

# **CITY OF MILL CITY COMMUNITY GIVING FUND** **GUIDELINES AND PROCEDURES**

The City of Mill City sets aside dollars each fiscal year to provide assistance for local community groups, non-profits and civic organizations. To qualify for these funds an organization must meet all guidelines and procedures outlined below.

1. Group must be located/operate within the boundaries of the City of Mill City.
2. Any funds requested must benefit the citizens of the City of Mill City.
3. The “Community Giving Fund Request for Funds” form must be completed.
4. A budget outline is *required* to be submitted with request to be considered for funding.
5. A representative(s) must give a brief presentation to the City Council outlining the intended use and need of the requested funds.
6. Requested funds can not exceed \$1000 per fiscal year (July 1 through June 30).
7. Funds are available for consideration on a first come, first serve basis.
8. The City of Mill City has the right to deny funding to any or all requests.

**CITY OF MILL CITY COMMUNITY GIVING FUND**  
**REQUEST FOR FUNDS**

Name of Organization: \_\_\_\_\_

Date of Request: \_\_\_\_\_, 20\_\_\_\_ Amount of Request: \$\_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Please describe how the services you provide directly benefit the citizens of Mill City?

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What programs or activities will be supported with the funds you receive from the City of Mill City?

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How would it affect your entity if these funds were not available?

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