

CITY OF DELTONA
REQUEST FOR CITY NON-PROFIT FUNDING
FISCAL YEAR 2017-2018

On October 1, 2017, the City of Deltona approved \$35,000 in funding from the General Fund for organizations operating in Deltona that are registered not-for-profit entities under Internal Revenue Code Section 501(c)(3) or similar capacity. **Funding may be used only for non-recurring expenses to benefit the population of Deltona.**

The Deltona City Commission will consider requests for funding reviewed and submitted by the City Manager. Unless otherwise approved by the City Commission, funding is limited to \$1,000 per organization, per City fiscal year (October 1 - September 30).

REQUEST PROCESS AND AWARD OF FUNDS

- Submit requests to the City Manager's Office by July 1, 2018 to be considered any time prior to August 31, 2018.
- The request form must be completed in full and signed by a registered agent for the organization and must be accompanied by documentation to prove:
 - The requesting organization's status as a registered non-profit
 - The requesting organization's physical location is in the City of Deltona
 - Operation within the City of Deltona for at least 3 years prior to application
 - The name(s) of the registered agent(s) or board of directors for the organization
- **The City will return, without consideration, any request that is incomplete, unsigned, or accompanied by insufficient documentation.** Requests that are returned for this reason may be resubmitted with proper documentation.
- **Submission or acceptance of a completed request does not guarantee funding. The City Commission reserves the discretion to consider, approve, or deny any and all requests with or without explanation. The guiding criterion for funding will be the degree of benefit received by the City of Deltona's population as determined by the Commission.**

SUBMIT REQUEST FORM AND SUPPORT DOCUMENTS by any of the following:

- **Via hand delivery or US mail to:**
CITY OF DELTONA
c/o CITY MANAGER'S OFFICE
2345 PROVIDENCE BOULEVARD
DELTONA, FL 32725
- **Via email to: jshang@deltonafl.gov**
- **Via fax to: (386) 878-8851**

REQUEST FOR CITY OF DELTONA FUNDS

AMOUNT OF FUNDS BEING REQUESTED: (NOT TO EXCEED \$1,000) \$ _____

1. Name of Requesting Organization: _____

2. Main Goal of Organization: _____

3. Contact Person: _____

4. Mailing Address: _____

5. Email address: _____

6. Telephone: _____

7. Reason for request of funds: _____

8. Description of program / project: _____

9. Describe how Deltona's population will benefit directly from the program/project you will provide: _____

10. By submitting this request, you agree to provide, no later than 3 months after the receipt of funds, a written report to the City Commission describing how funds were used and how Deltona's population benefitted from the funding. You also agree that if you fail to comply with this requirement, the City may request return of any funds provided to your organization.

AUTHORIZED SIGNATURE

DATE SUBMITTED

OFFICIAL USE ONLY

COMMISSION APPROVAL: YES NO

DATE OF APPROVAL: _____