



Community Funding Request Form

The City supports the community by providing financial and/or staff resources to non governmental organizations for services and special projects that supplement municipal government operations and enhance the quality of life in our community. For those organizations and/or individual projects, the City endeavors to have limited funding available to help promote the values and goals of the community.

It is usually not possible to fund all such requests with the City's current budgetary resources and requests must be evaluated and prioritized. This form is available to submit requests in a format that will help staff and elected officials to objectively assess each project. Funding decisions are made by City Council and approved in an open meeting. Requests must be received by August 31st to be considered in the next budget year. Off cycle requests will also be considered, subject to the availability of funds.

CONTACT INFORMATION	
Name of Organization	
Contact Name	
Address	
Email	
Phone	
Legal Status <small>If 501(c)(3) provide a copy of IRS determination letter</small>	
Mission Statement or Purpose of Organization	

FUNDING REQUEST	
Project Name	
Amount Requested	
Total Amount Needed	
Source of Other Funding <small>(list partner organizations & others)</small>	
Date(s) Commitment of Funds and Actual Funds are Needed	
Provide a summary of how this project will benefit the city? <small>(100 words or less)</small>	



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Complete the section below or submit a separate document addressing the City's project prioritization criteria below. (See the finance section of the City's website if you do not already have a full copy of the prioritization form).

1. Annual Net Operating Budget Impact – Will the project increase or decrease the City's future operating budget needs?	
2. Avoidance of Future Capital – Will future capital cost savings result?	
3. Community and Citizen/Employee Benefit (Quality of Life) – How many people benefit and is the project aligned with other priorities?	
4. Community and Citizen/Employee Benefit (Public Safety) – How many people benefit and is the project aligned with other priorities?	
5. Infrastructure – How are existing facilities and departments affected?	
6. Feasibility & Implementation Risk – Are there significant obstacles or unknown factors that may prevent the project from being completed as proposed?	
7. Implication of Deferring the Project – What happens if the project is delayed or denied?	
Other Comments	
Submitted By	
Date	

Please list any supporting documents being submitted along with this application.	
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