



## FINANCE DIVISION

City of Huntington  
**Finance Division**  
P.O. Box 1659 | Huntington, WV 25717  
(304) 696-5540, option 4  
finance@huntingtonwv.gov

### Contribution Request Form

Date: \_\_\_\_\_

**Instructions:** Please fill out all information completely, attach additional pages as needed, and provide the requested supporting documentation. Contribution Request Form, documentation, and questions can be emailed to Finance Director Kathy Burks at burksk@huntingtonwv.gov or mailed to ATTN: Kathy Burks, City of Huntington - Finance, PO Box 1659 Huntington, WV 25717.

*Please note: A contribution request is only valid for one (1) year.*

#### Organization Information

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Website Address

\_\_\_\_\_  
Address/City/State/Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Name of Contact/Title

\_\_\_\_\_  
Email Address

Federal Tax-Exempt 501(C)3?      Y ☐ N ☐

\_\_\_\_\_  
Federal Tax-Exempt Number

Receives Federal Funds or Subaward? Y ☐ N ☐

\_\_\_\_\_  
Unique Entity Identifier (UEI)

#### Proposal Information

Describe the focus of your organization (i.e. mission, goals, objective, community needs served, etc.). \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fiscal year requested: \_\_\_\_\_ Dollar amount requested: \_\_\_\_\_

How will the funding be used? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What specific impacts does your organization expect to achieve with this contribution?

\_\_\_\_\_  
\_\_\_\_\_

Please describe how your project or initiative aligns with one of the following key priorities for the City of Huntington:

1. Making Huntington Safer
2. Investing in Resilient Infrastructure
3. Driving Economic Prosperity and Promoting Population Growth

If your project does not directly align with one of these priorities, please explain how it contributes to the overall well-being and growth of the community.

Who is your target population and what value will the community receive with this contribution? Please describe:

What are your primary funding sources?

In what year was your organization established? \_\_\_\_\_

#### Required Documentation Checklist

Please submit the following documentation with your completed Contribution Request Form:

- ☐ Annual Financial Statements for the current (YTD) and prior year
- ☐ W-9 Request for Taxpayer Identification Number and Certification
- ☐ Letter of Good Standing from the City of Huntington Finance Division, Licensing Section.
  - Can be obtained by contacting B&O and Licensing Specialist, Becky Bartlett, at bartlett@huntingtonwv.gov
- ☐ Organization's 501(c)3 designation, *if applicable*
- ☐ Organization's most recent IRS Form 990 or 990-EZ, including Schedule A, *if applicable*
- ☐ Most recent financial statement audit or review, *if applicable*

#### Office Use Only

Approved by Finance Director: Y ☐ N ☐ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Mayor: Y ☐ N ☐ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_