

 **Dacono**SM
Donation Request Form

City of Dacono
512 Cherry Street
Dacono, CO 80514
Phone: 303.833.2317
cityofdacono.com

- 1st Time Request Annual Request Emergency Request

Requesting Organization: _____

Contact Name: _____ Phone: () _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Amount requested: _____

Please describe the purpose of the donation, and how it relates to any of the Award Criteria in the City's policy (see *award criteria on next page*):

Has the City of Dacono contributed to the Requesting Organization in the past? No Yes

If yes, what amount(s) and when? _____

Does the IRS classify the Requesting Organization as a 501(c)3 organization? No Yes n/a

The undersigned hereby certifies that a) the information in this application and supporting documents are correct to the best of his/her knowledge; and b) the Internal Revenue Service 501 (c) 3 determination has not been revoked, cancelled, or modified; and c) funds will be used for the projects outlined in the application and agreed to by both parties.

Signature

Date

Along with this application, please include a brief description of the Requesting Organization (including its mission & leadership) and any other information relevant to this request.

Date Filed: _____

- Approved Denied

City of Dacono Policy and Procedure for Grants to Community Organizations

Purpose

The purpose of this policy is to set a uniform policy and process by which community organizations may obtain financial and in-kind participation in support of projects, programs, and events.

Limitations and Special Provisions

The City Council has certain fiscal limitations on the amount of municipal funds it can set aside for donations to community projects. The aggregate amount is set aside by the City Council during the annual budget preparation process. This amount may vary from budget year to budget year according to priorities and available revenues.

Depending upon the characteristics of the project or event, the City's participation may necessitate that appropriate insurance coverage be provided by the applicants.

Eligibility

Eligibility is restricted to applicants which are recognized community service organizations, organized and federally designated for tax purposes as non-profit corporations, or organized school groups. If applicable, a valid and current 501(c)(3) registration must accompany the request.

Award Criteria

All applications for municipal donations will be reviewed based upon how well the stated purpose for the donation request serves the City's citizens in relation to any or all of the following general criteria:

- Promotion of commerce and industry
- Celebration of the City's culture or history
- Observance of local, regional, or national historic dates or events
- Contribution to the general public good in areas of education, safety, health, welfare, or recreational activities
- Applicants must clearly describe how Dacono residents will benefit from the program, event, or activity
- Availability of funds

Process

All funding requests must be submitted on a donation request form which is available at City Hall. Requests will be submitted to the City Council for consideration in accordance with the schedule announced by the City, and generally will be considered collectively (as a group.) A percentage of budgeted funds may be set aside, at City Council's discretion, for "emergency" requests during the fiscal year.