



January 3, 2018

Dear Non-Profit:

The City of Manassas is accepting applications from non-profit organizations for programs or services that support the Mission and Strategic Goals of the City as part of the City's Fiscal Year (FY) 2019 Budget process. If your organization wishes to request a grant (contribution) from the City for FY 2019, (July 1, 2018 through June 30, 2019), please submit your application to the City Manager's Office by 5:00 p.m. on February 9, 2018.

The grant application consists of:

1. A brief summary (one to two pages) of the **program or services your organization will provide** to City residents, businesses or visitors with these grant funds and how this program or service supports the Mission and Strategic Goals of the City. Include an estimated number of City residents, businesses or visitors that would be served by your program or service in FY 2019.
2. Supporting information about your organization including:
 - Name of Organization
 - Name of Contact for the proposal
 - Funding amount requested
 - Current and Proposed Organizational Budget
 - Most Recent Organizational Financial Report/Audit
 - List of Organization Board of Directors/Trustees and Executive Director
 - IRS letter showing tax exempt status of the Organization

Please send four (4) copies of your request to the City Manager's Office by 5:00 p.m. on February 9, 2018. Additional information may be requested at a later date from Non-Profit Organizations advancing in the process for funding.

If you have any questions, please feel free to call Kay Taylor at 703-257-8202.

Respectfully,

A handwritten signature in black ink, appearing to read "W. Patrick Pate", is written over a white background.

W. Patrick Pate
City Manager