

Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Sherman Oaks Neighborhood Council

SECTION I - APPLICANT INFORMATION

1a) Kester Ave Elementary PTA 95-6204899 CA 5/24/1951
Organization Name *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3) Status (if applicable)*

1b) 5353 Kester Ave. Sherman Oaks CA 91411
Organization Mailing Address *City* *State* *Zip Code*

1c) _____
Business Address (if different) *City* *State* *Zip Code*

1d) **PRIMARY CONTACT INFORMATION:**

Tara Kroeger 707-280-8671 tarakroeger21@gmail.com
Name *Phone* *Email*

2) **Type of Organization- Please select one:**

- Public School *(not to include private schools)* **Attach Signed letter on School Letterhead** or 501(c)(3) Non-Profit *(other than religious institutions)* **Attach IRS Determination Letter**

3) Kester Avenue Elementary School Sherman Oaks CA 91411
Name / Address of Affiliated Organization (if applicable) *City* *State* *Zip Code*

SECTION II - PROJECT DESCRIPTION

4) **Please describe the purpose and intent of the grant.**

During the 2020-2021 school year, it became apparent that many Kester teachers were in need of additional supports to foster students' social-emotional well-being in response to some of the negative effects caused by the covid pandemic. The PTA invited Integrative Health Coach and Mindfulness Meditation Teacher Michelle Schnider, to teach a wellness class to a small group of students over zoom. The zoom sessions were a big hit with parents, students, and teachers, so the PTA decided to expand these sessions to an on-campus, school-wide program. The purpose of this grant is to assist with the extension of our school's Mindfulness Program by helping Kester's PTA purchase the materials needed to offer these classes to all students in every classroom at our school for the remainder of the 2021-2022 school year. The materials we need include: printed mindfulness packets for each student, singing bowls for each teacher, and supplies so that all students can complete a rock painting project and a mindful jar activity. These materials will enhance and promote engagement during 6-week mindfulness sessions. The topics addressed during lessons include: mindful bodies, mindful listening, mindful breathing, kindness and compassion, body awareness, gratitude, mindful speaking, generosity, heartfulness, and mindful movement.

5) **How will this grant be used to primarily support or serve a public purpose and benefit the public at-large.**
(Grants cannot be used as rewards or prizes for individuals)

Mindfulness is a research-based approach that helps students develop skills like focus, concentration, stress management, and emotional regulation. It also includes the intentional nurturing of positive states of mind such as empathy, kindness, and compassion. Students and teachers will have the opportunity to learn mindfulness skills and practices that can be applied to situations that arise in the classroom, at home, and in the community. Teachers will also be able to keep singing bowls and the lessons taught in the program to continue to teach mindful practices to students for years to come.

Teaching mindfulness and supporting the social-emotional development of our students can have positive effects on attention, social skills, and academic performance. It can also help reduce stress, test anxiety and impulsive behavior. As community stakeholders we believe that our public schools are an essential gateway to opportunity for the youngest members of our community, who when nurtured and supported, will grow to become positive, caring, and contributing members of society.

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Materials for mindfulness classes for all students	\$ 3479.65	\$ 3479.65
	(see attached list)	\$	\$
		\$	\$

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
 No Yes If Yes, please list names of NCs: _____

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) No Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 3479.65

10a) Start date: 11 / 02 / 21 10b) Date Funds Required: 05 / 23 / 22 10c) Expected Completion Date: 06 / 10 / 22
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
 No Yes If Yes, please describe below:


Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
 Yes No ***(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)**

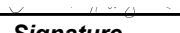
SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

<u>Amanda Plummer</u>	<u>PTA President</u>		<u>4/15/2022</u>
<i>PRINT Name</i>	<i>Title</i>	<i>Signature</i>	<i>Date</i>

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

<u>Tara Kroeger</u>	<u>PTA Secretary</u>		<u>4/15/2022</u>
<i>PRINT Name</i>	<i>Title</i>	<i>Signature</i>	<i>Date</i>

