



— CLERK'S OFFICE —

Dear Community Partner,

On July 5, 2016 the Indianola City Council adopted a new financial policy. The adopted policy, which will be reviewed annually as part of the budget process, reflects nationally recognized best practices in financial management. One such section of the policy establishes a process to consider requests from civic group such as yours. This new section formalizes the request process, and ensures each organization and request is evaluated during the city's budget process. Since your organization has requested or received funds from the City of Indianola in the past 24 months we wanted to let you know of this newly established process.

Please know that effective for Indianola's FY18 budget (7/1/17 to 6/30/18), requests for funds from community organizations will only be considered with a written request, due to the Director of Finance, no later than December 1 of the previous year (12/1/16). These written requests will be considered by the City Council, for the next budget year.

There is no form or template, however, your organization should provide a written request that includes information such as: amount requested, planned usage, historical accomplishments, and if applicable, the usage and benefits to the community of previously received funds. Request letters should also include any additional information your organization feels the council should consider in evaluation and consideration of these requests.

Please submit this request using the contact information below:

Postal Mail:
City of Indianola, Director of Finance
PO Box 299
Indianola IA 50126

Email:
cdesplanques@cityofindianola.com

Regards,

Chris DesPlanques