



Guidelines for Requesting Non-Profit Social Services and/or Arts Funding Assistance

The City of Coppell will consider funding requests related to social service care provided by non-profit organizations and cultural organizations related to the encouragement, promotion, improvement and application of the arts, which benefit the citizens of Coppell.

To be considered for financial assistance from the City of Coppell, the organizations must:

- Be a non-profit 501(c) (3) with written documentation from the IRS
- Provide a service to residents of Coppell
- Fulfill the requirements as stated below in the guidelines

Failure to provide requested information may result in funding being denied.

Requirements:

- I. Organizations must complete and submit the appropriate application form found on the City's website.
- II. Submit the following information:
 - List of Board of Directors, including cities of residence.
 - Literature about your organization, including sponsorship packages, if arts related.
 - Information regarding your organization's role in providing service to Coppell residents.
 - Annual budget and operating report (summary of funding sources, services & activities).
 - Audit report or financial statements containing statement of assets, liabilities, & fund balances.
 - Written verification of non-profit status from the IRS.
 - Promotional or informational documents providing a description of all services provided.
- III. To be considered, application packets must be submitted by April 30th of the current year. Electronic submissions are preferred. Applications can be emailed to:

Cayce Lay, Budget Officer
clay@coppelltx.gov

If you need to physically mail in your application or additional materials, please use the following mailing address:

City of Coppell
c/o Finance Department
Attn.: Cayce Lay
255 Parkway Blvd.
Coppell, TX 75019

Please contact Cayce Lay, Budget Officer, at clay@coppelltx.gov or (972) 304-3690 with questions.