



FUNDING REQUEST APPLICATION

Date:	Funding Request Amount:
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Applicant/Company Name:		
Contact Name (If different):		
Physical Address:		
Mailing Address:		
City:	State:	Zip:
Phone:	Cell:	Fax:
Email address:		
Project Name:		

**Funding request is for reimbursement only after receipts are submitted.*

Guidelines for Preparing your Proposal/Funding Request

- Fill out this form completely and legibly.
- Include one-page abstract/overview of your organization.
- Copy of most recent financial statement including balance sheet and summary of operations (audit if available).
- Any other relevant information you wish to include.
- Description of any pending legal matters.
- Return entire packet to City of Grants Pass, Public Works Department, 101 NW A Street, #205 Grants Pass, OR 97526, 541-450-6110; fax 541-479-6765.

Overview Exhibit: *Attach separate Summary Page, as Exhibit 1 showing:*

- a. Mission Statement*
- b. Short history of your organization.*
- c. Makeup: Board? Budget Committee? Organizational system?*
- d. Employee Makeup: current list; positions; relationship to the project.*
- e. Partners: People and organizations who commit resources to the Organization?
Indicate how they work with you and support the operation.*

Solid Waste Agency Use Only

Date Application received:	By:
Disposition:	Date:

QUESTIONNAIRE

SECTION I - ORGANIZATION

Background Information

Director/Manager Name:	Phone Number:
Date Organization Established:	Federal Tax No.:
Tax Status (nonprofit, for profit, Government Agency, etc)	

SECTION II - REQUEST:

1. *Summary:* Provide a one-page summary.
2. *Description:* Provide a description of your project request. Include specific information describing how the requested funds will be used.
3. *Project Goals:* Describe the specific goals and measurable objectives of the project.
4. *Yardstick:* Describe how you will evaluate whether you have achieved your measurable objectives.

SECTION III - LEGAL

Does your organization have any open matters of litigation currently pending?

Yes No If yes, please explain in an attachment to your funding request.

SECTION IV - FINANCIAL INFORMATION

1. Budget: Please include a copy of your current year budget.
2. Does your organization have any outstanding debt? Yes No
If yes, please delineate the amount and the reasons for the debt.

Is your organization's budget in deficit? Yes No
If yes, please explain why.

Is this your initial request for funding from the Solid Waste Agency? Yes No
If no, when and how much funding have you received? _____.

3. Project Budget: Please include a copy of the budget specific to the project proposed for Solid Waste Agency funding.
4. Provide specific information pertaining to any donations or in-kind services your organization anticipates for this project as listed above.

5. If applicable, list other anticipated sources of funding, funding amount and status of request (when listing sources of funds, give a detailed breakdown, using an additional sheet if necessary).

Funding Source Name the Partner and their contribution.	Cash	In- Kind	Secured (x)	Pending (x)	Total Amount/Value
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$
	\$	\$	<input type="checkbox"/>	<input type="checkbox"/>	\$
Total Estimated Funds (add all amounts in the far-right Column):					\$

SECTION V - VOLUNTEER PARTICIPATION

1. Estimated number of volunteers who have provided service to the organization in the past year: _____
2. Estimated number of volunteer hours in the past year: _____ hours.
3. Description of any volunteer groups:

SECTION VI: - PUBLICITY/PROMOTION

Prominent acknowledgement of the Josephine County/City of Grants Pass Solid Waste Agency is required of all recipients for use in all publicity materials, including, but not limited to brochures, press releases, programs, posters, public service announcements, flyers, newsletters, and advertisements in regards to this particular project following funding approval by the Agency.

SECTION VII - QUARTERLY REPORTS

All agency funded recipients are required to make quarterly reports, and present the results at regularly scheduled Agency meetings regarding the status of the project.

SECTION VIII: - ACCURACY

I hereby certify, to the best of my knowledge and belief, that the information submitted with this request is accurate and that the attached budget was approved by our governing board. We also agree to allow the Solid Waste Agency to review the books and records of the applicant should they so desire. Undersigned is authorized to sign and bind the applicant.

Signature
Title _____

Date