



CITY OF CAMARILLO

COMMUNITY SERVICE GRANTS FOR IRS CODE §501(c)(3) NON-PROFIT ORGANIZATIONS FISCAL YEAR 2016-2017

APPLICATION SUBMISSION GUIDELINES

- ✓ **One (1) original (with original signature) and six (6) copies** of your application should be submitted in the following format: double-sided and paper clipped.
Please no staples or binding of any kind.
 - Ensure the following items are included with each application:
 - IRS Determination Letter (Attachment A)
 - Officers and Board of Directors (Attachment B)
 - Program/Project Budget (Attachment C)
 - Current Fiscal Year Budget (Attachment D)
 - Financial Statements for the most recently closed year (Attachment E)
 - IRS Form 990 or Form 990-N (Attachment F)
- ✓ If you wish to provide any supporting materials in addition to the required documentation, such as brochures, news articles, etc., please include **one (1) original and six (6) copies**.
- ✓ Is the certification on the final page signed?
- ✓ Return completed application packets to Ronnie J. Campbell, Director of Finance, **on or before 5:00 p.m., Friday, January 22, 2016**. Application packets must be received by the deadline as **postmarks will not be accepted**. If hand-delivering, please submit your application packets at the City Clerk's counter.
- ✓ Please contact Licette Maldonado, Accounting Manager, at (805) 388-5327 or lmaldonado@cityofcamarillo.org should you have questions regarding the application materials.