

**City of  
GADSDEN  
P.O. Box 267  
Gadsden, Alabama 35902  
Phone (256) 549-4518**

**APPLICATION FOR DISCRETIONARY FUNDING**

**ORGANIZATION INFORMATION (PLEASE PRINT)**

Name of organization: \_\_\_\_\_

Tax I.D. #: \_\_\_\_\_

Amount requested: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Type of Organization (CHECK ONE) :**

Not-For-Profit Organization/Association

Not-For-Profit Corporation

For Profit Corporation/LLC

Sole Proprietor

Partnership

**Requesting funds from:**

Council member(s) \_\_\_\_\_

Mayor

**Contact Information (REQUIRED):**

Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Office held at organization: \_\_\_\_\_

**Please attach funding request letter on organization's letterhead (instructions on pg. 2)**

Application/letter may be submitted by email to [citycouncil@cityofgadsden.com](mailto:citycouncil@cityofgadsden.com) or mailed to: Attn: City Council, City of Gadsden, P.O. Box 267, Gadsden, Al 35902

**\*Completed application and letter will be forwarded for legal review and approval by mayor and/or council member(s)\***

*Please note: payment processing may take 5 weeks or longer*

## **Criteria for funding request letter:**

1. Submit the request on the organization's letterhead.
2. List each official to whom you are making the request.
3. State exactly how much money the organization is requesting.
4. State what the funds will be used for specifically.  
For example; – “neighborhood security” is not acceptable, instead “4 cameras and 3 spotlights for neighborhood security” is acceptable.
5. If the request is related to an event, please include the date, time and location of the event.
6. Attach any estimates / quotes / receipts