



CITY COUNCIL APPLICATION FOR DISCRETIONARY FUNDING

ORGANIZATION INFORMATION (PLEASE PRINT)

Name of organization: _____

Tax I.D. #: _____

Amount requested: _____

Mailing address: _____

City: _____ State: _____ Zip: _____

Type of Organization: (CHECK ONE)

- For Profit Corporation/LLC Sole Proprietor Partnership
 Not-For-Profit Corporation Not-For-Profit Organization/Association

Councilmember requesting funds from: _____

CONTACT INFORMATION

Name: _____

E-Mail: _____

Address: _____

Phone number: _____

Office held at organization: _____

Please email the application to: www.citycouncil@cityofmobile.org

Mail to:

Attn: City Council Office; P.O. Box 1827, Mobile, Al 36633-1827

***Once the application is received, it will be forwarded to the appropriate
City Councilmember for approval***

Please note: payment processing may take up to 5 weeks

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.)