

CITY OF SALEM
REQUEST FOR FUNDING APPLICATION
CITY ALDERMEN COMMUNITY SUPPORT FUNDS

TO:

CITY OF SALEM
FINANCE DEPARTMENT
400 N. IRON, ST.
SALEM, MO 65560
or
finance@salemмо.com

Agreement with City must be current (if applicable). Documents to be included with Funding Application:

- Board of Directors and Key Staff
- Certificate of Insurance must be current (if applicable)
- Most recent audited financial statement (if applicable)
- Provide a copy of the most recent tax form filed with the IRS by your Organization (e.g., Form 990)
- Explanation of tax-exempt revocation (if applicable)

Additional documents to be included with Funding Application if this is organization's first funding request or if the city does not currently have these documents on file:

- Organization By Laws
- IRS Non-Profit Status Letter
- W-9 (information provided on this document will control to who and where funds are issued if granted by the Board of Aldermen)

If your entity does not have any of the above documents, a funding request may still be submitted and may be considered for funding by the Aldermen. If funded, disbursement of funds may be on a reimbursement basis upon submittal of satisfactory documentation of expenditures or the city may administer funds on behalf of the entity.

If your entity received funding during the previous fiscal year (July to June), has your entity provided a report to the Board of Aldermen? If not, a report must be provided prior to consideration of a new funding request. To schedule your presentation to the Board or provide a written report, please contact Tammy Koller, City Clerk, 729-5211, cityclerk@salemмо.com.

Upon receipt of the funding application, the request will be included with the next scheduled Alderman meeting. The entity will be advised of the date of the meeting to present the funding request and must be available to address Board questions. If funding is approved, the entity must request the disbursement of funds via an invoice to the City. The request for disbursement should be submitted to Stacey Houston, Finance Director, City of Salem, 400 N. Iron St., Salem, MO 65560 or finance@salemмо.com.

To be included in the annual budget process, applications must be received by August 31, 2023.

Questions? Please contact Stacey Houston, Finance Director, 573-729-4811 or finance@salemмо.com

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Today's Date:	
Organization Name:	
Name of Project/Program/Event:	

FUNDING REQUEST INFORMATION

Describe the need for the funding:

Describe how funding would be utilized:

Location of project site (maps may be attached)

How will success of the project be measured?

Total Amount Requested:

Minimum Amount
to make project:

Date Funding Required:

Can project be phased? If so, describe the phases including timelines.

PROJECT TYPE	START DATE	END DATE	AMOUNT REQUESTED	+	MATCHING FUNDS	=	TOTAL PROJECT BUDGET
Construction/Renovation							
Design/Engineering							
Equipment							
Vehicle							
Special Program or Event – attach detailed description, budget and marketing materials/brochures for program or event							
TOTALS							

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ORGANIZATION INFORMATION							
Organization Legal Name:				Website:			
Organization Main Address:			City:		State:	ZIP Code:	
Organization <u>Mailing</u> Address:			City:		State:	ZIP Code:	
Principal Contact:				Phone Number:		Fax Number:	
Title:				Email Address:			
Chief Executive Officer (or equivalent):				Phone Number:		Fax Number:	
Title:				Email Address:			
What Type of Service does the Organization Provide (Check all that apply)					Educational	Child Care	Youth Services
Housing / Homeless	Senior Services	Substance Abuse Prevention	Recreation		Economic Development	Community Event	[Other]
EIN/Taxpayer ID Number:		Indicate Tax Status of Organization (include IRS letter of determination):		Has the Organization's tax-exempt status been revoked in the past five years? If yes, attach explanation			
Briefly describe mission, history and principal programs and activities of the Organization:							
Has entity received funding from the City of Salem previously? If so, when, amount received and how funds were used:							
How many paid full-time equivalents does the Organization have?				How many paid part-time equivalents does the Organization have?			
Are Organization services and/or programs available to all residents of the City of Salem? If no or restricted, please explain.				Are fees charged for services?			
Is membership in the Organization required to participate in any of the Organization programs or to be a recipient of Organization services?				Have other organizations, firms, individuals provided or will provide funds or services for this project? If yes, please describe.			

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REPRESENTATION

I, _____, as _____, have the authority to submit this funding request on behalf of _____, and certify that all information submitted is factual, accurate and complete to fullest extent of my knowledge. If funding is granted, a project report is required to be submitted to the Board of Aldermen.

Signature

Date

Please note - future funding requests may not be considered by the Board of Aldermen if project/service report for prior funding has not been completed in a timely manner.