



City of Portsmouth Community Fund Request Form

Each year the City of Portsmouth reserves a limited amount of funding for non-profits who undertake projects in the City of Portsmouth. This funding is restricted to project costs only (no operating costs allowed). Requests will be received October 1st through November 30th of each calendar year. Late or incomplete fund requests will not be eligible for funding. More information may be requested prior to funding. Requests are to be emailed to: dratliff@porstmouthoh.org

Guidelines

- Requests will only be accepted to organizations having recognition under Section 501 (c) (3) of the Internal Revenue Code.
- The City of Portsmouth will not fund operating costs, annual giving, or religious organizations
- The City of Portsmouth will fund projects in the following areas: education, community development, economic development, arts, culture, social services, and civic benefit.
- Request are accepted from existing organizations in the community as well as newly formed nonprofitgroups.
- The City of Portsmouth will not fund projects that have already been completed.
- The City of Portsmouth will not fund projects that duplicate the services of other recipients.
- The City of Portsmouth will give greater priority to projects that only request a portion of the total project cost, demonstrate partnerships with other organizations, open to the public and offer projects that are inclusive and ADA accessible.
- All final reports must include invoices with proof of payment.
- Failure to provide requirements requested in the final report may negatively impact future funding requests.

Required Documents

- Completed Community Fund Request Form & Budget Worksheet
- A copy of your organization's tax-exempt letter from the IRS
- Previous year detailed revenue and expense report
- Cost estimate



City of Portsmouth Community Fund Request Form

Organization Name: _____

Address: _____

Telephone: _____ Email: _____

Name of Contact: _____

Project Title: _____

Dates of Project: Start _____ Finish _____

Total Project Budget: _____ Requested Amount: _____

Other Sources of Funding & Amounts:

Primary Beneficiaries of This Project:

Anticipated Goals & Attendance:

Project Summary:

Project Purpose:

Project Implementation Plan:

Projected Outcomes:

**Additional pages may be included if needed*



City of Portsmouth
Community Fund Request Form

PRE-PROJECT BUDGET WORKSHEET				
Project Revenues				
REVENUES	Organizational Contribution	Other Funding Sources	City of Portsmouth Request	Total
Grants and Other Support				
Project Expenses				
EXPENSES	Organizational Contribution	Other Funding Sources	City of Portsmouth Request	Total
Direct Project Costs				
Material				
Labor				
TOTAL EXPENSES				