



Staff Report

For City Council Meeting - 2/5/2020

Subject - New Business - Grant Donation Request Form

Synopsis: Every year, the City sets aside money within the budget to donate toward local 501(c)(3) organizations who reach out for financial assistance. Those who have been awarded funds in the past generally receive the attached Grant Donation Request Form as an invitation to apply. The form also serves as an invoice for billing purposes on successful applications. Letters are mailed out at the end of February leaving enough time for organizations to apply prior to the budget committee meeting.

Is there any other information the Council would like to see listed on the applicant request form?

Council Options:

- 1) Approve use of the form as provided;
- 2) Advise of requested edits.

Recommendation: Staff recommends using the form as provided.

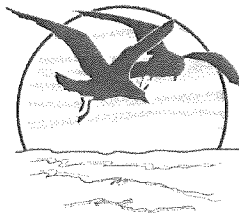
Legal Analysis: N/A

Financial Analysis: N/A

Respectfully submitted,



Chad



CITY OF GEARHART

698 Pacific Way
P.O. Box 2510
Gearhart, OR 97138
503.738.5501

GRANT DONATION REQUEST FORM

NAME OF ORGANIZATION: _____

DESCRIPTION OF ORGANIZATION: _____

CONTACT PERSON: _____ PHONE NUMBER: _____

E-MAIL ADDRESS: _____

RETURN ADDRESS: _____

FEDERAL NON-PROFIT TAX ID# _____

AMOUNT OF DONATION REQUESTED: _____

DATE THE DONATION IS NEEDED BY: _____

REASON FUNDS ARE NEEDED: _____

SIGNATURE OF REQUESTOR: _____ DATE: _____

A PUBLIC HEARING WILL BE HELD ON APRIL 2, 2020 AT 5:00 P.M. AT GEARHART CITY HALL. *APPLICANTS ARE ENCOURAGED TO ATTEND.*****

PLEASE SUBMIT YOUR REQUEST BEFORE 5:00 P.M. ON MARCH 26, 2020.

Requests can be mailed or delivered to:
City of Gearhart
698 Pacific Way PMB 2510
Gearhart, OR 97138

- OR -

Faxed to: 503-738-9385

-OR-

Emailed to: krysti@cityofgearhart.com

For office use only:

Date Received: _____ Date of Check : _____ Amount: _____