

**MORGAN COUNTY COMMISSION**  
 77 Fairfax Street, Room 101 Berkeley Springs, WV 25411 \* 304.258.8540

**REQUEST FOR FUNDS APPLICATION**

**Request #:** \_\_\_\_\_  
(to be completed by Commission)

<b>Organization Name &amp; Mailing Address</b>	<b>Amount Requested</b>	<b>Date of Request</b>
<b>Requestor Name</b>	<b>Requestor Telephone # and e-mail address:</b>	<b>Check should be made payable to:</b>
<b>Describe in detail what funds will be used for and include a cost breakdown: (use back of form if necessary)</b>		
<b>List other sources of funding that have been pursued</b>		
<b>Name of organization or grant</b>	<b>Date of activity</b>	<b>Result of efforts/Status</b>

**Required Attachments:**

- A recent estimate or quote for equipment, services or work to be performed
- Copy of 501 c(3) non-profit status certification, form 990
- Prior year income statement
- Current year income statement (year-to-date)
- Prior year balance sheet
- Current year balance sheet (year-to-date)
- Current year budget

**For Commission Use Only:**

Amount Approved	Date Approved	Name/Account # of Fund	Date To Be Allocated

Approved by:	Approved by:	Approved by:
Joel Tuttle President Morgan County Commission	Sean Forney Commissioner Morgan County Commission	Bill Clark Commissioner Morgan County Commission