



**APPLICATION PROCEDURE**  
**For**  
**City Development, Hotel/Motel, and Non-Departmental**  
**Funding**

Proposals should include a response to each of the items listed below. The Funding Cycle is October 1 through September 30. All proposals should be organized in the format below:

- I. Proposal Table of Contents
  
- II. Proposal Detail (please structure your proposal with the following sections where appropriate).
  - A. ORGANIZATION IDENTITY
    1. Name, address, telephone number and web address of the organization.
    2. Name, address, telephone number of the project, if different.
    3. Name, address, telephone number, title and e-mail of contact person.
    4. Name, address, telephone number, title and e-mail of person responsible for the project, if different.
    5. Copy of Articles of Incorporation/Charter/Constitution, and Bylaws.
  
  - B. ORGANIZATION OVERVIEW
    1. Brief history and description of the organization.
    2. Primary purpose and programs.
    3. Geographic area and age group served by the organization.
  
  - C. NATURE OF REQUEST
    1. Amount requested.
    2. Description of project.
    3. Description of target populations served by project.
    4. Workplan or timeline for project.
    5. Evaluation plan for project outcome.
    6. Plan for on-going funding of the project.

#### D. FINANCIAL INFORMATION

1. Project budget including income & expenses for the project year being applied for.
2. Total Project Budget compared to amount proposed to be funded by City.
3. Total project income at date of application and/or proposed income.
4. Total organization operating budget for current year (income & expenses).
5. Latest annual financial statement (audited if available).
6. Last year's IRS Form 990 or 990PF information.
7. Grants received (from other funding sources) & pending grant requests for project.
8. Sources and amounts of all other income.
9. If event will include out-of-towners, please provide an estimate of room nights and names of hotels where visitors will be staying.

#### E. SUPPORTING DOCUMENTATION

1. Qualifications of each staff person.
2. Percent of time for each staff person allocated to the proposed project.
3. A copy of organization's IRS tax-exempt status letter.
4. A list of Board of Directors, with occupations or affiliations.
5. Letter signed by Board Secretary stating that this application has the approval of the Board of Directors.

#### **Tips to remember:**

- 1. Submit one unbound copy of application.**
- 2. Include a copy on CD or flash drive that contains ALL materials.**
- 3. If you are working off a document from last year, please change all the dates to reflect current application.**

Proposals should be submitted to the City Secretary's Office, 300 North Loraine, Room 330.

Revised 2/15