

**Portland Community Fund Association  
Request for Funding Support  
(Distribution March 2018)**

*(This form must be received by January 15, 2018)*

**INFORMATION ABOUT THE ORGANIZATION:**

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

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Website:** \_\_\_\_\_

**Purpose of Organization:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The organization is: (Please check one)**

Non Profit

501(3c)

Public Funds

Other \_\_\_\_\_

Are you a Tax Exempt Entity?

Yes

No

**The Board Members are:**

**Name**

**Title**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please attach list if more room is needed*

**ORGANIZATION CONTACT INFORMATION:**

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

Phone Number of Contact Person: \_\_\_\_\_

Email Address of Contact Person: \_\_\_\_\_

**ORGANIZATION FINANCIAL INFORMATION:**

Please send a copy of one of the following with this application

Annual Financial Statement (Balance Sheet and Income Statement)

Annual Tax Return

Your Annual Budget (in Dollars) \$ \_\_\_\_\_

Administrative Cost (Include Salaries and Marketing) \$ \_\_\_\_\_

Please see the following sheet for information needed regarding funding.

**Name of Organization** \_\_\_\_\_

**Please tell us the number of people in the Portland School District that are impacted by your organization:**

\_\_\_\_\_

**How much is your organization asking for?**      \$ \_\_\_\_\_

**What will your organization use these funds for?** (Please be as specific as possible - if you have documents please feel free to include copies of them)

\_\_\_\_\_

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\_\_\_\_\_

*If more space is needed - please feel free to attach documents*

**If you received funds from us last year** - please tell us how those funds were used: (please be as specific as possible)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***Any funds distributed in 2017 will need to be documented on how they were used to support the Portland Community - please be prepared for this - if you wish to receive funding in future years.***

**What you need to do now:**

Send a copy of this application with all attachments you have

Send a copy of Financial Statements (Balance Sheet and Income Statements) or Tax Return

TO:      Portland Community Fund  
            PO Box 524  
            Portland, MI 48875

***WE MUST RECEIVE THIS INFORMATION BY January 15, 2018 IF YOU WOULD LIKE TO BE  
CONSIDERED FOR FUNDING***