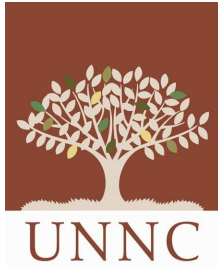


**UNITED NEIGHBORHOODS**  
**of the historic Arlington Heights, West Adams**  
**and Jefferson Park Communities Neighborhood Council**

*Our Voice \* Our City \* of Neighbors \* by Neighbors \* for Neighbors*

***Our Mission***

***To empower and bring together our diverse community  
to maintain and improve our quality of life***



**GUIDELINES FOR REQUESTING UNNC FUNDS**

1. A Request for Funding Proposal must be presented to UNNC Executive Committee at least sixty (60) days in advance of an event/project in order to be recommended to be on Governing Board agenda for a vote of the request proposal.
2. Present a Request for Funding Proposal in writing, with line item amounts.
3. Block Club/Neighborhood Association events – first event may be funded up to \$500. Subsequent events for the same neighborhood organization may be funded up to \$250 once per year.
4. All Funding Requests must have a start date and ending date. If project is delayed past ending date, an extension must be requested from the UNNC Governing Board.
5. The Proposal will be judged against the areas of Focus for the Coming Year, as determined by Governing Board.
6. Paperwork required by UNNC Treasurer in order for payment to be processed: (1) W9 Form and (2) Invoice (all invoices must be made out to **United Neighborhoods Neighborhood Council**).
7. Once Funding Request is approved, a board member will be assigned to the event/project to liaison with the UNNC Treasury and the requester for funding should keep in contact with the board member and Treasurer throughout the process.
8. To be submitted to Governing Board within thirty (30) days following the completion of the event/project: (a) A final Expense Report – with line item amounts; (b) thank you letter to UNNC; and (c) photos (before and after photos if a beautification project).

## FUNDING REQUEST

DATE:

TO: UNNC Executive Committee

FROM:

RE: FUNDING REQUEST

**Concept:**

**Goal:**

**Date:**

**Venue:**

**Projected Attendance:**

**Requested budget:**

**End date of project/when funds will be used by:**