



Community Organization Grant Request Form

Today's Date:
(MM/DD/YY)
10 / 11 / 17

See attached for the current Policy & Procedures for Grants to Community Organizations

Contact Information

Organization Name: OPTIMIST CLUB OF ERIE
 Organization Address: _____ City: ERIE State: CO Zip: 80516
 Contact Person: JANNE PASTOR Email Address: JANNE.PASTOR@YHHS.CO
 Daytime Phone: 303-746-1275 Cell: 303-746-1275
 Organization Structure (Ex. non-profit corporation): NOT FOR PROFIT 501(C)3 Tax Exempt # 24-1209435

Request Information

Requesting: Town Sponsored Event - Requesting Financial Assistance Town Endorsed Event - Requesting In-Kind Assistance
 Description of Request: \$2000- SPONSORSHIP FOR 35TH ANNUAL ERIE ERIE FUNDS RAISED THROUGH ERIE ERIE GO TO YOUTH EVENTS: OPERATION SANTA, HOMECOMING PARADE, EASTER EGG HUNT, TRI-STAR BASKET-BALL, 5TH GRADE CAPITAL TOUR, BRAIN BOWL, ETC.
 Date When Funds Are Needed: BEFORE 10/28/17

Event Information

Description of Event (attach additional information if needed): ERIE ERIE 5K/10K/400M GOBLIN RUN
 Date(s) of Event: 10/28/17
 Event/Activity Location: OLD TOWN ERIE + ROADS 10, 5, 3, ERIE PARKWAY Duration of Event: 4 HOURS
 Estimated Attendance: 600 PARTICIPANTS +
 How will this event positively effect the community members and the Town of Erie: IN ADDITION TO SHOWING OFF ERIE TO NUMEROUS RUNNERS, ERIE IS THE ONLY FUND RAISER FOR THE OPTIMIST CLUB OF ERIE

Please note this is only a request form. All requests should be submitted to the Town Clerk who will submit them to the Board of Trustees for consideration in accordance with the annual budget schedule, and will be considered collectively at a Board Meeting. Any requests submitted "out-of-cycle" should be submitted to the Town Clerk who will forward to the Board of Trustees for consideration during a Board of Trustees meeting.

Please return request form to the Town Clerk by email, fax or drop by:
Town of Erie | 645 Holbrook | PO Box 750 | Erie, CO 80516
phone 303.926.2731 | fax 303.926.2706 | nparker@erieco.gov

Office Use Only		
Date Received	/ /	
Date Reviewed	/ /	
Date Approved	/ /	



Internal Review Community Organization Grant Request Form

Eligibility Criteria

- Non-Profit Corporation
- Service Organization
- Public School
- Community Service
- For Profit Business

Award Criteria

- Promotion of commerce and industry
- Celebration of the Town's culture, or heritage
- Observance of local, regional, or national historic dates or events
- Contribution to the general public good in areas of education, safety, health, welfare, or recreational activities *ALL OPTIMIST CLUB MONEY GOES TO ERIE YOUTH*
- Expected number of people who will participate or benefit from the program, event, or activity
- Consistency of the applicant's, customers and promotional goals with the Town's character, values and service priorities
- The applicant's historical participation and association with community projects, events and continued willingness to participate
- Community support for, or opposition to, the proposed project
- The operating and maintenance costs associated with the proposed project
- Anticipated public perception of the association of the Town and the proposed project
- The applicant's regard for and demonstrated success in environmental stewardship

Department Reviews

- Town Clerk: _____
- Administration: _____
- Finance: _____
- Parks & Recreation: _____
- Police: _____
- Public Works: _____

Board of Trustees

- Approval Date: _____
- Notes: _____
- _____
- _____
- _____

Optimist Club of Erie

PO Box 311

Erie, CO 80516

October 10, 2017

Fred Diehl, Asst., to the Town Administrator

Town of Erie

PO box 750

Erie, CO 80516

Hello Fred,

I am the Treasure for the Optimist Club of Erie. Joanne Pastor the President of the Optimist has asked me to send you an invoice for a 2017 sponsorship from the Town. I am new as Treasurer and I am late in sending this Invoice.

Thank you for your support of Erie youth through The Optimist Club of Erie!

A handwritten signature in cursive script that reads "Willow Campbell".

Willow Campbell

425-422-8628

Optimist Club of Erie

PO Box 311
Erie CO 80516

Invoice

Date	Invoice #
10/10/2017	182

Bill To
Town of Erie PO Box 750 Erie, CO 80516

Description	Amount
2017- 35th Annual Eerie Erie- Optimist Club of Erie	2,000.00
Thank you for you support!	Total \$2,000.00