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form

Materials needed	Unit cost	Quantity needed	Total cost- 900 students 38 teachers
<p>Printing remainder 16 page Mindful School packet B&W two-sided and stapled We use Staples to print and they give us a bulk discount and a 20% discount as a school.</p>	\$1.35	900	\$1,215.00
<p>Singing bowls for all teachers The teachers have enjoyed these classes and one of the tools Ms. Michelle uses is a singing bowl. She donated bowls for a few of the teachers so that they could keep practicing mindfulness beyond the 6 weeks that Ms. Michelle is in the classroom. We would like to purchase singing bowls for the rest of our teachers.</p> <p>https://smile.amazon.com/Meditation-Hammered-Mindfulness-Healing-balancing/dp/B08Y8HTSVL/ref=sr_1_5?crd=2T6N4XOT9OCOF&keywords=singing%2Bbowl&qid=1644430265&sprefix=singing%2Bbowl%2Caps%2C146&sr=8-5&th=1</p>	\$14.97	34	\$508.98
<p>Rock painting activity:</p> <p>Part of practicing mindfulness includes "heartfulness" - This means not only being kind and compassionate to those around us, but also to ourselves. Often students will say it's more difficult to be kind to themselves, and it feels strange and unfamiliar. We are not used to practicing self-love and care, yet it is one of the most important things we can do for our health and wellbeing and the wellbeing of those around us.</p> <p>In the rock painting class, each student takes a moment to bring their attention to their own unique rock. They explore its weight, texture, shape, smell, sound etc. They are asked to write something on their rock that will either remind them to be mindful, or remind them to be kind to themselves. Some students have written things such as; you rock, you are awesome, don't forget to breathe, i love you.</p> <p>https://smile.amazon.com/gp/product/B08K8SNLQL/ref=ppx_yo_dt_b_asin_title_o02_s00?ie=UTF8&psc=1</p>	\$23.99	23	\$551.77
<p>Mindful Jars:</p> <p>During our mindfulness lesson on thoughts we learn how our minds work. The mind jar activity is a visual representation of our mind when we experience difficult emotions and how to calm down. The Jar or bottle contains water, clear glue, and glitter (food coloring can be added for an additional effect) The glitter represents our thoughts. When we are feeling angry or upset (shake the bottle) thoughts are swirling around and it makes it more difficult to think clearly. As the glitter settles, we can notice our mind settling too. When we can settle our minds, and watch the glitter settle, we can feel more calm and can think more clearly.</p>			
<p>Jars https://www.michaels.com/10-count-4oz-plastic-mason-jars-by-craft-smart/10537339.html?r=g</p>	\$5.99	90	\$539.10
<p>Glue https://www.wholesalesockdeals.com/12-wholesale-washable-clear-school-glue-1-gallon/p-1228470.asp</p>	\$36.12	9	\$325.08
<p>Glitter https://www.papermart.com/p/medium-grain-glitter/137338</p>	\$8.94	38	\$339.72
Total			\$3479.65

Testimonials

Hi Mrs. Schnider,
I wish we could have you longer. It has been an amazing experience. Thank you for the resources, too.

Sincerely,
Stacy Voss
(3rd grade teacher at Kester)

Good morning Mrs. Schnider,
I can't thank you enough for bringing Mindfulness to my class. We have truly enjoyed it and I am sad that Thursday will be our last day with you. But I know that we will all take your teachings with us. Thank you again for everything and I hope you have a wonderful holiday season. I look forward to Thursday.

Sincerely,
Frozan Arsalan
(4th grade teacher at Kester)

Thank you again for running such a great class, my child uses what he learns in class all the time!

Best,
Jessica Kiernan-Maillard
(Kester parent)

Margaux plans to join your next session. She's learning so much from your lessons!! thank you!!
(Kester parent)

Michelle!
Our daughter was pleasantly surprised by your class. She said that slowing down and just listening made her feel calm and well, better.
I am SO THANKFUL that you are doing this.
I endeavor to cultivate mindfulness in my life as an adult. What a gift for these children to encounter these ideas/practices at a young age. 💕
with love,
aimee
(Kester parent)

He's been more mindful about being mindful ;) Metamindfulness ;)

Lena
(Kester parent)

