

LUCAS COUNTY COMMISSIONERS MEMORIAL DAY APPROPRIATION REQUEST

Please send completed form to Board of Lucas County Commissioners

Phone: **419-213-4500**

Fax: **419-213-4532**

U.S. Mail: **One Government Center, Ste 800, Toledo, Ohio 43604**

Organization Name: _____

Amount Requested: _____

Contact Name: _____

Phone: _____ E-mail: _____

Per Ohio Revised Code 307.66 "each board of county commissioners, annually, shall appropriate, and advance upon application made no more than one hundred twenty days prior to memorial day, to each garrison or naval branch of the Army and Navy Union, U.S.A. and to each chartered post, garrison, or naval branch of any organization of veterans recognized and chartered by the congress, upon request of their officials, in the county, a sum of money not to exceed five hundred dollars to aid in defraying the expenses of memorial day."

Please describe the request and how the organization will use the funds for the benefit of county residents (attach additional sheets if needed):

The Commissioners may, at their discretion, ask for additional documentation. If you have questions about this process, call the Office of Management and Budget at 419-213-4517.

Please provide the following to be used if the request is approved:

Make Check Payable to: _____

Mailing Address: _____

Contract phone #: _____

INSTRUCTIONS

All required/supporting documentation must be provided at time of application.

Attach an IRS form W-9.

You may apply for funds 120 days before Memorial Day. You must submit with the application a statement of expenses incurred up to the time the application. This application will allow for the encumbrance of funds on your organization's behalf.

After the event, you must submit receipts and a sworn affidavit accounting for the funds spent within 60 days after Memorial Day .

The Office of Management and Budget will review receipts for validity and can reject those deemed invalid.

Funds shall not be used for the purchase of Alcoholic Beverages.

If you are receiving funds for an event, there should be no charge for people to attend the event.

Events must be military oriented and coincide with Memorial Day services. Especially paying respect to the those that have passed on.

The submission of fraudulent receipts may lead to disqualification of organizations for future requests.

Recipient:

Signature

Printed Name & Title

Organization Name

Date