

## REQUEST FOR FUNDS PROCEDURE

The Clarence IDA is entertaining requests for funds to be distributed in the form of small grants in amounts to be determined by the members of the Town of Clarence Industrial Development Agency upon review and approval of submitted written requests. The total funds to be apportioned to applicants for 2011 will be an amount to be determined during the budget process. The procedure is as follows:

- A. All requests for funds from the Agency must be in writing.
- B. All requests should be submitted **by no later than December 31<sup>st</sup> of the year prior to the year funds are requested** from the Agency. (by December 31, 2010 for 2011).
- C. All submitted requests received by the Agency shall be disseminated to the Board at the Annual Organizational Meeting.
- D. The Board may deliberate on the requests beginning the meeting after the Annual Organizational Meeting.
- E. The requesting party will be notified by the Agency as to the date and time that the request will be placed on the agenda.
- F. The requesting party or a representative must attend the meeting that their request is placed on the Agency's Agenda for discussion.
- G. The award of funds shall be voted upon at the April meeting of the year that same are requested from the Agency.
- H. The requesting party will be notified, in writing, of the Agency decision regarding funding of the project.