



# 2018 Schedule A for events from 7/1/18 to 6/30/19

## FEE WAIVER/CHARITABLE DONATION REQUEST

We assume, in reviewing your request for fee waiver or charitable donation from the City Council, that your organization will not receive social service agency and/or Community Development Block Grant (CDBG) funding from the City of Lewiston in the next Fiscal Year (beginning July 1). This schedule and applicable attachments must be completed in full and returned to the address below.

EVENT NUMBER: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_ REQUESTED DATE: \_\_\_\_\_

NAME OF ORGANIZATION: \_\_\_\_\_ NON-PROFIT: \_\_\_\_\_ FOR-PROFIT \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NEW EVENT Yes \_\_\_ No \_\_\_ REPEAT EVENT Yes \_\_\_ No \_\_\_

### Request

CASH DONATION Yes \_\_\_ No \_\_\_ Amount \$ \_\_\_\_\_

CITY-DONATED SERVICES and/or SUPPORT relative to City properties, resources, assets, or departments (i.e. Public Works road closures, Police intersection control, etc.)? Yes \_\_\_ No \_\_\_ Please Describe Below:

### Financial Information/Budgets

For REPEAT events only – Return information with Schedule A

- Include the organizations financial statements from the previous year's event.
- Include the organizations budget for the upcoming event.

### Fundraising Yes \_\_\_ No \_\_\_

- For events that occurred last year, was the fundraising a success? Yes \_\_\_ No \_\_\_
- Brief comment: \_\_\_\_\_
- Was a non-employee hired to organize and/or manage the event? Yes \_\_\_ No \_\_\_
- Name of individual \_\_\_\_\_ organization \_\_\_\_\_
- Were event services provided by you to raise money for one or more NP agencies? Yes \_\_\_ No \_\_\_ Name of organization \_\_\_\_\_  
(provide a signed statement from event organizer including financial information to include amount raised and agency name.)

**Please include a statement of how your event met you projections and expectations.**

Return completed Schedule A and required documentation to:

Janet Labbe, Lewiston City Hall, 27 Pine Street, Lewiston ME 04240; [jlabbe@lewistonmaine.gov](mailto:jlabbe@lewistonmaine.gov) or FAX 795-5069