Michelle Schnider is an Integrative Nutrition Coach and a trained Mindfulness teacher. Her personal commitment to daily meditation practice over the last 15+ years and her passion for helping others live healthier lives, inspired her to take courses in MBSR (Mindfulness Based Stress Reduction) and become a MB-EAT teacher (Mindfulness Based Eating Awareness Training) as well. As a mother of two, Michelle understands the daily challenges of parenthood and the impact one's health and happiness has on them and those around them. Therefore, she works to support and assist in the health and well-being of parents and their families. She is a Mindful Schools trained teacher and can be found teaching mindfulness in classrooms at Kester elementary, facilitating mediation groups for local parents and teachers as well as working one on one with adolescents and teens.
To learn more, visit <http://vitalpathwellness.com/about-me/>



TREASURY DEPARTMENT

WASHINGTON 25.

OFFICE OF
COMMISSIONER OF INTERNAL REVENUE

ADDRESS REPLY TO
COMMISSIONER OF INTERNAL REVENUE
AND REFER TO

IT:P:T:1

MAP

NOV 18 1943

California Congress of Parents and Teachers, Inc.,
416 Union Building,
Second and Broadway,
San Diego 1, California.

Mesdames:

Reference is made to the evidence submitted for use in determining the status of your local associations for Federal income tax purposes.

In Bureau ruling dated February 26, 1943, it was held that you are entitled to exemption from Federal income tax under the provisions of section 101(6) of the Internal Revenue Code and corresponding provisions of prior revenue acts as it is shown that you are organized and operated exclusively for educational purposes.

It is the opinion of this office, based upon the evidence presented, that you and the local associations appearing in your Year Book 1943-1944, California Congress of Parents and Teachers, Inc., are entitled to exemption from Federal income tax under the provisions of section 101(6) of the Internal Revenue Code and corresponding provisions of prior revenue acts, as it is shown that you and the local associations are organized and operated exclusively for educational purposes. Accordingly, it will not be necessary for you and such associations to file returns of income unless there is a change in your organization, purposes or methods of operation.

You should furnish the Bureau annually, on the calendar year basis, lists in quadruplicate showing only the names and addresses of any new local associations and the names and addresses of any local associations which for any reason have ceased to exist. Such annual lists should be accompanied by a statement sworn to by one of your principal officers as to whether the information heretofore submitted by you on which this ruling is based is applicable in all respects to the associations appearing on the lists and should be forwarded so as to reach this office not later than February 15 of the following year.



California Congress of Parents and Teachers, Inc.

Since any organization which is exempt from Federal income tax under the provisions of section 101 of the Internal Revenue Code also is exempt from the capital stock tax pursuant to the express provisions of section 1201(a)(1) of the Internal Revenue Code, you and the local associations appearing in your Year Book 1943-1944 will not be required to file capital stock tax returns for future years so long as the exemption from income tax is effective.

Furthermore, under substantially identical authority contained in sections 1426 and 1607 of the Code and/or corresponding provisions of the Social Security Act, the employment taxes imposed by such statutes are not applicable to remuneration for services performed in your employ or in the employ of such associations so long as the conditions prescribed above for retention of an exempt status for income tax purposes are met.

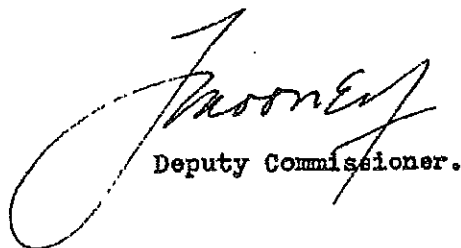
Contributions made to you and the local associations listed are deductible by the donors in arriving at their taxable net income in the manner and to the extent provided by section 23(o) and (q) of the Internal Revenue Code and corresponding provisions of prior revenue acts.

Bequests, legacies, devises or transfers, to or for your use or for the use of such local associations are deductible in arriving at the value of the net estate of a decedent for estate tax purposes in the manner and to the extent provided by sections 812(d) and 861(a)(3) of the Code and/or corresponding provisions of prior revenue acts. Gifts of property to you or them are deductible in computing net gifts for gift tax purposes in the manner and to the extent provided in section 1004(a)(2)(B) and 1004(b)(2) and (3) of the Code and/or corresponding provisions of prior revenue acts.

The collector of internal revenue at Los Angeles, California, is being advised of this action.

