



## 2021-2022 REQUEST FOR FUNDING

APPLICATION DUE: **Tuesday, June 30, 2018, 6:00 p.m.**

### Instructions

1. Please type or print.
2. Answer each question within the space provided. Please do not include additional attachments or supplementary pages unless they are essential to our understanding of your project.
3. Attach organization's most recent tax return. If no tax return is available, attach the organization's most recent annual financial statement.
4. Attach a detailed budget for the project.
5. Are you a non-profit agency?  yes  no  
If so, what is your IRS designation? \_\_\_\_\_

Please sign, date, and send completed application to:  
**Kurt Sacha, City Manager**  
**City of Longview**  
**P.O. Box 128**  
**Longview, WA 98632**

**[Please attach proof of non-profit status.]**

Applicant Information (circle one)					
Organization/Individual	Non-Profit	Public	Other	Private	Association
Organization			Activity Name		
Activity type: Event/Festival, Marketing or Facility					
Address					
City	County	State	Zip		
Contact Person					
Name					
Title				Phone	
Email					
Project Information					
Title and brief description of project:					
Timeline for project:			Geographic area served by this project:		
Overall predicted attendance:			Attendance, # predicted to travel 50+ miles to attend:		
Attendance, # predicted to travel from out of state/out of country:			Attendance, # predicted to pay for overnight lodging:		
Attendance, # predicted to <u>not</u> pay for overnight lodging:			Predicted paid lodging nights:		
<b>2021</b>	Amount requested from City of Longview		Total project cost:		Date of project:
	\$		\$		From to

<b>2022</b>	Amount requested from City of Longview \$	Total project cost: \$	Date of project: From to
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FUNDING SOURCES FOR THIS PROJECT	
List all firm commitments to date to fund this project:	
Source	Amount

List any other sources of funding you have applied for:		
Source	Amount	Status

Specifically how will this grant be used? How do you document your results?
How will this project be financed in the future?

Signature	Date
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**GRANT REPORT**

2019 amount received from the City of Longview for this project:	\$
2020 amount received from the City of Longview for this project:	\$

*Note: If project is in process for 2020, please estimate the answers to the following:*

How were these funds used?


How did you measure your results? Please document the achievement of your goal.


How will this project be financed in the future?


**Please provide original project budget, original grant amount, actual project revenues, and actual project expenditures (with explanation of large variances)**

List all project costs in the following categories:	2021	2022
<b>Project Management/Administration:</b>		
Project Manager Salary/Consultant Fees/Staff Costs:	\$	\$
<b>Goods &amp; Services:</b>		
Contract Services – Consultant Fee	\$	\$
Materials/Supplies/Equipment	\$	\$
Construction Cost	\$	\$
Other Misc. Expenses	\$	\$
<b>Total Goods &amp; Services:</b>	\$	\$
<b>Operations:</b>		
Facility Rent	\$	\$
Utilities	\$	\$
Other	\$	\$
<b>Total Operations:</b>	\$	\$
<b>Other:</b>	\$	\$
	\$	\$
	\$	\$
<b>TOTAL COSTS:</b>	\$	\$

List all funding sources for this project:	2021	2022
	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>TOTAL OTHER REVENUE:</b>		

## **Definitions for attendance predictions**

**Overall attendance, Predicted:** Enter the total number of people predicted to attend the activity. When requesting funds, organizations should provide an estimate of the predicted attendance.

**Attendance, 50+ miles, Predicted:** Indicate the number of people predicted to travel a distance of over 50 miles to attend the activity.

**Attendance, Out of State/Out of Country, Predicted:** Indicate the number of people predicted to travel from out of the state or country to attend the activity.

**Attendance, Paid for Overnight Lodging, Predicted:** Indicate the number of people predicted to pay for overnight lodging while attending the activity.

**Attendance, Did Not Pay for Overnight Lodging, Predicted:** Indicate the number of people predicted to attend the activity without paying for overnight lodging.

**Paid Lodging Nights, Predicted:** Indicate the number of predicted lodging nights associated with this activity. A lodging night is one or more persons occupying a room for a single night.