

MC05: CONTRIBUTIONS TO NON-PROFIT ORGANIZATIONS

The Mayor & Council may contribute annually to the care, operation, maintenance or capital expense of nonprofit organizations which serve the citizens of Boonsboro, if the amount is included in the Town's regular annual budget for that fiscal year.

Request for funds by non-profit organizations:

- To request funds totaling \$1,000.00 or more, an organization must apply for funding by completing an application form (see attached), providing proof of current 501(c) tax status, and requesting a hearing before a regular Mayor & Council meeting at least 90 days before the Town's fiscal year begins (i.e. before April 1). Organizations may also be required to provide current audited financial statements, upon request by the Mayor & Council.
- For funding requests less than \$1,000.00 and more than \$100.00, an organization must submit a letter of request to the Town Manager citing the amount and purpose of the request, 30 days before the Town's fiscal year begins.
- To receive a contribution of \$100 or less, an organization must submit a letter of request to the Town Manager citing the amount and purpose of the request.

Funding Amount	Application	Hearing	Documentation
\$1,000 & above	Yes	Yes, 90 days before FY	501(c) IRS Certificate
\$999 - \$101	No	No	Letter of Request, 30 days before FY
\$100 & under	No	No	Letter of Request

REQUEST FOR FUNDS FROM THE MAYOR & COUNCIL OF THE TOWN OF BOONSBORO

Form must be submitted to the Town Clerk by April 1st to receive funds in the next fiscal year (July 1 - June 30th). If approved by the Mayor & Council, the grant will be made to the organization by September 1st.

ORGANIZATION NAME _____

MAILING ADDRESS _____

AMOUNT OF GRANT REQUEST \$ _____

PLEASE DESCRIBE THE REASON FOR THE REQUEST: _____

SUBMITTED BY (SIGNATURE) _____

PLEASE PRINT NAME _____

TITLE _____

ADDRESS _____

PHONE NUMBER _____

EMAIL ADDRESS _____

DATE _____

FOR OFFICE USE ONLY

DATE RECEIVED _____

HEARING DATE _____

APPROVED DATE _____

DATE GRANT ISSUED _____