

CITY OF AZTEC
REQUEST FOR FUNDING APPLICATION
CITY COMMISSION DISCRETIONARY FUNDS

TO:

CITY OF AZTEC
FINANCE DEPARTMENT
201 W CHACO
AZTEC NM 87410
or
klamb@aztecnm.gov

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)
- Audited financial statement, most recently audited; must be no later than 2017
- 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 since 2015 or documents have changed in the last year

- By Laws must be on file with City
- IRS Non-Profit Status Letter must be on file with City
- W-9 (information provided on this document will control to who and where funds are issued if granted by City Commission)

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 commission. 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 report to the city commission? If not, a report must be provided prior to consideration of a new funding request. To schedule your presentation to the commission or provide written report, please contact Karla Sayler, City Clerk, 334-7603, ksayler@aztecnm.gov

Upon receipt of the funding application, the request will be included with the next scheduled commission meeting. The entity will be advised of the date of the meeting to present the funding request and be available to address commission questions. If funding is approved, the entity must request the disbursement of funds in writing. The request for disbursement should be submitted to Kathy Lamb, Finance Director, City of Aztec, 201 W Chaco, Aztec NM 87410 or klamb@aztecnm.gov

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

Questions? Please contact Kathy Lamb, Finance Director, 505-334-7653, klamb@aztecnm.gov

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Today's Date:					
Organization Name:					
Name of Project/Program/Event:					
What City Commission Goal(s) would this funding address: (Check all that apply)		<input type="checkbox"/> Safe, Clean, Livable Community	<input type="checkbox"/> Cost Effective Public Services	<input type="checkbox"/> Economic Development	
<input type="checkbox"/> Financial Stability of Public Funds	<input type="checkbox"/> Local / Regional Partnerships	<input type="checkbox"/> Environmental Practices	<input type="checkbox"/> Enhance Quality of Life	<input type="checkbox"/> Citizen Involvement	

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 :	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							

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)			<input type="checkbox"/> Educational <input type="checkbox"/> Child Care <input type="checkbox"/> Youth Services
<input type="checkbox"/> Housing / Homeless	<input type="checkbox"/> Senior Services	<input type="checkbox"/> Substance Abuse Prevention	<input type="checkbox"/> Recreation
		<input type="checkbox"/> Economic Development	<input type="checkbox"/> Community Event
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 Aztec 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 Aztec? 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.	

REPRESENTATION	
<p>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 City Commission.</p>	
<hr/> Signature	<hr/> Date

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