

## **Criteria for funding request letter to City Council:**

1. Submit the request on the organization's letterhead.
2. Make sure each request is addressed to one specific councilmember, for example; Councilman Gregory – District 7 Mobile City Council P.O. Box 1827 Mobile, AL 36633-1827 - **send a letter for each councilmember if more than 1 donation is requested.**
3. State exactly how much money the organization is requesting.
4. State what the funds will be used for specifically.  
For example; – “neighborhood security” is not acceptable, instead “4 cameras and 3 spotlights for neighborhood security” is acceptable.
5. Attach any estimates / quotes / receipts
6. Include the contact person's name, phone number, email, and mailing address – **all 4 must be provided.**
7. The letter must have a hand-signed signature on it.  
(The letter can be emailed or mailed in, but it cannot contain a “stamped” or “electronic” signature.)