



# Village of Saranac Lake

39 Main Street, Suite 9 Saranac Lake, NY 12983-2294

Phone: (518) 891 - 4150

Fax: (518) 891 - 1324

Web Site: [www.saranaclakeny.gov](http://www.saranaclakeny.gov)

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## FUNDING REQUEST FORM

Businesses and organizations seeking Village funding for special events or projects must complete and return this application, along with a statement letter on your organizations official letterhead. This request form must be submitted at least 6 six weeks prior to the event the funding will be used for.

### Organizational Information:

Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact Name & Title: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip

Phone #: \_\_\_\_\_

Not for profit?  Yes  No

E-mail: \_\_\_\_\_

Is this a Fundraising event?  Yes  No

### Event/Program Information:

Name of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Is this the first time requesting funds for this event?  Yes  No

Has this event received financial support from other sources?  Yes  No

If yes, please list here: \_\_\_\_\_

Amount Requesting: \_\_\_\_\_

How many years has this event taken place? \_\_\_\_\_

Location of event: (address, town, county) \_\_\_\_\_

Website of Event/Organization(if applicable): \_\_\_\_\_

**Description of Event:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**How will the requested funds be used?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*\*Please attach a draft budget for the event you are seeking funding for (if applicable)\*\***

Submit completed form to  
clerk@saranaclakeny.gov  
or  
Village Clerk  
Village of Saranac Lake  
39 Main St., Suite 9  
Saranac Lake, NY, 12983