



Application for Community Grant Program [for events/programs held July 1, 2014 through June 30, 2015]

Instructions for Applicants:

- Refer to “Criteria for Community Grant Program” for guidelines and criteria
 - In the interest of sustainability, this request form should be completed and submitted electronically along with all your supporting documentation that best helps justify your request. Email your request to cwl_communitygrants@westlinnoregon.gov.
 - The deadline for submission is March 14, 2014.
 - If electronic submission is not possible, we are happy to scan your submission documents into an electronic file at City Hall (22500 Salamo Road).
 - A detailed budget describing the anticipated use of requested funds is required.
 - Organizations receiving grant funds must also complete Report Back to Committee form within 90 days after event/program is completed in order to be eligible for future grant funding.
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Applicant Contact Information

Organization Name:

Primary Contact Person:

Email:

Address:

Telephone:

Web Site:

Organization Information

1. Is your organization a registered 501(c)3? Yes No
2. Tax Identification Number: [REDACTED] . (Complete attached Form W-9 as well)

3. Summarize your organization’s mission, vision, goals, and primary activities?
 [REDACTED]

4. Describe the organization’s other funding sources and their uses:
 [REDACTED]

5. If you organization request and/or received funds from the City in previous fiscal years, please complete the following high-level summary and offer any comments you may have:

<u>Fiscal Year</u>	<u>Requested</u>	<u>Received</u>	<u>Comment</u>
FY 2013-14	\$ 0	\$ 0	[REDACTED]
FY 2012-13	\$ 0	\$ 0	[REDACTED]
FY 2011-12	\$ 0	\$ 0	[REDACTED]
FY 2010-11	\$ 0	\$ 0	[REDACTED]
FY 2009-10	\$ 0	\$ 0	[REDACTED]

6. Prior grant details:
 - a. How did the funds help the purpose of your organization (i.e., Event A brought new education and activities to West Linn encouraging happiness and wellbeing for teens)?
 [REDACTED]
 - b. What value did the grant program provide to the citizens of West Linn (i.e., 25 West Linn teens attended Event A for free)?
 [REDACTED]
 - c. Please describe how any previously received grant funds were used (if any), (i.e., \$500 motivational speaker, \$1,000 activity booths for yoga/karate/sewing/gardening):
 [REDACTED]

7. Attach summary financial statements in some format that best reflects the financial position (i.e. balance sheet), revenues/expenses (i.e., income statement), and spending plans (i.e., budget) of your organization. Please limit your responses to four pages of summarized financial data reflecting your financial activity for a year’s time-frame. We recognize that some community organizations may not have this type of information, in which case, please provide similar information in the best manner that you are able.

Current Year’s Request Information

Requested funding amount: \$.

Please detail how funds will be spent by your organization in the below spreadsheet (the intention of this chart is to identify how grant funds will spent so please be as specific as possible. For example, direct costs for food, tents, brochures, contractors, entertainment costs, and supplies well as any more indirect costs such as advertising, promotion, flyers, etc...). Note that identifying these categories does not guarantee funding any or all categories:

Activity	Description	Amount
<i>Sample:</i> Lighting expenses	<i>Light rental costs, electricity, and labor to hang and take-down lighting</i>	<i>\$750.00</i>
TOTAL REQUEST:		

Signature Certification

I affirm that if my organization is granted funding, my organization will be required to adhere to City guidelines related to the use of funds, and will be required to provide timely reporting on the use of the granted funds to the City of West Linn. I affirm that the grant funds will only be used for the intentions outlined for this program.

(Please type your name, title, and date; upon receipt of funds, a final signature will be required)

_____ .

Signature & Title

_____ .

Date