

**Port of Los Angeles**  
**Community Investment Grant Program**  
**APPLICATION - Fiscal Year 2023-24**

Please complete an electronic copy this Grant Application with all supporting documentation (including detailed budget) in a single pdf file, **by 4:00 p.m. Pacific Time, Monday, May 8, 2023 to:**

[Community@portla.org](mailto:Community@portla.org)

Subject Line: FY 23-24 Community Investment Grants

**GRANT APPLICATION GENERAL INSTRUCTIONS:**

- If selected to receive funding from the Harbor Department, Grantees must sign a Grant Agreement with the Harbor Department, similar in form to Attachment 1.
- All applicants must supply an electronic (pdf or jpg) file of the official company logo and a representative photo to be used for publicity purposes should a grant be awarded to the applicant.
- Fill out the Grant Application very carefully with a commitment to perform the services and activities described. Performance is required for you to receive Grant payment. Non-performance may require Grant repayment and/or negatively impact future grant applications.
- Funding is paid to Grantees following the Director of Community Relations' approval of Grantee's submittal of valid invoice, together with a valid City of Los Angeles Business Tax Registration Certificate (BTRC) number, or exemption number and sufficient insurance as required by the Department's Risk Manager. All recipients of Grant funds may be audited or subject to a site visit to ensure the full performance of the Grant Scope of Work.
- Grantees 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 and provide a photo or other documentation that this requirement was met. Additionally, Grantee will provide an electronic hi-res logo to the Port for promotional purposes.
- Grantees 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 City of Los Angeles Harbor Department as an additional insured. Invoices will not be processed until the insurance requirements have been fully met.
- Grantees 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 to the event. Note that fees associated by the TEUP may be required – there is no guarantee of fees being waived by the Harbor Department. 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.
- Grantee must conduct their event, program or project in a safe and responsible manner, abiding by all applicable federal, state and local safety and health regulations.

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Please include additional pages, if necessary, for any of the responses

Applicant Information	
<b>Organization Name</b> <small>(include electronic file with logo)</small>	
<b>Tax Exempt Non-Profit Entity §501(c)(3) Status</b>	ATTACH Internal Revenue Service letter confirming 501(c)(3) tax exempt status
<b>City of L.A. Business Tax Registration Certificate (BTRC) Number</b>	
<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>Budget</b>	ATTACH BUDGET
<b>Contact Name</b>	
<b>Contact Address</b>	
<b>Contact Phone</b>	
<b>Contact E-Mail</b>	
<b>Amount of Funding Applicant currently receives from the Harbor Department (for any and all programs/projects)</b>	

**Funding Request for Fiscal Year 2023 – 2024 (July 1, 2023 – June 30, 2024)**

**List the exact amount of funding being requested: \$ \_\_\_\_\_**

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 2023-2024. The right is reserved to fund **up to** the amount requested.

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Event/Program/Project Information
Event/Program/Project History:
Describe the Event/Program/Project Purpose & Goals:
<b>NEXUS STATEMENT – REQUIRED FOR ELIGIBILITY – In which ways does the event/program/project meet the Tidelands Trust Nexus requirement?</b>
Describe how the Event/Program/Project supports the Community Investment Grant Program goals:
Explain how your Event/Program/Project could be affected by Covid or other health considerations and how you will accommodate any health protocols that may be in place at the time of your Event/Program/Project:
How do you plan to recognize the Port of Los Angeles for its grant?
Evaluating Success – What are the metrics and methodology that you will use to evaluate the success of the event? (e.g. number of attendees at the event, number of students attending classes)

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.	
<b>Printed Name:</b>	
<b>Signature:</b>	
<b>Date:</b>	

**Electronic copy of the full application, company logo and photo  
due by 4:00 p.m., Monday, May 8, 2023 to:**

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