

MC-05: Contributions to Non-profit Organizations

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

List of non-profit organizations.

The Mayor & Council shall maintain a list of non-profit organizations that are eligible to receive funds.

Application by organizations to be on list.

The Mayor & Council may include on the initial list any organization which regularly received annual contributions (*i.e. Fire Co., Rescue Co., Legion Auxiliary*) prior to fiscal year 2016, without requiring an application or hearing.

Organizations may be added to the list at any time during the fiscal year.

Request for funds by approved organizations.

To receive funds, an organization must apply for funding by completing an application form 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*).

Publication of list.

The Mayor & Council shall make the list available for public inspection and may publish it in the manner the Mayor & Council considers appropriate.

REQUEST FOR PLACEMENT ON THE APPROVED LIST
TO RECEIVE FUNDING FROM THE TOWN OF BOONSBORO

This request form may be submitted at any time to the Town Clerk. If your organization is placed on the Approved List to Receive Funding, it becomes eligible to apply for a grant. You then may apply for specific grants from year to year, as long as the organization's name remains on the Approved List.

OFFICIAL NAME OF ORGANIZATION _____

ADDRESS _____

DOES YOUR ORGANIZATION HAVE 501(3)C NON-PROFIT STATUS? __YES __NO

LIST NAMES, TITLES & ADDRESSES OF AT LEAST FOUR OFFICERS:

YOUR ORGANIZATION'S MISSION STATEMENT _____

PLEASE DESCRIBE WHAT YOUR ORGANIZATION HAS DONE TO IMPROVE BOONSBORO AND THE LIVES OF ITS CITIZENS: _____

SUBMITTED BY (SIGNATURE) _____

PLEASE PRINT NAME _____

TITLE _____

ADDRESS _____

PHONE NUMBER _____

EMAIL ADDRESS _____

DATE _____

FOR OFFICE USE ONLY

DATE RECEIVED _____

APPROVED _____

REJECTED _____ REASON REJECTED _____

REQUEST FOR FUNDS

FROM THE MAYOR & COUNCIL OF THE TOWN OF BOONSBORO

FOR ORGANIZATIONS PRE-APPROVED FOR GRANTS BY THE TOWN OF BOONSBORO:
Form must be submitted to the Town Clerk by April 1 to receive funds in the next fiscal year (July 1 - June 30).
If approved by the Mayor & Council, the grant will be made to the organization by September 1.

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 _____