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.)