

- ▶ Prior to the public hearing on the proposed biennial budget, individuals, groups, and agencies make request for funds from the proposed budget by mail or in person on approved City of Longview request for funding form.
 - ▶ The City sends a letter verifying receipt of the funding request.
 - ▶ A request for support that should be made from the tourism fund requires that the Lodging Tax Advisory Committee be convened to review the request and make a recommendation to the City Council.
 - ▶ Council considers the budget requests at the final budget hearing.
- ☺ If the request is approved, the City sends a letter advising the group/agency of Council approval and of the process required to receive funds.
- ☹ If the request is not funded, the City sends a letter advising the group/agency of the City's inability to fund project due to legal restrictions or lack of adequate funds at this time.