By direction of the Commissioner.

Respectfully,


Deputy Commissioner.

NOV 6 1992

Internal Revenue Service

Department of the Treasury

District
Director

P.O. Box 2350 Los Angeles, Calif. 90053

Person to Contact:

FELICIA C MIRAFLOR

PTA CALIFORNIA CONGRESS OF PARENTS
TEACHERS & STUDENTS INC PTA-CA31
930 GEORGIA ST
LOS ANGELES, CA 90015-1322

Telephone Number:

213-894-2336

Refer Reply to:

EO-1102-92

Date:

NOV 6 5 1992

RE: PTA CALIFORNIA CONGRESS OF PARENTS
TEACHERS & STUDENTS INC PTA-CA31
95-1683870

Gentlemen:

This is in response to your request dated October 26, 1992 regarding the above named-organization.

A review of our records indicate that this organization was recognized to be exempt from Federal income tax under Internal Revenue Code section 501(c)(3). Group exemption number 0646 has been assigned to the parent organization and its subordinates. The determination letter issued in November 1943 continues to be in effect.

You should contact your parent organization for a copy of their determination letter.

If you need any further assistance, please feel free to contact our office at the above address or telephone number.

Thank you for your cooperation.

Sincerely,

Felicia C Mirafior
Felicia C Mirafior
Disclosure Assistant



Entity Status Letter

Date:

ESL ID:

Why You Received This Letter

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID:

Entity Name:

1. The entity is in good standing with the Franchise Tax Board.
2. The entity is **not** in good standing with the Franchise Tax Board.
3. The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 23701
4. We do not have current information about the entity.
5. The entity was administratively dissolved/cancelled on _____ through the Franchise Tax Board Administrative Dissolution process.

Important Information

- This information does not necessarily reflect the entity's current legal or administrative status with any other agency of the state of California or other governmental agency or body.
- If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or if the entity did business in California at a time when it was not qualified or not registered to do business in California, this information does not reflect the status or voidability of contracts made by the entity in California during the period the entity was suspended or forfeited (R&TC Sections 23304.1, 23304.5, 23305a, 23305.1).
- The entity certificate of revivor may have a time limitation or may limit the functions the revived entity can perform, or both (R&TC Section 23305b).

Connect With Us

Web: ftb.ca.gov

Phone: 800.852.5711 from 7 a.m. to 5 p.m. weekdays, except state holidays
916.845.6500 from outside the United States

TTY/TDD: 800.822.6268 for persons with hearing or speech impairments

8.1 Bylaws of the California Congress of Parents, Teachers, and Students, Inc.

(As Amended, May 2002)

ARTICLE I — NAME

The name of this corporation is the California Congress of Parents, Teachers, and Students, Inc., a branch of the National Congress of Parents and Teachers. It is also known and will be referred to in these bylaws as the California State PTA.

Hereinafter in these bylaws the term "local PTA" wherever used to designate a local unit shall also designate "PTSA" where such may exist.

★★★ ARTICLE II — PURPOSES

Section 1. The purposes of the California State PTA, in common with those of the National PTA, are:

- a. To promote the welfare of children and youth in home, school, community, and place of worship.
- b. To raise the standards of home life.
- c. To secure adequate laws for the care and protection of children and youth.
- d. To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth, and
- e. To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

Section 2. The purposes of the National PTA and the California State PTA are promoted through an advocacy and educational program directed toward parents and teachers and the general public; developed through conferences, committees, projects and programs; and governed and qualified by the basic policies set forth in Article III.

Section 3. The organization is organized exclusively for the charitable, scientific, literary, or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future Federal tax code (hereinafter "Internal Revenue Code").

