



ALBANY BOARD OF CITY COMMISSIONERS
SPEAKER APPEARANCE FORM

SECTION I

SPEAKER'S NAME: _____		
ADDRESS: _____		
TELEPHONE #: _____		
_____ (Work)	_____ (Home)	_____ (Fax)
REPRESENTING: _____		
I wish to speak at the meeting to be held on (date) _____ regarding: _____		

SECTION II

If you are being paid a fee, are directly employed by, or are indirectly being compensated for representing another individual or group of people or a corporation on the subject to which you will be speaking, you are required to complete this section. NAME OF PERSON(S), GROUP(S) OR FIRMS BEING REPRESENTED:

Signature

Date

- **Requests to speak before the City Commission must be received in the City Clerk's office no later than noon on Wednesday prior to the meeting.**
- *Each person desiring to speak before the City Commission should complete a separate form. Groups or delegations must select one person to serve as a representative to speak on the group's behalf. Presentations are limited to five minutes. The City Commission allows a maximum of two appearances by any citizen on the same issue.*
- *The number of speakers is limited to two speakers at the beginning of each meeting to be determined as forms are received. Additional speakers will be permitted to speak at the end of each meeting, time permitting.*
- *If requesting funds from the City of Albany, please read the attached Request for Funding Policy and submit the request for funding form along with the speaker appearance form. Questions should be directed to the Assistant City Manager for Public Services (229-431-3234).*
- *If assistance is needed for PowerPoint during your presentation, please indicate: ___yes ___no*
- *Please return this form to the City Clerk's office located at 222 Pine Ave., Suite 580; by mail (P.O. Box 447, Albany, GA 31702); by fax (229-878-3198); or e-mail Stolbert@albany.ga.us. If you have questions about this form, please call 431-2161.*

FUNDING REQUEST FORM

Name(s) of person/organization requesting funds: _____

Amount Requested: \$ _____

Date Funds Required: _____

How are funds to be used:

Impact to the organization and/or community if funds are not provided:

City of Albany Policy Regarding Request for Funding

I. Purpose

This policy provides guidance on how citizens and organizations must request funding from the City of Albany. Citizens and citizen groups often wish to appear before the Board of City Commissioners to request support of projects of interest. It is the City of Albany's legal opinion that appropriating general fund monies for a donation, other than as payment for City services authorized by the City Charter, is in breach of the gratuities provision of the Georgia Constitution, Article III, Sec 6, Paragraph 6. Therefore, any individual or group wishing to appear before the Board of City Commissioners to request City funds or to provide a service to the City in which the City would incur an expense must make application as set forth below.

II. General Guidelines

Organizations and/or persons seeking support through Community Development Block Grant funding should apply through the City Department of Community and Economic Development. Organizations and/or persons responding to competitive Request for Proposal and Request for Bid should respond through City Central Services Department. All other citizens and/or organizations requesting sole source non-competitive funds to perform services or provide products to the City for a "Chartered" community service, must comply with the directions set forth below:

- a) The process begins by contacting the City Clerk's Office to submit a speaker's appearance form. If the presentation before the Commission includes a request for funding, prior to being scheduled to present to the City Commission, a meeting with the Assistant City Manager for Public Services must be scheduled.
- b) During the meeting with the Assistant City Manager for Public Services, be prepared to present the following information/documents.
 - I. A letter of incorporation.
 - II. Letter from the State recognizing the organization as a non-profit (501 (C) 3, 6 or 7 organization.

- III. A copy of the organization's most recent financial audit.
- IV. Certified copy of the organization's budget for the year the funds are requested.
- V. Board membership list signed by the Board Chair or Chief Executive.
- VI. A funding request form (see attached) detailing the amount requested, purpose, time frame required and the impact to the organization and/or the community should these funds not be made available.
- VII. A letter of resolution signed by the Board Chairperson authorizing this request.

During the meeting with the Assistant City Manager or by follow-up letter or telephone call, the requestor will be provided the date and time that they are scheduled to appear before the Board of City Commissioners.