

City of Scott City
½ % Sales Tax
Request for Funding Form

Name of Qualified Organization: _____

Name & Phone # of Person submitting request: _____

Mailing Address _____ **Email** _____

Check if Applicable: ****Please return this form w/request application****

_____ Submitted this **Request for Funding** form, along with all required supporting documentation, to City Hall, 221 W. 5th, Scott City, Kansas 67871, no later than 5:00 p.m. on December 1st (or the Friday preceding if December 1st falls on a weekend).

****In order to be considered a Qualified Organization, an Applicant must submit the following supporting documentation with this Request for Funding:**

_____ A brief narrative description of how the **Grant**, if approved, will be used.

_____ Financial statement (income & expenses or profit & loss) for **previous** & **current** fiscal year

_____ Annual budget for **previous**, **current**, & **coming** fiscal year.

_____ Proof of IRS approved status as a **501(c)** Not-For-Profit organization based in Scott County, Kansas. (Not required for a subdivision or subcommittee of a local government entity)

_____ Any Applicant requesting \$5,000 or more in a fiscal year must provide a copy of their most recently filed **IRS Form 990** or, in lieu thereof, a letter from a CPA to certify that the Applicant is exempted from filing an IRS Form 990. (Not required for a subdivision or subcommittee of a local government entity)

_____ * I understand it shall be the responsibility of each Applicant, if they so desire, to have a representative at a public session to answer any questions from the Committee regarding their Request for Funding. The Committee will meet in public session no later than February 15th, with notice of the meeting to be published in the city's official newspaper of record at least 14 days prior to the meeting.

_____ * After receiving a Grant from the Fund, the Qualified Organization must, in addition to meeting all other requirements for future funding, provide a detailed accounting how the most recent awarded Grant was used. **This report shall be due no later than 30 days following the end of the Qualified Organization's fiscal year.**

_____ Business Entity Form (**office use**)