★★★ ARTICLE III — BASIC POLICIES

THE FOLLOWING are basic policies of the California State PTA, in common with those of the National PTA:

- a. The organization shall be noncommercial, nonsectarian, and nonpartisan;
- b. The organization shall work with the schools and community to provide quality education for all children and youth and shall seek to participate in the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the people to boards of education, state education authorities, and local education authorities;
- c. The organization shall work to promote the health and welfare of children and youth and shall seek to promote collaboration between parents, schools and the community at large;
- d. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, directors, trustees, officers, or other private persons except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof;
- e. Notwithstanding any other provision of these articles, the organization shall not carry on any other activities not permitted to be carried on (i) by an organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code, or (ii) by an organization, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code;
- f. Upon the dissolution of this organization, after paying or adequately providing for the debts and obligations of the organization, the remaining assets shall be distributed to one or more nonprofit funds, foundations, or organizations that have established their tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and whose purposes are in accordance with those of the National PTA;
- g. The organization or members in their official capacities shall not — directly or indirectly — participate or intervene (in any way, including the publishing or distributing of statements) in



everychild.one voice.

2327 L Street, Sacramento, CA 95816

(916) 440-1985 • Fax (916) 440-1986 • info@capta.org • www.capta.org

LETTER OF DETERMINATION

January 15, 2020

Amanda Plummer, Unit President
Kester Avenue Elementary PTA [2600]

Dear Amanda:

In response to request of this office concerning your PTA's tax-exempt status, a copy of our group ruling letter dated November 18, 1943, from Internal Revenue, which grants federal income tax exemption to all PTAs in California, is enclosed. You will note the Internal Revenue Code section at that time as referred to in the letter was 101(6)—now Section 501(c)(3) as indicated in all PTA bylaws in California. The group exemption number assigned to the California State PTA is GEN-0646.

Also enclosed is a copy of the February 24, 2010 letter from Franchise Tax Board confirming PTA's exemption from state franchise or income tax under Section 23701d of the Revenue and Taxation Code.

Both the federal and state exemption letters cover all of our divisions—local units (associations), councils and districts. The letters are issued to the California Congress of Parents and Teachers, Inc. The corporate name was changed as indicated on this letterhead by vote of the annual convention on May 5, 1978, and has been recorded and filed with the Secretary of State with certificate endorsed on August 14, 1978.

Kester Avenue Elementary PTA is a unit in good standing. It was organized on May 24, 1951 according to our official records, and is chartered as a member organization of the California Congress of Parents, Teachers, and Students, Inc.

Kester Avenue Elementary PTA located at 5353 Kester Avenue, Van Nuys, CA, 91411 in the Thirty-First District, California Congress of Parents, Teachers and Students, Incorporated, is a nonprofit, tax-exempt association under our group ruling. The Employer Identification Number (EIN) assigned to Kester Avenue Elementary PTA is 956204899 and the assigned Franchise Tax Board entity number is 8018449.

Sincerely,

A handwritten signature in cursive script that reads "Donna Broussard".

Donna Broussard
Tax Filing Assistant

cc: District President

To whom it may concern:

All 3,585+ PTAs in California have their own bylaws under which they conduct business and are each fiscally responsible for their own organization. Each PTA has their own EIN and FTB number and, as a separate entity, file their own information tax returns with the IRS and Franchise Tax Board; CAPTA does not file a group return. In addition, each PTA is registered with the Registry of Charitable Trusts (CA Department of Justice, Office of the Attorney General), having been assigned their own Charitable Trust number, and file a report annually as a separate entity.

California State PTA has received a group exemption (GEN 0646) from the IRS which grants tax-exempt status to all of our subordinate organizations and they are a 501(c)3 organization. The Franchise Tax Board recognizes this group exemption and considers all our units tax exempt also. CAPTA supplies a list of PTAs that are in good standing with CAPTA to both government entities annually so they know which we are claiming as subordinate organizations. The IRS does not issue the Letter of Determination to subordinate organizations under a group exemption, that letter must be supplied by the parent organization (CAPTA). Therefore the only letter the unit will be able to provide is the Letter of Determination issued annually upon request by the CAPTA. There will also be attached the supporting documents referenced in the letter that show CAPTA is tax-exempt.

While the FTB identifies our PTAs with their own names, the IRS lists them all under the name of the parent organization with the individual PTA name as the sort name (see link below). Unfortunately, this causes many issues for our subordinates that are opening bank accounts, updating check signers, and those seeing donations and fundraising services.

<http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Business-Master-File-Extract-EO-BMF>

Cyndi Barton
Membership Coordinator
CALIFORNIA STATE PTA
cbarton@capta.org