

# Request for City Funds

Date of Application: \_\_\_\_\_

**Note:** The deadline date for Requests for City Funds is September 1st of any year for funding in the next year. You will be notified by December 31st of the year of your application as to the status of your request. If your request is approved for funding, you will, at a later point in time, be required to sign a Contract for Use of Public Funds.

If you wish to have the City consider contributing to your organization's event and/or project, please take a few moments to **read this application form completely before filling out the requested information.**

The City has a special account known as the Alma Waite Fund to support certain qualified events/projects for the community. If your request qualifies, it may be considered to be funded through this fund. If it does not qualify for consideration through this fund, it still may be considered for funding from other sources. Therefore, please review Section II as to your event/project's applicability for Alma Waite Funding. If it does not meet this Section's criteria, complete Section III instead. All Applicants must complete Section I.

## SECTION I (To be completed by all applicants)

1. **Your Name** \_\_\_\_\_
2. **Your Address & Phone #** \_\_\_\_\_  
Number and Street                      City              State              Zip Code              Phone Number
3. **Name of Organization Making Request** \_\_\_\_\_
4. **Type of Organization** \_\_\_\_\_
5. **Purpose of Organization** \_\_\_\_\_
6. **Name of Event/Project Organizer** \_\_\_\_\_
7. **Organizer's Address & Phone #** \_\_\_\_\_  
Number and Street                      City              State              Zip Code              Phone Number
8. **Title of Event/Project** \_\_\_\_\_
9. **Date(s) of Event/Project** \_\_\_\_\_
10. **Purpose of Event/Project** \_\_\_\_\_
11. **Location of Event/Project** \_\_\_\_\_
12. **How will Funds be Used?** \_\_\_\_\_
13. **Amount of Funding Requested** \_\_\_\_\_
14. **Date Funds Are Needed** \_\_\_\_\_

## SECTION II (To be Completed only if Event/Project Qualifies for Possible Alma Waite Funding)

The City of Baraboo's Charter Ordinance for the Alma Waite Fund establishes priorities for expending Alma Waite Funds as follows:

**First Priority** shall be given to construction of City sidewalks serving City facilities and to City projects where funds are loaned to private property owners for the installation of sidewalk and/or curb and gutter adjacent to the property owner's residence or business. Alma Waite Funds shall not be loaned to a subdivider or developer to be used for sidewalk and/or curb and gutter construction in a new development or subdivision.

**Second Priority** shall be given to projects that benefit citizens of Baraboo as a whole, particularly those projects that provide matching funds from private contributions.

**Low Priority** shall be given to City projects that should be funded by the general property tax, such as equipment purchases, land purchases, and capital projects.

1. Describe why your request fits into the parameters described above. \_\_\_\_\_
2. What other funding sources are being used for this project? \_\_\_\_\_
3. How will the community benefit from the use of these funds on your event/project? \_\_\_\_\_
4. Is this an annual event?  Yes  No If Yes, will you be applying for funds each year?  Yes  No

**SECTION III (To be Completed only if Event/Project is not Suitable for Alma Waite Funding)**

1. What other funding sources are being used for this project? \_\_\_\_\_
2. Is this an annual event?  Yes  No If Yes, will you be applying for funds each year?  Yes  No
3. Additional comments you may wish to make about your event/project \_\_\_\_\_

**FOR CITY OF BARABOO USE ONLY**

Event/Project Denied for Funding from any City source. Reason for denial: \_\_\_\_\_

Event/Project Approved for Funding through Alma Waite

Event/Project Approved for Funding through \_\_\_\_\_ (identify funding source)

Request reviewed by: (names of Committees, Boards, Commissions, and Individuals) \_\_\_\_\_