



City of Rio Vista



1 Main Street Rio Vista, CA 94571

City of Rio Vista/Veolia Annual Community Contribution Fund

APPLICATION FORM

Date: _____ Amount Requested: _____

I. Agency Information

1. Name, Address and Contact Information of Organization:

Telephone: _____ Fax: _____

E-Mail Address: _____

2. Name of Director/CEO: _____

Title: _____

Telephone: _____ Salaried? Yes _____ No _____

3. Number of Full Time Employees: _____

Number of Part-time Employees: _____

4. Description of Applying Agency: _____



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a. Geographic Area Served: _____

b. List of Agency Services: _____

c. Give a brief history of the organization. (A separate sheet may be attached.) _____

d. Describe the organization's purpose (Mission Statement) and the Organization's value to the community. (A separate sheet may be attached.) _____

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II. Fund Project Information

1. Describe in a few sentences how the grant funds will be spent. Itemize equipment or material costs, if any. If it is a program, give its title and a summary of its proposed activities and costs. _____

2. Describe how the materials or program will meet stated needs. Be as specific as possible. _____



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3. Specify the time period during which the grant will be used. _____

4. List other grant applications related to this project, including amounts requested or received. _____

Please read and sign the following statement:

I attest that all of the information given in this application is true and accurate to the best of my knowledge.

Signature of Chief Executive: _____

Title _____ Date: _____

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Checklist of Required Attachments

These attachments will be required prior to awarding a Grant:

1. Letter of Determination from the IRS certifying tax-exempt status under section 501(c)(3) of IRS regulations.
2. Most recent audited financial statement and current IRS Form W-9.
3. Most recent 990 Form (if you are not required to file a 990 Form, explain and document).
4. Completed proposed budget for the project.
5. Copy of current certification, if applicable.
6. Your organization's descriptive brochure and/or most recent annual report.
7. A list of your organization's current Board of Directors.