



CITY OF MONTCLAIR  
5111 Benito Street  
Montclair, CA 91763

APPLICATION FOR CHARITABLE SOLICITATION OR CANVASS PERMIT  
Without Fee

Date\_\_\_\_\_

Name of Applicant\_\_\_\_\_ Home Phone\_\_\_\_\_

Applicant's Home Address\_\_\_\_\_ City, State, Zip\_\_\_\_\_

Name of Organization\_\_\_\_\_ Phone\_\_\_\_\_

Local Address\_\_\_\_\_ City, State, Zip\_\_\_\_\_

Headquarters Address\_\_\_\_\_ City State, Zip\_\_\_\_\_

Date Organized\_\_\_\_\_ Incorporated\_\_\_\_\_ Tax Exempt No.\_\_\_\_\_

Attach proof of 501 (c) (3) status.

The purpose for which the solicitation is to be made:\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The total estimated amount of funds to be raised is\_\_\_\_\_

The need for the contributions to be solicited is as follows:\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following persons will be in direct charge of conducting the solicitation:

Name                                      Title                                      Address                                      Business Phone

\_\_\_\_\_  
\_\_\_\_\_

The method or methods to be used in conducting the solicitations are as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The proposed dates for the beginning and ending of the solicitations are:

Date begin \_\_\_\_\_ through \_\_\_\_\_

The estimated total cost of the entire solicitation campaign is \_\_\_\_\_

Have you attached a financial statement for the last preceding fiscal year of all funds collected for charitable purposes by the applicant, giving the amount of money raised, together with the cost of raising it and the final distribution thereof? \_\_\_\_\_

If the answer is "No", give date when this statement will be submitted \_\_\_\_\_

A full statement of the general character and extent of the charitable or religious work being done by the applicant and also the character and extent of such work being done or to be done with the City of Montclair is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does applicant certify that if a permit is granted, it will not be used or represented in any way as an endorsement of the City of Montclair or by any department or officer thereof? \_\_\_\_\_

If promoters, paid agents, paid solicitors, or performing groups are to be used, attach list of names, addresses, and a copy of the contracts to this application.

Attach a list of all solicitors to this application. List of solicitors must include home address and phone.

NOTE: This application is for a permit only. A business license application must also be completed by the applicant and approved by the City prior to commencement of operations.

Recommended \_\_\_\_\_ Date \_\_\_\_\_  
Business License Clerk

Recommended \_\_\_\_\_ Date \_\_\_\_\_  
Police Department

Approved \_\_\_\_\_ Date \_\_\_\_\_  
City Treasurer/License Official