



CITY OF WARSAW

www.warsaw.in.gov • 102 S. Buffalo Street, Warsaw, IN 46580 • Phone: (574) 372-9595 • Fax: (574) 372-9596

Greetings,

Enclosed you will find an application for funding request from City of Warsaw for non-profit groups. All requests should be project oriented. New applications have been established along with a **follow-up report that will be due by March 1st** of the ensuing year that your group received funding from the City. If you receive funding in 2021, the report will be due by March 1, 2022.

Once you have completed your application, and have included the requested items, please return it to Whitney Olson in the Mayor's office by **June 30th** at 102 S Buffalo St, Warsaw IN 46580 or email to wolson@warsaw.in.gov . Please do not include any other information other than what is asked for. The application will also be available on the City website, www.warsaw.in.gov/notforprofit , if you know of any other groups who may be interested in requesting funding for the City.

A committee of Council members has been formed to review the applications and award amounts based on their evaluation. Please reach out to any of the committee **members if you have questions about your application**. They may be reached by email at the following: Cindy Dobbins cdobbins@warsaw.in.gov , Jeff Grose jgrose@warsaw.in.gov , or Jerry Frush jerryfrush@hotmail.com .

Thank you,

City of Warsaw Common Council

**City of Warsaw
NONPROFIT FUNDING REQUEST APPLICATION FORM**

Due: June 30, 2021

City of Warsaw Council Funds may be used for specific project needs or services that qualify as allowable uses of public funds as detailed below. In some cases, funds may be used for general operating expenses.

According to the Uniform Cities Accounting Manual, public funds cannot be donated or given to organizations or individuals unless specifically authorized by law.

Indiana State law allows as general powers of cities or towns to take action for the following:

IC 36-7-2-7Promotion of economic development and tourism

Sec. 7. A unit may promote economic development and tourism.

[Pre-Local Government Recodification Citations: 18-6-12-1; 18-6-22-1.]

As added by Acts 1980, P.L.211, SEC.2.

IC 36-8-2-5Medical care, health, and community services; hospitals

Sec. 5. A unit may provide medical care or other health and community services to persons and may impose restrictions upon persons or animals that might cause other persons or animals to be injured or contract diseases. A unit may also establish, aid, maintain, and operate hospitals.

[Pre-Local Government Recodification Citations: 18-1-1.5-7(b); 18-1-1.5-7(e); 18-1-1.5-7(l); 18-1-1.5-14(n); 18-3-1-22.5; 18-4-2-11 part.]

As added by Acts 1980, P.L.211, SEC.3.

IC 36-8-2-6Animals; capture and destruction; shelters

Sec. 6. A unit may capture and destroy animals if necessary and may establish, maintain, and operate animal shelters.

[Pre-Local Government Recodification Citations: 18-1-1.5-7(g); 18-1-1.5-14(o); 18-3-1-39 part; 18-4-12-4(4).]

As added by Acts 1980, P.L.211, SEC.3.

IC 36-10-2-2Recreation facilities and programs

Sec. 2. A unit may establish, aid, maintain, and operate public parks, playgrounds, and recreation facilities and programs.

[Pre-Local Government Recodification Citations: 18-1-1.5-14(a); 18-3-1-46 part; 18-4-2-8 part.]

As added by Acts 1980, P.L.211, SEC.5.

IC 36-10-2-4Libraries, museums, and other facilities and programs

Sec. 4. A unit may establish, aid, maintain, and operate libraries and museums, cultural, historical, and scientific facilities and programs, and community restitution or service facilities and programs.

[Pre-Local Government Recodification Citations: 18-1-1.5-7(l); 18-1-1.5-14(d); 18-1-1.5-14(g).]

As added by Acts 1980, P.L.211, SEC.5. Amended by P.L.32-2000, SEC.26.

IC 36-10-2-5Neighborhood centers, arenas, and stadiums

Sec. 5. A unit may establish, aid, maintain, and operate neighborhood centers, community centers, civic centers, convention centers, auditoriums, arenas, and stadiums.

[Pre-Local Government Recodification Citations: 18-1-1.5-14(e); 18-1-1.5-14(f).]

As added by Acts 1980, P.L.211, SEC.5.

