



City of Los Angeles Department of Recreation and Parks  
Partnership Division – Application

DATE

DESIRED START DATE

PARTNER/DONOR (Full Legal Name)

- 501c3
- Government
- Sport Group
- Community Group (not 501c3)
- For-Profit
- Funder

EIN #

- Corporation
- LLC
- Partnership
- Private Company
- Individual
- Other

WEBSITE

CONTACT PERSON

PHONE

Extension x

FAX

CELL

ADDRESS 1

ADDRESS 2

CITY, STATE, ZIP

E-MAIL

Short Description of Proposed Program or Project (you must submit a full written proposal with application):

- Single Facility
- Multiple Sites

FACILITY(IES)/LOCATION(S)

Days and Hours of Proposed Operations:

TYPE OF SERVICE

AUDIENCE SERVED

AGE RANGE

- Recreation
- Sports
- Seniors
- Capital
- Child Care
- Life Skills
- Museums
- Gardens/Open Space

- Youth
- Adult
- Senior
- Pre-school
- General

Does your organization or program track demographics of participants?

- Yes
- No

Total estimated number of persons to be served:

Cost to be charged per participant:

Actual cost per participant:

DONATION / GIFT AMOUNT VALUE :

Direct cash value (if applicable)

Valuation of services (if applicable)

Does Project or Program have funding from a grant or source outside organization?

- Yes
- No

If yes, what is source of grant or funding?

Total of Grant:

(Attach a copy of grant application and award)



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List other locations where you are or have provided this program or service:

REQUIRED ATTACHMENTS:

- Detailed written proposal
- Financial Statement or Annual Report for at least the most recent fiscal year
- Budget for this proposal
- List of at least 3 references with contact information
- Copy of grant application and award (if applicable)

**On behalf of my organization, I have reviewed the Partnership Handbook and the Standard Provisions for City Contracts and I am aware of insurance requirements and potential cost recovery or staff fees.**

I agree

Person Completing Application:

Title of Person Completing Application:

Fax to:

OR

E-mail to:

OR

Mail to:

818-243-6447

[rap.partnerships@lacity.org](mailto:rap.partnerships@lacity.org)

Partnership Division (Mail Stop 628-9)  
Recreation and Parks  
3900 W. Chevy Chase  
Los Angeles, CA 90039

*Internal Use Only*

DATE RECEIVED

REVIEWED BY

INITIAL RECOMMENDATION

Reject

More Info

To Region

Process as Partner

DATE FORWARDED

FORWARDED TO