



Columbia Parks and Recreation Department Financial Assistance Program Non-Profit Groups

The Financial Assistance Program for Groups was created to provide financial assistance for qualifying non-profit group organizations (i.e. special needs, low-income, group homes, etc.) to provide access to facility reservations at the Park Shelters and/or Armory Sports and Community Center.

Financial Assistance for Non-Profit Groups Program Policies:

- Funds appropriated by Columbia's City Council with additional funding provided by Columbia's Utility Bill Check Off program. Awards will not exceed funding made available through these sources.
- Awarded funds can be used to cover facility reservations for group meetings at the Park Shelters and/or Armory Sports and Community, or a combination of both. Applicant must request to use rewarded funds at the time of reservation.
- Awarded funds can only be applied to 75% of the reservation fee; renter/organization must pay the remaining 25% at the time of reservation.
- Applicants must be located within the city limits of Columbia and be a federal non-profit organization. Proof of address and nonprofit status may be requested.
- Applicant can request up to \$400 per fiscal year, but may request less. The fiscal year runs **October 1 – September 30**. Awarded amount releases back to Parks and Recreation on September 30 of the current fiscal year.
- Applicants may only apply **once** per fiscal year.
- Awards are made on a first come, first serve basis based on fund availability, and fund allotment is reviewed annually by the department and subject to change.
- Award amount eligibility may be reduced upon renewal if groups use less than 75% of previously requested amount.

How to apply:

- Fill out the application completely.
- A copy of the certified letter from the IRS establishing the organization as a 501(c)(3) is required with application.
- Include a short letter of intent (less than 2 pages) outlining organization mission, values, the community served, and any other pertinent details.
- Provide proof of organization address within City Limits.

To submit:

- Mail / Deliver To:
Columbia Parks and Recreation, PO Box 6015, 1 S 7th St, Columbia, MO 65205
- Fax: 573-874-7640
- Scan and Email: parksandrec@como.gov
- Additional Questions Call: 573-874-7460



**Columbia Parks and Recreation Department
Financial Assistance Program
Non-Profit Groups**

Name of Organization

Contact Name and Title

Contact Phone Number _____

Contact Email _____

Secondary Contact _____

Contact Phone Number _____

Contact Email _____

Organization Street Address

City _____ **Zip Code** _____

(*Must be within Columbia city limits. No PO boxes.)

Has your organization received financial assistance through Parks and Recreation previously?

☐ Yes & Date of award: _____ ☐ No (check one)

Federal Non-Profit ID Number _____

Total estimated number of youth and adults that benefit from received assistance:

_____ youth (under 18 yrs old) _____ adults (18 and up)

Please attach a letter of intent expressing your nonprofit's mission, values, the community served, and any other pertinent details about your organization.

Amount of awarded funds requested (up to \$400 annually) _____

I affirm that the above information is true and complete. I agree to provide documentation as requested for review and determination of eligibility.

Applicant's Signature

Date

***Send in a copy of your Federal Non-Profit status letter with this application**