

**Additional Information That Is Helpful** - Consideration of your funding request is more likely to be supported and possibly funded if you provide the following additional information with your Funding Request Form:

1. the name of your event or project;
2. the date(s) and beginning and ending times of your event or project;
3. the exact location of your event or project;
4. the name of your organization's Executive Director, President or Chair;
5. your organization's phone number, e-mail address and website address;
6. a brief description of what activities will happen at your event or project;
7. what you expect the benefit of your event or project to be; who you expect your event or project to benefit;
8. from what part(s) of the City do or will the people live who you expect to benefit from your event or project;
9. the expected attendance at your event or project;
10. the specific expenses for which you are asking the Neighborhood Council to allocate funds;
11. a line-by-line item budget of your event or project;
12. the names of the other organizations from which you have already requested funds;
13. the names of the other organizations that have already allocated funds;
14. the amounts of funds that other organizations have already allocated;
15. readable copies of event or project receipts that your organization has already received or will receive soon after your event or project;
16. copies of event or project promotional materials you have or will have such as flyers, brochures and a paper copy of the banner design, if any, and what the Sylmar Neighborhood Council name will look like and where it will appear on the promotional materials;
17. whether your organization will provide an outreach booth for the Neighborhood Council at your event or project and the cost of the booth;
18. the names of other organizations that will or may participate in your event or project.