



# CITY of SEASIDE

OREGON'S  
F A M O U S  
A L L - Y E A R  
R E S O R T

989 BROADWAY  
SEASIDE, OREGON 97138  
(503) 738-5511

March 19, 2021

Dear Friends:

It is time for the 2021 – 2022 budget season to begin. Each year the City receives funding requests from Non-Profit organizations. Each year the size and number of presenting organizations increases. In order to evaluate each request accurately and fairly, the City asks for financial information.

The Committee is requesting each Organization submit the following information to City Hall by **Wednesday April 7, 2021 BEFORE 5:00 PM:**

- **Seventeen (17) copies of your organizations mission including your funding request form**
- **Seventeen (17) copies of your financial statements for the previous and current fiscal year. Financial statements should include balance sheet information as well as budget-to-actual reports for both revenue and expenditure.**

The information will be distributed to the Budget Committee in advance of your presentation. **It is vital that everything be submitted as requested by the deadline. Failure to do so may result in funding being delayed or denied.**

Again, due to the COVID-19 pandemic, we are unsure if the Budget Committee meetings will be conducted virtually or in person. As soon as we have that information, we will pass it on to you. Either way you will be able to present your organizations Non-Profit funding request on **Monday April 19<sup>th</sup>, 2021 at 6:00 PM.**

In order to be considered for funding, the Committee requires a representative from your organization present your request at the meeting. We ask your presentation be no longer than 5 minutes. Please be aware that the Budget Committee may have additional questions.

If you have any questions, please do not hesitate to call me at 503-738-5511.

Sincerely,

JudyAnn Dugan  
Budget Committee Secretary