If you qualify to apply:

- **Complete the attached forms and provide attachments as required.**
- **Submit paper copies to the Mayor's Office by _____**
- **No staples**
- **No two sided documents**
- **Applications that do not comply with Indiana Code or are incomplete will be denied.**

City of Warsaw
NONPROFIT FUNDING REQUEST APPLICATION FORM
Due: June 30, 2021

APPLICATION COVER SHEET

Date of Application: _____ **Applicable IC # this request covers:** _____

Legal name of organization applying: _____
(Should be same as on IRS determination letter and as supplied on IRS Form 990)

Year Founded: _____ Current Operating Budget: _____

Executive Director: _____ E-mail Address: _____

Contact person/title/phone number: _____
(if different from executive director): _____

Address *(principal/administrative office):* _____

City/State/Zip: _____

Phone number: _____ Fax Number: _____
(include area code) *(include area code)*

Web address: _____

List any previous funding support from the City of Warsaw in the last 5 years:

Project Name of this Funding Request: _____

Purpose of Funding Request *(one sentence)* _____

Dates of the Project: _____ **Amount Requested:** \$ _____

Total Project Cost: \$ _____ Number of Warsaw citizens to be served: _____

If this Funding Request is approved, we will submit a final report by the required deadline. We also understand that receiving funding from the City of Warsaw, we are required to file an Entity Annual Report (State Form 54402 (8-10)/ Form E-1 with the State Board of Accounts 60 days of the close of our fiscal year end. www.in.gov/sboa

Signature, Chairperson, Board of Directors

Signature, Executive Director

Typed Name and Title

Typed Name and Title

Date

Date

City of Warsaw
NONPROFIT FUNDING REQUEST APPLICATION FORM
Due: June 30, 2021

NONPROFIT FUNDING REQUEST APPLICATION FORMAT

Please provide the following information in this order. Use these headings, subheadings and numbers provided in your own word processing format, thus leaving flexibility for length of response.

A. NARRATIVE

1. Executive Summary

- Begin with a half-page executive summary. Briefly explain why your agency is requesting this Project, Service or Capital Project funding, what outcomes you hope to achieve, and how you will spend the funds if awarded.

2. Purpose of Project, Service or Capital Project Request

- Statement of needs/problems to be addressed; description of target population and how they will benefit.
- Description of project goals, measurable objectives, action plans, and statements as to whether this is a new or ongoing part of the sponsoring organization.
- Timetable for implementation.
- List of other partners in the project and their roles.
- List of similar existing projects or agencies, if any, and explain how your agency or proposal differs, and what effort will be made to work cooperatively.
- Description of the active involvement of constituents in defining problems to be addressed, making policy, and planning the program.
- Description of the qualifications of key staff and volunteers that will ensure the success of the project .
List of specific staff training needs for this project.
- Long-term strategies for funding this project at end of Project, Service or Capital Project period.

3. Evaluation

- Plans for evaluation including how success will be defined and measured.
- Description of how evaluation results will be used and/or disseminated and, if appropriate, how the project will be replicated.
- Description of the active involvement of constituents in evaluating the program.

4. Budget Narrative/Justification

- Nonprofit Project, Service or Capital Project budget; use the **Nonprofit Funding Request Budget Format** that follows.
- A plan (on a separate sheet) that shows how each budget item relates to the project and how the budgeted amount was calculated.
- List of amounts requested of foundations, corporations and other funding sources to which this proposal has been submitted.
- List of priority items in the proposed budget, in the event that we are unable to meet your full request.

5. Organization Information

- Brief summary of organization's history.
- Brief statement of organization's mission and goals.
- Description of current programs, activities and accomplishments.
- Organizational chart, including board, staff and volunteer involvement.

B. ATTACHMENTS – must be included

1. A copy of the current IRS determination letter indicating 501(c)(3) tax-exempt status.
2. List of Board of Directors with affiliations.
3. Finances:
 - Organization's current annual operating budget, including expenses and revenue.
 - Most recent annual financial statement (independently audited, if available; otherwise, attach Form 990).
4. **Letters of support should verify project need and collaboration with other organizations. (Optional)**
5. Annual report, if available.

