



# **CITY OF ALEXANDRIA, LOUISIANA**

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## **MAYOR JEFFREY W. HALL**

Dear Applicant,

In response to your request for funding, in-kind services and/or use of city property, please find attached our Community Partnership Request form.

**Article 7, Section 14 of the Louisiana constitution strictly governs how** a municipality or other governmental entity can use taxpayer dollars to support any program, event or function, regardless of its purpose. Specifically, the law prohibits straight donations.

The attached form, completed in its entirety, provides the City of Alexandria a method by which to determine whether a program, event or function meets the strict criteria put forth by state law.

This form should be completed at least 90 days before your event, program or function to allow for proper review, preparation and/or legal agreements if deemed necessary.

If you choose to fill out this form by hand, please PRINT clearly. You may type the application separately but must refer to the section **number** and letter for each question when responding.

Once you have completed the application, please make a copy for your records, and forward the original along with supporting documentation requested on the attached checklist to:

City of Alexandria  
Attn: Community Services Division  
P.O. Box 71  
Alexandria, LA  
71309

Should you have any questions regarding the form itself, you may contact the Office of Community Services, 318-449-5225 or the Mayor's Office, 318-449-5000.

Sincerely



**CITY OF ALEXANDRIA, LOUISIANA**  
**MAYOR JEFFREY W. HALL**

**Community Partnership Request**

Each request must include the following documents to be considered for funding or in-kind services:

**Does this application have/do the following?** (Mark "yes" or "no" beside each.)

- 1. Mission Statement
- 2. List of current Board of Directors
- 3. Copy of current year operating budget
- 4. Copy of IRS letter documenting 501 (c)(3) tax-exempt status
- 5. Copy of current budget information for event
- 6. A completed budget worksheet for the event(s)
- 7. A copy of your most recent Form 990
- 8. A copy of the company's Certificate of Good Standing from the State of Louisiana

**In order for this request to be reviewed all of the above items must be included along with the completed application.**