

Town of Greensboro Budget Request Procedures

The Town of Greensboro receives many requests for donations at budget time each year. In an attempt to streamline the process and provide transparency and fair consideration for all organizations we have implemented the following procedures.

1. The Town will send out letters detailing budget procedures to all outside groups/organizations who normally request funding by Jan 1st each year such as:
2. All budget requests from outside organizations must be submitted in writing by **Jan. 30th** including supporting documentation. (need, funding sources, budget)
3. A formal presentation by a member of the group/organization requesting funds must be done at the 1st meeting in March to allow questions from the Town Council. You will need to call to be put on the agenda for this meeting. The meeting date will be March 2nd.
4. Budget workshops will be held with the Town Council as needed.
5. 1st meeting in May budget will be introduced
6. 2nd meeting in May budget public hearing
7. 1st meeting in June adopt budget

Budget Allocation Request Form

All entities wishing to receive a budget allocation from the Town of Greensboro must complete this form and return to Greensboro Town Hall by **Jan. 30th**.

The requesting entity will be required to present their request at the 1st Town Council meeting in March and should be prepared to answer questions from the Council about their request.

Name of Requesting Entity: _____

Type of Entity: Public Non Profit Government (circle one)

Contact Person for Request: _____

Title of contact person _____

Address: _____

Phone number: _____ Alternate Contact Number: _____

Email address: _____

Amount of allocation requested: _____

Please provide written documentation to support your request including operating budget, other funding sources, amount requested and a need statement – how you intend to use the funds.

Submission of this form and documentation does not guarantee funds will be allocated.