

# THE CITY OF POMONA

Administration



Dear Community Leader:

Your request for monetary support would have to be discussed and approved by the Council at a City Council meeting. Donations can be made at any time within 30 days of approval.

Please submit a Finding of Public Benefit Request Form (attached) along with a letter of request on your organization's letterhead and a completed w9 Form (w9 can be accepted at a later date). I then present it to the Council for their consideration to agendize the request for the next Council Meeting.

**Special Notes** – Keep in mind that if your request is approved by the Council, the full amount requested is not guaranteed as donations are made per each Councilmember's discretion. If any City services will be used as part of your event, any donated funds will be used to cover those expenses first.

On the FOPB Request form, please provide the following information:

- Name of Group/Organization or Individual
- Address
- Telephone Number
- Registered 501(c)(3) (YES/NO) Tax ID of Group/Organization or Individual receiving payment
- Tax ID
- TOTAL FUNDING REQUESTED BY ORGANIZATION (You may put down "TBD" if you are not sure of the amount necessary)
- Use of City Seal: Yes or No
- Promotion of event on electronic reader board: Yes or No
- How will the Donation/Sponsorship used? (The donation must primarily serve a public purpose, as opposed to solely benefiting an individual or private organization.)
- What is the benefit to the City of Pomona? (An expenditure of public funds must be for the primary benefit of the public agency that is making the expenditure.)

Please let me know if you have any questions or concerns.

Respectfully,

**Jocelyn Rios-Ewing** | Sr. Assistant & Social Media

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