

HOONAH LIQUOR INC.

APPLICATION TO THE BOARD OF DIRECTOR'S FOR FINANCIAL SUPPORT

Due in the City Clerk's Office no later than 3:00 p.m. the Tuesday preceding the Monday Board meeting.

GUIDELINES

The attached application has nine sections. **Sections 1-8 must be completed and returned prior to the meeting.** Section 9, the Project Summary and Expenditure Report must be completed and returned after expenditure of funds. If all of the funds have not been expended within 30 days of receipt of the funds, a project update should be filed. **Applicants failing to complete and return Section 9 may not be eligible for future requests.**

- Applications must be picked up and returned to the City Clerk.
- The original and 7 copies of the application and cover letter must be returned to the City Clerk.
- Upon completion of the project, the Applicant shall submit a Project Summary and Expenditure Report to the City Clerk for review by the Board of Director's of Hoonah Liquor Inc. (hereafter "the Board") within 30 days of the original request.
- Applicants must be sponsored by and "Organization" within Hoonah and the person making the request must be a resident of Hoonah.
- Applications must be accompanied by a cover letter of request, and applicant or representative must be present when the application is being considered at the meeting by the Board.
- Eligibility is limited to: community, school, health, municipal, educational, recreational and cultural activities.
- The Board, upon considering the application, makes the final decision.
- The Board **MAY** consider funding a financial request up to 50% of the total project amount, providing that the applicant supplies and demonstrates a matching amount of equal or greater than the amount requested.
- The Board reserves the right to sponsor a project not intended for individuals or for profit entities.

APPLICATIONS NOT ADHERING TO GUIDELINES SHALL BE REJECTED.

HOONAH LIQUOR INC.
FINANCIAL SUPPORT APPLICATION

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| <p style="text-align: center;">OFFICE USE ONLY</p> <p style="text-align: center;">Assigned Application Number:</p> <p style="text-align: center;">_____</p> | <p style="text-align: center;">OFFICE USE ONLY</p> <p style="text-align: center;">Stamp received</p> <p style="text-align: center;">Time: _____</p> |
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Due in the City Clerk's Office no later than 3:00 p.m. the Tuesday preceding the Monday Board meeting.

1. Applicant Information

Sponsoring Organization: _____

Address: _____

_____ Hoonah, Alaska 99829 _____

Phone: _____

Make Check Payable To: _____

2. Amount of Financial Support Requested

Anticipated amount of project: _____

Any matching funds? ___ Yes ___ No Amount: _____

3. Other Resources

List all Organizations you are requesting financial support from:

| | |
|----------------------|------------------|
| Name of Organization | Amount Requested |
|----------------------|------------------|

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| | |
|----------------------|------------------|
| Name of Organization | Amount Requested |
|----------------------|------------------|

HOONAH LIQUOR INC.

Due in the City Clerk's office within 30 days of receipt of Financial Support and no later than the Tuesday preceding the Monday Board meeting. **ALL receipts are DUE with this Expense Report.**

- Project update
- All the funds have been expended

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|---|
| OFFICE USE ONLY |
| Date Received: _____ |
| Assigned Application Number: _____ |

9. Project Summary and Expenditure Report

A. Name of Sponsoring Organization: _____

B. Amount Requested: _____

C. Date Requested: _____

D. Person(s) receiving payment for services rendered:

E. Items Purchased with money requested. Please be as detailed as possible.

F. Certification of Applicant

I certify that the funds were expended as herein stated.

Signature of Applicant

Date