

**APPLICATION TO CITY OF RICHMOND, KENTUCKY FOR
CHARITABLE GRANT MONIES**

Instructions: Print or type. Complete all items below attaching separate sheets as may be necessary. Provide such full and detailed information as you feel appropriate in order to enable the City to make a thorough and complete evaluation of: (i) the nature of the applicant organization; (ii) the nature of the services which the organization provides to the City and its residents; (iii) the persons to whom its services are directly provided and how those persons are benefited by such provided services; (v) how the City and its residents, above and beyond the persons who are the direct beneficiary of such services, are benefited by such provided services; (vi) the precise fashion in which any monies granted to the organization by the City will be expended; and (vii) the way in which the organization will monitor any monies granted to the organization by the City so as to ensure that such monies will be expended in, and only in, such fashion.

NOTICE: *By signing and submitting this application to the City of Richmond, the organization does hereby warrant, represent, and agree as follows:*

- 1. That each representation set forth in this application is wholly accurate.*
- 2. That any monies granted by the City to the organization will be expended in, and only in, the fashion and for the purposes as are set forth in this application.*
- 3. That any monies granted by the City to the organization will be kept segregated in a separate account and not co-mingled with its general operating funds or with any other funds whatever.*
- 4. That the City, on its request, will be granted full and complete access to the organization's financial books and records for purposes of verifying the organization's compliance with the requirements above set forth.*
- 5. That the person signing this application form on behalf of the organization has actual, apparent and implied authority to act on behalf of the organization for purposes of soliciting funds from the City of Richmond and to bind the organization to the terms and conditions set forth in this application.*

1. Name of organization: _____

2. Address of organization: _____

3. Legal status of organization: _____

(i.e., Non-Profit Stock Corporation;
Non-Profit Non-Stock Corporation;
For-Profit Corporation; L.L.C.; P.L.L.C.;
Sole Proprietorship; Partnership)

4. Name of contact person: _____
5. Telephone number: _____
6. Fax number: _____
7. Email address: _____
8. Description of the nature of the organization and of the services provided by it to the City of Richmond and its residents:

9. To whom are the organization's services directly provided, and how are those persons benefited by the organization's provision of those services:

10. Benefits derived by the City of Richmond and its residents from the organization's provision of such services to such persons:

11. If the organization is granted monies from the City of Richmond, those monies will be expended in the following fashion and for the following purposes (*be specific*)

and detailed):

12. Description of the nature of the measures and safeguards which are or will be implemented to ensure that such monies are in fact expended only in the fashion and for the purposes described above in Section 11:

13. Amount of donation sought: \$ _____

Dated this the ____ day of _____, 2____.

(Signature)
Title: _____

(Name) (print)