

CITY OF NEW ENGLAND
SALES TAX APPLICATION
REQUEST FOR FUNDING

(It is very important that this form be typed or printed clearly with ALL information included in order for the Sales Tax Committee to make its recommendation to City Council in a timely manner.)

Date: _____ Amount Requested: _____

Organization Name: _____

Contact Person/Title: _____

Address: _____

City/State: _____ Zip _____

Telephone Number: _____

Project Title: _____

Short Description Of Project: _____

What Community Need Will The Project Serve? _____

Project Start Date: _____ Completion Date: _____

Who Will Manage The Project When Completed? _____

NOTE: (A signed letter from the person(s)/government, etc. who will manage the project must be included with this application form.)

What Are The Local/Other Sources Of Support For This Project (include donated time, materials, cash donations, grants, etc.)?

Who Will Manage The Project During The Development Stage?

PROJECT BUDGET

<u>DESCRIPTION</u>	<u>AMOUNT</u>
Design Fees:	\$ _____
Legal Fees:	\$ _____
Building Permits:	\$ _____
Site Acquisition:	\$ _____
Construction:	\$ _____
Site Improvements:	\$ _____
Equipment:	\$ _____
Labor:	\$ _____
Materials:	\$ _____
Other:	\$ _____
TOTAL BUDGET	\$ _____

Print Name & Title Of Person
Making Application

Authorized Signature

CRITERIA FOR FUNDING:

The City Commission has appointed a "sales tax committee" as the advisory committee in administering the proceeds of the sales and use tax as contained in the Home Rule Charter for the City of New England.

The committee has determined that the following guidelines must be met with each request for funding application.

1. Funds to be awarded for a project must promote the betterment of the City of New England.
2. Applications for personal or political gain will not be considered by the committee for recommendation to the City Commission.
3. An organization may apply only once, for each project, in any calendar year for funds. Make a careful study of your needs prior to submitting the application.
4. Applications must include ALL required information to the best of your ability. The committee will evaluate the application's accuracy and completion.
5. All funding recommendations will be contingent upon the project occurring within the stated time limit of the application being submitted. If the project does not occur during the stated time limit of the application, the awarded funds will be returned to the City of New England. Exceptions will be considered, in extenuating circumstances, upon written request.
6. ALL applications require personal representation at the quarterly committee meeting.

(Deliver completed application to: City Hall, New England, ND
Attention: Sales Tax Committee)