



CITY OF BUFFALO – FILLMORE DISTRICT
DISCRETIONARY GRANT APPLICATION

This application may also be completed in an online version at this link: <https://forms.gle/uprKi1Cuf2cBffBp6>.

Thank you for your interest in receiving discretionary funds from the Fillmore District in the City of Buffalo! Each application is considered on a case-by-case basis without regard to past grants offered. **To be eligible to receive discretionary funds from the Fillmore District, applicants should consider the following requirements:**

- 1) Grants can only be made to not-for-profit organizations within the City of Buffalo;
- 2) Grants awarded must have a deliverable outcome which benefits the public;
- 3) Grants are available solely for activities and programs conducted for residents in the City of Buffalo;
- 4) Grants for capital purchases are highly discouraged and are subject to additional rules, regulations, and reporting requirements under the oversight of the City Comptroller’s office;
- 5) Grantees are not guaranteed any minimum disbursement, but grants also may not exceed \$50,000;
- 6) Grants are awarded at the complete discretion of the Council Member. Grants may be funded in full, funded in part, not funded at all, or funded with contingencies;
- 7) Grants cannot be used for the following costs:
 - a. Sales Tax
 - b. Advertising where the sole purpose of the expense is referencing a Council Member
 - c. Home repairs for residents; and
- 8) Grantees may only receive one grant per fiscal year. In the event that a grantee applies for a grant and does not receive one, they may re-apply in the same fiscal year.

If you have any questions about these discretionary fund policies, please contact the Fillmore Office using the information below. Or, proceed to the application form on page two.

Contact: **Rebecca Castaneda**
 Chief of Staff, Fillmore District
 Mitchell P. Nowakowski
 City Hall Room 1410
 (716) 851-4138
 rcastaneda@city-buffalo.com

Section A. Organizational Information

ENTITY/ORGANIZATION:	
MAIN POINT OF CONTACT:	
PHONE NUMBER:	
EMAIL ADDRESS:	



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Section B. Requested Use of Funds/Amount Requested

FUNDS REQUESTED	
COST	USE OF FUNDS
\$	
\$	

Section C. Questions

1) Is your organization a registered not-for-profit organization?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2) Does your organization have a deliverable which benefits the public?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3) Would this grant be for an activity or program which benefits residents in the City of Buffalo?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4) Would this grant be used for a capital purchase?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5) Do you plan to use this grant for costs including sales tax, advertising, or home repairs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6) Has your organization received a discretionary grant from the Fillmore Office in the past twelve (12) months?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7) Has your organization already submitted proofs of expenditure for the most immediate past grant received, if any?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Section D. Application Checklist/Next Steps

Applicants must submit the following documents to rcastaneda@city-buffalo.com for consideration of proposal by the Chief of Staff and Council Member:

- Completed application form
- Written request on organizational letterhead

Additional documents which will be required, but can be submitted after review by the office, include:

- Signed W9 Form (IRS)
- Completed Workers Compensation Form, or exemption
- Unexpired Certificate of Liability Insurance, including listing City of Buffalo as additional insured

Section E. Signature I confirm this application is complete and accurate to the best of my knowledge.

Signature	Date
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