

Instructions for Funding Request Application Form:

Who can request funding from the Town of Bolivar:

Department Heads (e.g. Department Heads of local business and organizations) within Jefferson County may apply for Bolivar Town Council funding, but Bolivar businesses/organizations will be prioritized.

Bolivar residents who wish to apply for funding should partner with a local organization or business for the funding request. Funding requests can also be made through relevant Town Committees, for example, Parks and Recreation.

Timeframe: Applicants shall submit an application no later than 60 **days before** the date of the event AND two of the routinely scheduled Town Council meetings.

- All applications **must** be received no later than two monthly Town Council meetings before the date of the event - no exceptions / no special meetings

What can be funded with Bolivar Town Council funding: All requests for funding MUST meet the following criteria:

- Funds must be expressly used for the benefit/positive impact of/ on the residents of the Town of Bolivar/ Town of Bolivar. This includes, but is not limited to:
 - Events
 - Activities
 - Arts & Culture
 - Ideas for Town Improvements

Funds shall be used ethically and appropriately from the Town of Bolivar's annual budget

When can the funds be used:

- Funding must be used within the timeframe of the annual budget/fiscal year in the year in which the funding request was made, i.e. funding cannot be expensed in the next fiscal year if requested in the previous fiscal year.
- Recurring and/or Large (over USD \$1,000) funding requests shall be submitted by 1 March of the current fiscal year for a subsequent fiscal year request.

How much can be requested:

- Funding requests cannot exceed USD \$5,000
- Tiered approach –
 - Under USD \$1,000 – streamlined process for consideration
 - Over USD \$1,000
 - If Allocation was requested during fiscal year budgeting process, then two monthly Town Council meetings required
 - If no allocation of funds preceded current request, then certain actions must be taken prior to consideration of request, THREE regularly scheduled Town Council meetings are needed for consideration

Reporting requirements for APPROVED funding:

- The Town Council may request financial reporting for the approved funds, if required by governing ethics and/or accounting policies by the State of West Virginia and/or Bolivar Town ordinances
 - Financial reporting can include an accounting of funds expenses, including a budget versus actuals and accompanying receipts.
 - The obligations for financial reporting will be at the Town's discretion **after** governing laws and policies have been satisfied.

To submit an application:

- Provide a simple budget in a spreadsheet format
- Include business or organizations most recent fiscal year Profit and Loss financial report
- Complete the narrative application

****Important Town Dates and Procedures:**

The Town of Bolivar's fiscal year starts on July 1 and ends on June 30.

The Town of Bolivar completes the budget for the subsequent fiscal year in March. Notifying the Town of large funding requests prior to the budget approval for the next fiscal year is helpful for consideration in requests.

Funding Request Application Form

This request is for non-funding sponsorship requests. Please refer to [Policy instruction document](#) for assistance in completing this form. This completed application and all supporting documentation must be received a minimum of 60 days AND two regularly scheduled Town Council meeting prior to the event date.

Organization, Business or Committee Name: _____

Request date (mm/dd/yyyy): _____

Organization Location and Mailing address: _____

Website: _____

Tax ID (EIN): _____ **Tax exempt status:** Yes No

Describe the nature of this organization: _____

Point of Contact/Title for this request: _____

Phone: _____ **Email:** _____

Funding Request Total:

Date of Event (mm/dd/yyyy):

Location of Event: _____

Funding Category:

Event - Ex: Need Town Awareness

Activity - Ex: Race, Need Coordination

Arts/Culture - Ex: Need Town Awareness

Other (specify): _____

Briefly Describe the intended purpose of the funds:

Describe the need(s) for your funding request and how it will aid in your organization's mission.

What are the direct goals/objectives of the project/event?

How many people will benefit from the planned project/event?

Describe the impact the funding will have for the Town of Bolivar residents and surrounding community:

Include a detailed itemization of how the funds will be utilized/allocated. Attach a spreadsheet if necessary.

Please attach the organization's most recent financial reports. An example would be a Profits and Loss sheet. Please disclose ALL sources of funding for your organization and this event.