



December 4, 2008

Dear Applicant,

RE: 2009 APPLICATION FOR GRANT/DONATION/EXEMPTION

Each year during budget deliberations The Township of Essa considers requests for financial assistance or exemption from municipal taxes from non-profit and not-for-profit groups or organizations who provide a service which benefits the residents of Essa Township. Any agency or service organization requesting a financial contribution from the Township is required to complete the attached form and return it to the attention of the undersigned by **January 21, 2009**.

This procedure ensures equity among all those making a request, allows the Township to budget more accurately, and also allows Council to review all submissions at one time, rather than reviewing individual requests sporadically throughout the year.

No request for funding will be considered without the submission of a completed application form and attached documentation, and only one application for funding will be considered by any organization in a calendar year. **Previous donation requests will not automatically be renewed.**

If you have any questions with respect to the application or requirements, please do not hesitate to contact me.

Yours truly,
Mike Galloway, CMO
Township Clerk

Attach.