



CITY OF ASTORIA
1095 DUANE ASTORIA, OR 97103
Phone: (503) 325-5821 / Fax: (503) 325-2997

Community Organization Funding Application - Basic Needs
For Fiscal Year Beginning July 1, 2023

For the Fiscal Year 2023-2024 budget, the City will make available an amount not to exceed \$ **100,310** for funding of well established, not for profit social service organizations. The intent of available funding is to provide assistance to organizations which reach out to community members and require immediate and necessary assistance which may not otherwise be available. If you meet the criteria and wish to submit an application for consideration; please submit your application to Susan Brooks, Director of Finance and Administrative Services with the following information:

- Organizations name
- Mailing address
- Contact person and title
- Contact number
- E-mail address
- Amount requested
- A brief description of the organization including:
 - Organizational history
 - Board of Directors
 - Years in service
 - Projected budget for the coming year
 - Services provided to Astoria residents
 - Number of residents served
 - How the funds are to be spent
 - Matching funds or leveraging of funds
 - Proof of 501(c)(3) status from the IRS
 - Last annual report
 - Copy of most recently filed CT-12

Additional information regarding annual filing may be found at the following location:
<https://www.doj.state.or.us/charitable-activities/annual-reporting-for-charities/file-your-annual-report/>

Required information may be placed in the drop box in front of City Hall, mailed to 1095 Duane St, Astoria, Oregon 97103 or sent in PDF format to sbrooks@astoria.or.us. Questions may be directed to Susan Brooks via e-mail. All applications must be submitted **by February 28, 2023** for consideration. Organizations making applications are not required to be present for budget committee review. Notification of allocation will be made upon budget adoption by the City Council in late June.

APPLICATIONS ARE DUE BY END OF BUSINESS (5:00 PM PST) on February 28, 2023

It is the responsibility of the submitting organization to confirm receipt, if submitted electronically.