



# TOWN OF AMHERST

P.O. Box 280 174 S. Main Street Amherst, VA 24521  
Phone (434)946-7885 Fax (434)946-2087

**DA:** November 18, 2015  
**TO:** Non-Profit Agencies  
**FR:** Jack Hobbs, Town Manager *JH*  
**RE:** FY16/17 Budget Request

The Town of Amherst recognizes that non-profit organizations fill an important role in improving and maintaining our community's quality of life. The Town funds organizations that provide these benefits to the Town's residents and business operators when monies generated from the Town's tax base can be justified.

Enclosed is a Town agency funding request form for Fiscal Year 2016/2017. If your agency desires funding from the Town of Amherst for the fiscal year beginning July 1, 2016, the request should be submitted on this form with the required attachments and returned by January 30, 2016. If you prefer, you can e-mail your request form and required documentation to me at [jack.hobbs@amherstva.gov](mailto:jack.hobbs@amherstva.gov).

Please feel free to contact me if you have any questions about this matter.

**TOWN OF AMHERST**  
**Agency Funding Request**  
**For the Fiscal Year Beginning July 1, 2016**

1. Name and Mailing Address of Agency Requesting Funding:

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2. Name, Title, Phone Number and Email of Contact Person:

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3. Amount of funding requested from the Town of Amherst during the fiscal year beginning July 1, 2016:

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4. Describe below, in detail:

- (a) how this money will be spent, if granted;
- (b) how these programs/services benefit the citizens of the Town of Amherst; and,
- (c) describe which of the following categories this request addresses — Human Services, Educational/Cultural, Environmental and Economic Development.

a. \_\_\_\_\_

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b. \_\_\_\_\_

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c. \_\_\_\_\_

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5. List below the amounts being requested from other public agencies (federal, state, regional, city, town and county) and non-governmental entities (United Way Fund, etc.) for the fiscal year beginning July 1, 2016:

<b>Agency:</b>	<b>Amount Requested:</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

6. If the requesting agency has received funding (including in-kind contributions) during the current fiscal year (2015-2016) from the Town of Amherst or any of the other entities listed in the response to #5 above, show the amount and describe how these funds have been (or will be) spent:

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\_\_\_\_\_

7. For the funding request to be considered, it must contain, as attachments, copies of the following items:
- > The current year operating budget of the requesting agency (if the agency operates on a calendar year, the budget should be for the year beginning on January 1, 2015.)
  - > The most recent financial statement of the requesting agency.
  - > A copy of the IRS determination letter for the agency's non-profit status.

**I certify that the information contained in this request is, to the best of my knowledge, accurate and complete and that I have the necessary authority to file this request on behalf of the agency.**

\_\_\_\_\_  
*Signature of Authorized Official*

\_\_\_\_\_  
*DATE*

\_\_\_\_\_  
*Printed/Typed Name and Title of Authorized Official*

*This funding request is to be filed with the Amherst Town Manager no later than January 30, 2016*