

# FY 2018-19 COMMUNITY GROUP FUNDING REQUEST INSTRUCTIONS

**DEADLINE TO SUBMIT: Thursday, May 31, 2018; 5:00 p.m.**  
**TENTATIVE HEARING DATE: Monday, June 25, 2018; 8:30 a.m.**

Thank you for your interest in submitting a request for funding to be considered by the City Council. In order to provide the City Council with complete information, please adhere to the following:

1. Requests from Community Groups must be submitted by **Thursday, May 31, 2018; 5:00 p.m.** ONE unbound hard copy only. **PLEASE – No stapled/bound documentation.**
2. Requests should be submitted in the form of a letter submitted to the City Manager. Due to past delivery confusion, please DO NOT address your requests to the City Council.
3. Please clearly identify (on the first page of the cover letter, in **bold**), the **TOTAL dollar amount being requested**. The letter should include a description indicating the intended use of the requested funds. In addition, the request should identify the approximate number of LCF residents/property owners who are active members of the organization and the location of the requestor's principal place of business;
4. Requests need to state what public purpose the City's funding will fulfill or, alternatively, what benefit to the City or community will be derived through the funding of the request (this is a legal requirement in the use of public funds. Requests that do not have a general public purpose or community benefit will not be recommended for funding);
5. Requests should include a time-line for when the funds will be expended and when completion of the use of funding will occur. If the funding is for an ongoing project or is for operational expenditures, the request should so clearly state;
6. Please include, with your request, an unbound copy of your most recent financial statement (audited preferred) indicating your group's various sources of income/revenue and a comprehensive summary of yourr organizational expenditures as well as reserves status;
7. Requests should be signed by an authorized representative indicating a commitment to report back to the City on how City funds were used, how much was expended, what did/will happen with any unexpended funds, and what benefits were derived;
8. Community Groups will have an opportunity to present their request at a budget hearing tentatively scheduled for **Monday, June 25, 2018; 8:30 a.m.** Presentations will be limited to five minutes maximum. Audio-visual needs should be arranged with staff at least two working days prior to the hearing. All requesting Community Groups should plan to be present;
9. Funding will not be available until AFTER the budget has been formally adopted (currently anticipated to be mid-July.) Once approved, monies will not be disbursed to the Community Group until a letter requesting the funds is received by the City and a statement that any pre-release conditions placed by the City Council have been satisfied.

Should you have any questions regarding the funding request process, please feel free to contact the City Manager at (818) 790-8880. Again, thank you for your interest.