

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
FUNDING REQUEST FORM**



Please complete in full to request funding from a Neighborhood Council.

REQUEST DATE: _____ **Funding Amount:** \$

NEIGHBORHOOD COUNCIL: _____

Please complete the information below for the Requester/Payee:

Name of Requester: _____

Are you a board member of this Neighborhood Council? Yes No

Is this a request for a recurring payment? Yes No If yes, enter term _____

Is this request a payment for services requiring a 1099? Yes No

Is this a request for an out of state vendor? Yes No

Payable to: _____

Remittance Address: _____

City *State*

Email Address *Contact Number*

PUBLIC BENEFIT STATEMENT - Description and Purpose of Expenditure:

DECLARATION

I, the Requester, understand that I am requesting public funds from the Neighborhood Council and that such funds are restricted under the guidelines set forth by the Department of Neighborhood Empowerment. I declare that this funding request does not pose any potential conflict of interest for any Board Member and will provide any documentation requested by the Department to authorize payment or review the appropriateness of the request.

REQUESTER'S SIGNATURE DATE

NEIGHBORHOOD COUNCIL USE ONLY

TREASURER'S NAME AND SIGNATURE DATE Approved \$ _____
Amended \$ _____

SIGNER'S NAME AND SIGNATURE DATE Budget Category:
Denied

DEPARTMENT USE ONLY

AUTHORIZATION CATEGORY: _____ **Authorization Code:** _____

NPG NIP CONTRACT

LEASE SPONSORED EVENT

> \$2,500 ADVANCED PAYMENT

DEPARTMENT APPROVAL SIGNATURE DATE