

CITY OF TIGARD, OREGON
13125 SW HALL BLVD.
TIGARD, OREGON 97223
503-718-2487

COMMUNITY EVENTS FUNDING REQUEST

Community Event is an activity that is of short duration that brings together the citizens of Tigard for entertainment and/or educational purposes in a public setting. Please complete each question.

You may this return this request via email (Lizbeth@tigard-or.gov) or mail to City of Tigard, 13125 SW Hall Blvd., Tigard, OR 97223.

Due: February 11, 2019

Event Name: _____

Address: _____

City, State, Zip: _____

Contact Name: _____

Telephone Number: _____

E-mail address: _____

1. **Request** (express in whole dollar amounts only)

Cash \$ _____

In-Kind Services-hours (use of city property, city staff support, etc. Please explain the services requested on a separate sheet) _____

Total Request \$ _____

2. **Purpose of Funding Request:**

3. Here are links to the [council's most up-to-date goals](#) as well as goals within the [Strategic Plan](#). Please indicate which goal(s) fits best with your event and how this event will further the council's goals for the community.

4. **How will this event benefit the overall Tigard Community? Please be specific.**
5. **How many Tigard residents do you anticipate participating in this event (or these events)?** _____
6. **Please submit the following information with this request:**
- a. Most recent annual budget compared with the prior year's actual revenues and expenditures. The Budget should identify the period to which it applies, beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.
 - b. Audit report or financial statements for the last fiscal year.
 - c. Articles of Incorporation.*
 - d. 501(c)(3) status.*
 - e. Organization Bylaws*

* Information not required if it has been submitted at least once in the last five years.

Please note that a lack of adequate financial information could result in denial of request.

Name of Preparer

Date