



**CITY OF BRISTOL, VIRGINIA
OUTSIDE AGENCY FUNDING REQUEST
BUDGET YEAR FY2017-2018**

On or before February 15, 2017, submit this form along with supporting documents to include a certified resolution or other official acknowledgment from the agency requesting funding certifying understanding that the failure to meet the outcome goals and objectives described in this document may result in disqualification from future donations to the agency by the City of Bristol, Virginia to:

City of Bristol, Virginia, 300 Lee Street, Bristol, VA 24201 Attention: Chief Financial Officer

Contact Information:

Agency Requesting Funds: _____

Address: _____

Contact Person: _____

Phone Number: _____

(Name)

(Title)

Email Address: _____

Person authorized to sign contract on behalf of Agency:

Phone Number: _____

(Name and Title)

Financial Information:

1. Amount of Requested Funding FY 2018 (7/1/17 – 6/30/18) \$ _____

2. Assets (as of June 30, 2016): **Cash & Other Equivalents** \$ _____

3. Fund Balance as of June 30, 2016:	<u>Type</u>	<u>Amount</u>
	Restricted	\$ _____
	Unrestricted	\$ _____
	Other	\$ _____
	Total Fund Balance	\$ _____

4. Funding Sources: (Please indicate actual or anticipated funding sources for the periods specified)

<u>Funding Source</u>	Prior Year FY 2016	Current Year FY 2017	Budget Year FY 2018
	<u>Amount Allocated</u>	<u>Amount Anticipated</u>	<u>Amount Anticipated</u>
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

Program Information:

****NOTE:** Please be concise and limit each answer to **no more** than a third (1/3) of a single-spaced page using a font size of 11 or larger. Complete sentences in bullet form are desirable.

Purpose and Goals

5. What community need/opportunity is being addressed by your agency/project? In other words, what is missing and how will you fill that gap? What evidence is there that this is a need/opportunity? (use local statistics, if available) Who is your target population?

Program/Services

6. How does your organization propose to meet the described need? (What services, programs, or activities will be provided or implemented...what other groups or organizations do you partner with to meet your objectives.). **Please observe space limit.** If you want to include additional information, include it in a cover letter or as an attachment.
7. Describe the resources, structure, and capabilities of the organization that qualify it to meet the need and make successful implementation of the proposed goals likely?
8. Please describe methods you use to make sure the programs/services are accessible to all citizens of the City of Bristol, Virginia (consistent with your mission and purpose)

11. What are the consequences if the City does not fund this request?

12. If approved, this funding is only for the current budget cycle. What is your strategy for sustainability of the agency/project after the period of funding ends?

13. If this request is a change from previous years, explain the justification for the change.

Projected Outcomes and Results for Current Funding Request:

14. What are your outcome objectives for the funding period? How will this be measured? (Describe how your organization proposes to make a measurable and achievable difference in the city, e.g. changes in behavior, situations, conditions, or knowledge. Who/what will be changed and how?)

Summary of current funding request:

Strategic goal(s) for this funding request 2018	How goals will be measured	Projected Results
<p>Example: Attract 30,000 – 35,000 visitors to the museum of which at least 50% will be tourists.</p>	<p>Measured by taking zip codes at the museum's information desk.</p>	<p>Anticipated number 15,000 – 20,000 visitors from outside 22601 zip code.</p>

Actual Outcomes and Results for a Previous Funding Request:

15. If you received funds from the City of Bristol, Virginia last year, provide a brief final report of the funds provided to your agency last year. Please include detailed information regarding what the funds were used for, the actual outcome, and how they compared to the projected outcome provided in the original funding request. *(Please be brief-500 words or less and you may include as an attachment.)*

Summary of previous year funding request:

Strategic goals for previous years	Funding Received	Projected Results	Actual Results
<i>Example: 2016 Goal:</i> Attract 25,000 visitors to the museum of which at least 50% will be tourists.	\$25,000	Anticipated 10,000 – 15,000 visitors from outside 22601 zip code.	11,368 visitors (70%) from outside 22601 zip code

Other Financial Information:

16. Please attach a copy of your agency’s budget showing revenues/resources and expenditures for the prior year actual, current year budget, and /or estimated current year actual and proposed budget year. (past, present, future)

17. Please submit the agency’s most recent certified audit, if available, or financial report, and make available for inspection all bookkeeping and other records in support thereof. (Electronic copies may be sent to pvenable@bristolva.org).

