

**CITY OF BARSTOW  
CITY COUNCIL PROMOTIONAL FUND APPLICATION**

Date: \_\_\_\_\_

**APPLICANT INFORMATION**

1. Name of Applicant: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_  
\_\_\_\_\_
3. Contact Person/Title: \_\_\_\_\_
4. Phone: \_\_\_\_\_

**PROJECT DESCRIPTION**

1. Using 25 words or less, provide a concise description of the proposed project:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Amount of funds requested for this project: \_\_\_\_\_  
**Please attach a project budget identifying the project expenses and sources of funding.**
3. Where will the project or program take place: \_\_\_\_\_  
\_\_\_\_\_
4. Describe the people who will benefit from this project and estimate the number of people to be served:  
\_\_\_\_\_  
\_\_\_\_\_
5. Are you, or is your organization a non-profit agency? If yes, please identify the status [i.e., 501(c)(3)]:  
\_\_\_\_\_
6. Federal I.D. Number or Social Security Number of your non-profit organization:  
\_\_\_\_\_
7. How will this project benefit Barstow?  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

# CITY OF BARSTOW

CALIFORNIA

## POLICIES and PROCEDURES MANUAL:

Subject: **COMMUNITY PROMOTIONAL FUND POLICY**

Every year, the City Council tries to budget for promotions that benefit the community or bring recognition to the City and community of Barstow. It is the responsibility of the City Council to review reasonable requests from community organizations, schools, students, etc. for promotional support, either in the form of money or services.

The intent of this policy is to establish guidelines for promotional support.

### **POLICY**

Funds must be used for a direct public purpose. The public purpose may be served if the City or community of Barstow is promoted, either in an economic or socio-political sense. This does not prevent private persons from participating in or realizing an ancillary benefit from expenditure of the funds.

Each organization or individual(s) that receives promotional funds should provide evidence to the City Council that the City is not being asked to be the sole provider of promotional funds. For example, if a project costs \$2,000, it might be appropriate to ask the City for \$500, and solicit the balance from other community and business organizations.

Each organization or individual(s) submitting a request for funds from the City Council's promotional account shall submit a detailed report as to how the funds, if received, will be expended. No request will be considered by the Council that does not contain this information.

Any request for funds by an organization or individual(s) on behalf of the School District or Community College shall be accompanied by written approval from the Board of Trustees or Superintendent or President, as applicable.

Each July, organizations or individuals that received promotional support will provide a written report to the City Council on how the funds were used in the program or project. The Council will be able to use these progress reports to assist them with future or additional awards.

Reference:

Effective Date

Revision No.

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Section