

Request for funding or service donation from the City of Waldport

Thank you for your interest in making Waldport a better place. This document will provide the detailed policy requirements for requesting a contribution for funding from the City of Waldport. As these funds come directly from tax paying Waldport citizens, specific policies and criteria must be met to receive consideration for funding. Completion of the request by no means guarantees funds (or service project support) from the city, as it must be evaluated by the elected Council of the City of Waldport. These three criteria must be met, as well as the requirements provided if selected. Some of these requirements are new and may preclude previously funded activities if entities are not proactive.

Criteria: Requests for funding or service must come from partner agencies, active non-profit entities, or entities doing business/service in the city of Waldport.

Examples of previously funded activities:

- The Waldport Chamber for an unplanned new hosted event
- The Council of Governments requesting Meals on Wheels funding
- Waldport Citizens Patrol to support the organization
- Samaritan Health Services for the Drug Rehab Center

Criteria: The funding or service request be for an activity located in Waldport or directly must serve the citizens of the city of Waldport.

(i.e. A request for funding for Meals on Wheels directly funds the Meals service at the Community Center, while a request for a county wide service in Newport was denied as it was not clear a connection to Waldport directly was evident. If there is a question, ask 'does something directly happen in Waldport')

Criteria: The funding or service request should not be political or legislative in nature or purpose, nor should they provide funding or service for an entity which has exclusionary restrictions or political purpose to its membership¹.

(i.e. an entity seeking to build a new deck for its clubhouse would not qualify, while an entity seeking support for an ongoing community dinner service would. A group whose activities are significantly political, even if the project is a deserving, is unlikely to get funded.)

Meeting these criteria does not guarantee funding. Failing to meet these criteria will prevent the application from being further reviewed. The first criteria will be verified through official channels, the next two criteria will be reviewed by the demonstrated statements in the request prior to review by the broader council. A letter detailing the findings will be provided once a decision has been made. Requests can take up to six months for a response.

¹Exclusionary purposes by the nature of the group (i.e. Girl Scouts) do not prevent requests.

Form requesting Funding or Service from the City of Waldport

Requesting Entity: _____

Entity Type: ___ Non-profit / ___ Partner Agency / ___ Municipal Entity (mark one)

Request type: _____ Funding (amount in \$)

Or Service: _____

Please provide a detailed (budget) description of how this funding or service will be used/spent:

Location of expenditures or service request: _____
(if outside the city, please provide a letter detailing how it will directly affect Waldport Citizens)

Please provide an explanation of why funding from the city as opposed to (or in addition to) funding from private resources is needed:

Please attach (or provide link to) a most recent audit or copy of recent IRS filing for the group. (we are looking for detail that shows that there is oversight and accountability to how your funds are spent. We may request additional information.)

I understand that in the submissions of this request, I am authorized to act on behalf of my agency and that my organization is pledging to undergo the activities as prescribed by the statements made within and that we will provide documentation regarding the specific expenditure as appropriate (receipts, budget documents, etc). Failure to complete the project will require that funding is returned.

Signature

Date

Printed name and title