



Sales & Use Tax Funding Request

Date: _____

Organization Name: _____

Amount of funds being requested: \$ _____

Amount of cash on hand: \$ _____

Contact person: _____

Phone number: _____

Please include the following attachments for our review:

Narrative of proposed project, including a description of how your program will benefit our community.

Organization budget for current year and budget projections for next year.

Current Profit & Loss statement and balance sheet.

Complete project budget.

List of additional funders.

List of the organization's fundraising efforts to date.

An explanation of funds in reserve or earmarked are a specific project/item.

If above attachments are not provided or an explanation of why they are not provided, the request will not be acted on until provided.

I authorize the Garrison Sales & Use Tax Committee/City of Garrison to make inquiries as necessary to verify the accuracy of the statements made and to determine my eligibility. I certify the information provided and the statements contained in the attachments are true and accurate as of the application date. I understand that FALSE statements may result in forfeiture and possible prosecution.

Signature of organization board member

All requests for Sales & Use Tax funds must be submitted to the City Auditor by the **last Friday of the month** if you are expecting immediate review. The Sales & Use Tax Committee meets the **third Monday of the month at 5:30 p.m.** in the Council Room at City Hall. **A representative or board member of your organization must attend the meeting.**