

**OXFORD AREA CIVIC ASSOCIATION
PO BOX 34
OXFORD, PA 19363**

610-932-2619

September 10, 2023

Dear

In an effort to strengthen our commitment to the contributors who support their community through the Oxford Area Civic Association, our Board of Directors has approved the attached criteria for funding and the requirements for data from agencies seeking an allocation from the Association.

For the 2024 round of funding requests, due by **October 20, 2023**, our Budget Committee will consider an organization to be eligible for funding only if all the proper criteria are met and requested data is submitted. While these formally established policies may appear to preclude funding for some agencies, by and large they are normal operating procedure for most non-profit agencies.

Please note – Tax information is for **2022**. If you submitted tax information last year, please do not re-submit 2021. The application may be submitted for review. The tax information may be submitted when complete for 2022.

If more information pertaining to your request is needed, you will be contacted.

Thank you for the strong commitment your agency shows the Oxford community through the services it provides. Compliance with the Oxford Area Civic Association's requirements will further enhance that commitment.

Sin

cerely,

Barbara P. Hill, Secretary

Oxford Area Civic Association

Please submit the following by **October 20, 2023** to be considered for 2024 funding.

1. Name, address, telephone number and email of the organization.
2. Name, address, telephone number and email of the contact person.
3. A listing of the names and addresses of the current board officers and directors. Indicate the person responsible for the custody of financial records (treasurer) and the authorized signers on bank accounts.
4. An accurate financial statement signed by your chief volunteer officer reflecting the current financial status of your organization and a certified audit.
5. Proof of your organization's Internal Revenue Status 501 (C) (3) non-profit status.
6. A copy of the organization's 2022 tax return, Form 990, Form 990-EZ or Form 990-N.
7. Description of the service(s) provided by your organization AND documentation of the need for the service(s).
8. A short description of how the funds you received in 2023 from OACA were used.
9. The amount of your current request from the OACA and the amount of the total budget for your agency.
10. Description of other solicitations and/or fund raising activities.
11. Description of the planned use for the OACA funds in the coming year. If compensation is paid to either an independent contractor or employee(s), provide copies of all applicable payroll tax returns.
12. Other information you feel would help the Budget Committee in evaluating your request for funding.

**** NOTE: IF YOU NEED HELP/CLARIFICATION IN SUBMITTING THIS INFORMATION, PLEASE CALL JANE FREEMAN (610) 932-2619.**