

January 20, 2012

Dear Grantee:

Please fill out the enclosed grant application and return to City Hall in order to request contributions for FY 2012-2013.

Enclosed you will also find a form which you will need to submit when making your grant request for FY2011-2012 along with the following items which are already required to be considered for funding: (1) A current list of the organization's board members or the equivalent governing body; (2) Either an audit for the past year or financial statement of the organization; (3) The organization's minutes for the **three** preceding months prior to the request (must include at least one meeting; (4) The organization's proposed budget for the upcoming year; and **(5) three of the most current bank statements.**

All requests must be received by April 15 and everything listed above must be attached to be considered for funding. If the information is received after the deadline or any documentation is missing it will automatically be disqualified.

Thanks for your cooperation.

Sincerely,

Kim Stinnett  
City Clerk/Treasurer

GRANT AGREEMENT

On behalf of \_\_\_\_\_, I the undersigned  
\_\_\_\_\_,(officer) of said proposed grantee, do hereby  
certify to the City of Harrodsburg that this organization has requested a grant of  
\$ \_\_\_\_\_ for the FY 2012-2013.

Upon receipt of all or any portion of this grant request this proposed grantee will expend such  
funds for the following purposes under the following conditions:

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\_\_\_\_\_  
(Type or Print Name of Organization)

\_\_\_\_\_  
Date

Day time Phone number: \_\_\_\_\_

If funded, Address for donations to be mailed to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Officer's Name

Title: \_\_\_\_\_

**CHECK LIST FOR ATTACHED ITEMS:**

List of Board Members \_\_\_\_\_  
Last Audit/Financial Statement \_\_\_\_\_  
Minutes of last 3 months (minimum of 2) \_\_\_\_\_  
Proposed Annual Budget \_\_\_\_\_  
**Three most current bank statements** \_\_\_\_\_

\* \* \* \* \*

For Official Use Only

Received by the City of Harrodsburg: Date: \_\_\_\_\_ By: \_\_\_\_\_

Approved for: \$ \_\_\_\_\_ by the Commission on \_\_\_\_\_