, the organization acknowledges that it wishes to become a community partner of the Port of Los Angeles and as such, will not jeopardize this relationship by disparaging the Port in deed, print, electronic or spoken communications.

I have read and understand the foregoing information regarding a service agreement with the Port of Los Angeles: the policy on payments; the requirement to obtain a BTRC; the requirement to prominently display support signage; the requirement to obtain and provide proof of insurance; and the requirements for submitting a TEUP for Port property use.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Port of Los Angeles  
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Please attach additional pages if necessary for any of the responses.

Applicant Information	
<b>Organization Name</b>	
<b>Designed as a 501c3?</b> <i>(Provide Copy of Designation Letter)</i>	
<b>Event/Program/Project Name</b>	
<b>Date(s)</b>	
<b>Location(s)</b>	
<b>Brief Description (more detailed information to be included on next page)</b>	
<b>Estimated Attendance</b>	
<b>Free or Ticketed Event? Anticipated ticket price?</b>	
<b>Contact Name</b>	
<b>Contact Address</b>	
<b>Contact Phone</b>	
<b>Contact E-Mail</b>	
<b>Amount of Funding the organization currently receives from the Port of Los Angeles (for any and all programs/projects)</b>	

Funding Request for Fiscal Year 2014 – 2015 (July 1, 2014 – June 30, 2015)
<p><b>List the exact amount of funding being requested: \$</b></p> <p>Note: funding will be awarded on an annual basis based on the budget allocated by the Los Angeles Board of Harbor Commissioners. Fund award in prior years does not represent what will be awarded in Fiscal Year 2014-15. The right is reserved to fund <b>up to</b> the amount requested.</p>

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**Event/Program/Project Information**

Event/Program/Project History:

Describe the Event/Program/Project Purpose & Goals:

Describe how the Event/Program/Project supports the Community Investment Grant Program goals:

How do you plan to recognize the Port of Los Angeles for its grant?

Event/Program/Project Evaluation – what are the tools and methodology that will be used to evaluate the success of the event?

**Applicant Signature**

I certify that the information contained in this Port of Los Angeles Application for Community Investment Grant Program is true and correct to the best of my knowledge.

**Printed Name:**

**Signature:**

**Date:**

**5 double-sided copies of the full application due by 5:00 p.m., Monday, June 2, 2014 to:**

Port of Los Angeles  
Community Investment Grant Program  
Public Relations  
425 S. Palos Verdes Street  
San Pedro, CA 90731