



# City of Dayton

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RE: City Council Donation Request

The Dayton City Council has established new general guidelines surrounding community donations. The City Council wishes to use some of the State Revenue Sharing Funds to contribute to local fundraisers, projects and activities that benefit the citizens of Dayton.

We will be using a new chart for the average donation to be awarded. However, we reserve our authority to adjust the amount of the donation.

Residents Served:	Eligible Donation:
0-10	\$100
11-25	\$200
26-50	\$300
51-100	\$400
101-200	\$500
200 or more	Under or by consideration of the Council

The City Council would like you to complete at least 50 percent of your total fundraising before asking for funds from the Council. You should apply at least 60 days in advance of the time that you actually need the funds. Last minute requests may not have time to be put on the agenda and may result in no award.

If at all possible the Council would like a representative from the organization to be at the meeting where the request is heard. We love any and all feedback after the event has taken place. You can appear during Public Comment at a Council meeting or write a letter for follow-up.

We would like for your request to be specific to the needs of the event and what the money will be used for. Funds should have specific uses and not to raise excess for future needs.

The City Council would like to encourage your group to perform volunteer service in good faith to the community whenever possible. The City can assist you in identifying a project that fits in with your skills and abilities.

Finally, the City Council has changed these policies to be able to help the most causes and activities to benefit the most people in its influence. We want to encourage ownership and diligence in the pursuit of these worthwhile activities

City of Dayton





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## REQUEST FOR DONATION

- ✓ Please answer all questions, incomplete answers may cause your request to be denied.
- ✓ Donation Requests must be received 60 days before the event or project date.
- ✓ Requests need to be submitted by the 20th day of the month prior to the City Council Meeting date.
- ✓ The Dayton City Council meets on the first Monday of each month.

Date Received:

### GROUP/ORGANIZATION CONTACT INFORMATION

Name of Organization/Group:

Mailing Address:

Contact Person:

Phone #:

Email Address:

Date of City Council Meeting you will be attending:

Name of representative attending Council Meeting:

Check should be made out to:

Date Donation is needed:

### REQUEST INFORMATION

Amount Requested: \$

Number of Citizens who will benefit:

# of Citizens	Request Amount	Dayton City Council reserves the right to amend amounts to be donated.	# of Citizens	Request Amount
<input type="checkbox"/> 0 - 10	\$100		<input type="checkbox"/> 51 - 100	\$400
<input type="checkbox"/> 11 - 25	\$200		<input type="checkbox"/> 101 - 200	\$500
<input type="checkbox"/> 26 - 50	\$300		<input type="checkbox"/> 201 +	By Council

Out of the number of citizens who will benefit from this donation, what percentage are Dayton residents?:

How will the donated funds be used? (Be specific & Itemize dollar amounts)


Will your project or event create excess funds?

☐ Yes

☐ No

What will they be used for?


### FUNDRAISING

50% of your total fundraising goal amount must be raised by the date of this application

Fundraising Goal Amount?

Fundraising amount earned to date:

Please list all fundraising planned & estimate projected amounts to be earned:


## BENEFITS OF YOUR EVENT OR PROJECT?

How does your project or event benefit or bring honor to the Dayton Community?

Why do you think the Council should honor your request?

Are there any unique or special things about your request or your project that you feel might assist the City Council in making a decision?

How & when do you plan to advise City Council on how their donation was used & the results of your event?

Is your Group or Organization willing to do a volunteer project? ☐ Yes ☐ No

List the volunteer projects you are willing to complete & the date they can be completed by:

## OFFICE/CITY COUNCIL USE

Date Application Received:

Council Meeting Review Date:

Requested Funds Date:

Date Application Approved:

Amount Approved:

Date results are to be reported:

Date results were reported:

Volunteer Project Required: ☐ Yes ☐ No

Date of Volunteer Project:

Type of Volunteer Project:

Date Volunteer Project Completed:

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