



# Town of Middletown

## Office of the Finance Director

350 East Main Road, Middletown, Rhode Island 02842

Phone: (401) 846-4478 Fax: (401) 849-6267

January 4, 2021

Subject: Civic Support Program – Fiscal Year 2022

Dear Potential Grantee,

Preparation of the Town's fiscal year 2022 budget is underway, and applications for the Civic Support program are now being accepted.

The purpose of the program is to fund projects or programs of non-profit civic organizations, which primarily benefit residents of the Town of Middletown. To be eligible, organizations or projects must primarily serve the residents of the Town of Middletown, Aquidneck Island, or Newport County.

Each request for funding must be submitted on the Middletown Civic Appropriation Request for Funding form, and shall be accompanied by proof of agency's 501c(3) tax-exempt status and agency's budget from the prior three (3) years. Organizations that do not have a 501c(3) status must provide documentation that identifies the status they operate under.

Applications must be signed by an authorized officer of the organization and received by the Finance Office no later than March 1, 2021. Requests for funding will not be considered by the Town Council unless a complete application has been submitted in accordance with the program's requirements.

The following activities will not be funded with civic appropriations:

1. Programs or services that serve primarily non-Middletown residents
2. Political activities
3. Marketing and/or fundraising

All recipients of civic appropriations, prior to receiving funds, shall enter into an agreement with the Town regarding the use of said funds. The agreement shall require that a project status report(s) be provided to the Town Council at specified intervals.

Please contact me with questions you may have regarding the program or your application.

On behalf of the Town Council, thank you for your interest, and everything you do for our community.

Sincerely yours,

Marc W. Tanguay,  
Finance Director



## Town of Middletown

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350 East Main Rd., Middletown RI 02842

### CIVIC APPROPRIATION - APPLICATION REQUIREMENTS

**PURPOSE** To fund projects or programs of non-profit civic organizations, which primarily benefit residents of the Town of Middletown.

**ELIGIBLE ORGANIZATION** Only 501c(3) tax-exempt organizations are eligible for funding. To be eligible, organizations or projects must primarily serve the residents of the Town of Middletown, Aquidneck Island, or Newport County. Organizations that do not have a 501c(3) status must provide documentation that identifies the status they operate under.

**APPLICATION** Each request for funding must be submitted on the Town of Middletown's Civic Appropriation Request for Funding form, and shall be accompanied by proof of agency's 501c(3) tax-exempt status and agency's budget from the prior three (3) years. Organizations that do not have a 501c(3) status must provide documentation that identifies the status they operate under.

**Applications must be signed by an authorized officer of the organization and received by the Finance Director no later than March 1, 2021.** Applications can be emailed to [mtanguay@middletownri.com](mailto:mtanguay@middletownri.com).

Requests for funding will not be considered unless a complete application has been submitted in accordance with these requirements.

**INELIGIBLE ACTIVITIES** The following activities will not be funded with civic appropriations:

1. Programs or services that serve primarily non-Middletown residents
2. Political activities
3. Marketing and/or fundraising

**AGREEMENT & REPORTING**

All recipients of civic appropriations, prior to receiving funds, shall enter into an agreement with the Town regarding the use of said funds. The agreement shall require that a project status report(s) be provided to the Town Council at specified intervals.



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## CIVIC APPROPRIATION REQUEST FOR FUNDING

### CONTACT INFORMATION

Agency/Organization: \_\_\_\_\_ Application Date: \_\_\_\_\_

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

Total Project Cost: \$ \_\_\_\_\_ Town Funds Requested: \$ \_\_\_\_\_

Contact person: Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Project Address (if different): \_\_\_\_\_

### AGENCY INFORMATION

Agency Purpose/Mission:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List agency officers and/or directors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Year incorporated as a 501c (3) \_\_\_\_\_ Taxpayer ID Number (TIN) \_\_\_\_\_

Main source(s) of funding: \_\_\_\_\_

### PROJECT DESCRIPTION (Attach additional sheets if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ADDITIONAL INFORMATION (Please attach)

- 1) Proof of agency 501c (3) status, or other
- 2) Agency's budget, prior three (3) years.
- 3) Prior Middletown Civic Appropriations Requests: list year, amount requested, amount received, and purpose of request.

**Applications and supporting information are to be delivered to the Finance Office or emailed to mtanguay@middletownri.com. Any questions regarding the application process should be directed to Marc W. Tanguay, Finance Director, Middletown Town Hall, 350 East Main Rd., Middletown, RI 02842 - Phone: (401) 846-4478 Fax: (401) 849-6267.**

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Authorized Signature Date