



## FUNDING REQUEST FORM

The City of Pine City each year entertains funding requests from various organizations in the community for funds intended to support local Recreation, Education and Social programs. These requests must be submitted to the City Administrator no later than **August 15th** of the year prior to the year the funds would be distributed. All requests will be reviewed by the City Council and voted on at the December Council meeting in which the budget is adopted.

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Specify, how the funds from the City of Pine City will be utilized in the local community?

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What service does your organization provide to Pine City?

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Will these funds directly benefit the local community? \_\_\_\_\_

How many will benefit? \_\_\_\_\_ What are the ages? \_\_\_\_\_

Proposed Budget for \_\_\_\_\_  
(year of request)

Please list your organizations expenses:

1. Salaries and wages:
2. Items to be purchased:
3. Other:

Total expenses: \_\_\_\_\_

Please list your organizations revenues:

1. Cash sources:
2. Other Grant sources or donations:
3. Earned income (fees, ticket sales, etc.):
4. In-Kind Contributions:

Total revenue: \_\_\_\_\_

Amount requested: \_\_\_\_\_

Date funds are needed: \_\_\_\_\_

Please include the following items with your request:

1. Confirmation/certification of the organizations non-profit tax status under existing Internal Revenue Service regulations.
2. A list of officers of the organization.
3. Copies of your past two years' budgets.

The City's proposed budget must be certified to the county auditor by September 15 of each calendar year. Therefore, any requests received after that date can not be included in the following years' budget.

Signature of person making request: \_\_\_\_\_

Title of person (if applicable): \_\_\_\_\_

Please include any letters of recommendation and support for your organization.