



# Non Profit Funding Request Application

The Port of Port Townsend is able to provide limited support for partnership projects that create economic development benefits and enhance the community vitality of Jefferson County. As a special purpose district governed by state law, expenditures by the Port of Port Townsend must adhere to the legal requirements set forth in Title 53 of the Revised Code of Washington particularly Chapter 53.08 which defines Powers of

Ports. The Port of Port Townsend policy for “Non-profit, Charitable Activity and Sponsorship ”spells out the criteria for material support of charitable activities that are consistent with state law. If your project or request is found to be within the Port’s statutory authority and consistent with Port policy, your application will be considered as received.

## Instructions

1. Please fill in this form, then print it out. Use the tab key or click to move between fields, and click to mark boxes.
2. Answer each question in the space provided
3. Attach the required documents.
4. Sign and date the application.
5. Send completed application to:  
 Sue Nelson  
 Port of Port Townsend,  
 P.O. Box 1180  
 Port Townsend, WA 98368  
*or by e-mail to [snelson@portofpt.com](mailto:snelson@portofpt.com)*

## Applicant Information

### Organization

Name			
Address			
City	County	State/Providence	Zip/Postal Code
Website		Is your organization a current non-profit Corp registered with the Sate of Wash.	
UBI Number		IRS Designation	

### Organization/Representative/Contact

Name		Phone
Title	E-mail Address	

**Project Information**

Briefly describe the type of support you are seeking from the Port. Include the time period for this activity		
Briefly describe how this support contributes to the mission of your organization.		
Geographic Area Covered by Project	Number of People Served by Project	Dates of Project <b>From:</b> <b>To:</b>
Annual Amount Requested from Port of Port Townsend	Total Annual Project Cost	Is this a one-time event or an ongoing effort?
How is the activity for which support is requested related to an authorized Port purpose, Economic Development, Promotional, Tourism, etc?		
What will the Port receive in consideration for the requested support?		
What is your estimated monetary value of consideration to be received by the Port?		

**Additional Information**

Does this organization have a formal policy of compliance with equal employment opportunity and affirmative action laws and regulations?	<input type="checkbox"/> Yes  <input type="checkbox"/> No
Please attach each of the following to the completed application: <ul style="list-style-type: none"> <li><input type="checkbox"/> Operating budget for previous year</li> <li><input type="checkbox"/> Operating budget for current year-to-date</li> <li><input type="checkbox"/> Statement of Activities</li> <li><input type="checkbox"/> Project budget (if relevant)</li> <li><input type="checkbox"/> List of current board members/officers</li> <li><input type="checkbox"/> Most recent 990 form if required to submit a 990</li> <li><input type="checkbox"/> Current Balance Sheet or Statement of Financial Position</li> <li><input type="checkbox"/> Copy of Certificate of Incorporation</li> <li><input type="checkbox"/> Copy of IRS Determination Letter</li> </ul>	

**Signature**

Signature	Date
-----------	------