



APPLICATION PROCEDURES
City Development & Non-Departmental Funding
Fiscal Year 2026-2027

Greetings: Proposals should include a response to each of the items listed below. The funds you are requesting should be for events that will occur between **October 1, 2026 and September 30, 2027**. All proposals should be organized in the format below:

- I. Proposal Table of Contents
- II. Proposal Detail (please structure your proposal with the following sections where appropriate).
 - A. ORGANIZATION IDENTITY
 1. Name, address, telephone number and web address of the organization.
 2. Name, address, telephone number of the project, if different.
 3. Name, address, telephone number, title and **e-mail** of contact person.
 4. Name, address, telephone number, title and **e-mail** of person responsible for the project, if different.
 5. Copy of Articles of Incorporation/Charter/Constitution, and Bylaws.
 6. Name and title of person who is authorized to sign contracts for the organization.
 - B. ORGANIZATION OVERVIEW
 1. Brief history and description of the organization.
 2. Primary purpose and programs.
 3. Geographic area and age group served by the organization.
 - C. NATURE OF REQUEST
 1. Amount requested.
 2. Description of project.
 3. Description of target populations served by project.
 4. Workplan or timeline for project.
 5. Evaluation plan for project outcome.
 6. Plan for on-going funding of the project.



D. FINANCIAL INFORMATION

1. Project budget including income & expenses for the project year being applied for.
2. Total project budget compared to amount proposed to be funded by the City.
3. Total project income at date of application and/or proposed income.
4. Total organization operating budget for the current year (income & expenses).
5. Latest annual financial statement (audited if available).
6. Last year's IRS Form 990 or 990PF information.
7. Grants received (from other funding sources) & pending grant requests for project.
8. Sources and amounts of all other income.

E. SUPPORTING DOCUMENTATION

1. Qualifications of each staff person.
2. Percent of time for each staff person allocated to the proposed project.
3. A copy of the organization's IRS tax-exempt status letter.
4. A list of Board of Directors, with occupations or affiliations.
5. Letter signed by Board Secretary stating that this application has the approval of the Board of Directors.

Please complete your attached application and all required documents via one of the following methods:

- EMAIL a single PDF scan of your entire application (**ONLY ONE SCAN ON THE PDF PLEASE**), OR,
- Mail to City of Midland, Attention: City Governance Officer/City Secretary Marcia Bentley-German, 300 N. Loraine St., Midland, TX, 79701, OR
- Walk in one unbound copy to my attention

Proposals should be submitted to the attention of Marcia Bentley-German, City Secretary's Office, 300 North Loraine, Suite 330 by 5:00 p.m. **Friday, March 20, 2026.**

Revised 2/2026