



Community Partner Funding Request for Fiscal Year 2026

Fiscal Year 2026

The City of Ottawa utilizes Community Partner funds as an opportunity to partner with local organizations to deliver services that align with the City's objectives. Community Partners are invited to apply for and request appropriations through the annual budget process.

The new application process is a way to ensure transparency and fairness in the review and allocation of funds. Funding is limited and subject to budget availability with final approval by the City Commission. Applicants are not guaranteed to be awarded funds. Also, successful applications may be funded for less than the amount requested based on available funding.

Application Process and Timeline

Funding applications will be reviewed by City Staff and provided to the City Commission for review and final approval. Applicants are invited to answer questions from the City Commission on Wednesday, June 18th at 10:00 am.

The review and award process are expected to progress according to the following schedule:

March 31, 2025:	Applications released
April 30, 2025:	Application submission deadline
June 18, 2025:	Review by City Commission
September 3, 2025:	Governing Body holds public hearing regarding FY 2026 City Budget

FY 2026 City of Ottawa Community Partner Funding Application

Submission Deadline: Wednesday, April 30th, 2025, 5:00 PM

By Mail: City of Ottawa
Attn: City Clerk
P.O. Box 60
Ottawa, KS 66067

By Email: [Melissa Reed, City Clerk](mailto:Melissa.Reed@ottawaks.gov)
cityclerk@ottawaks.gov

Organization Information

Org. Name: _____

Website: _____

Org. Type: _____

Years of Operation: _____

Address: _____

Fiscal Year End Date: _____

Primary Contact Information

Name: _____

Phone #: _____

Email: _____

Agency/Organization Credentials (if applicable)

EIN #: _____

How many years org. has been certified as a

501(c)(3) nonprofit: _____

Is your agency registered with the Kansas
Secretary of State as Current or Active?

Yes No

N/A

Total \$ Requested: _____

Comments:

Program Information

Program Name: _____

Describe what the funds would be used for:

Financial Summary

Audited Financial Statements

Do you have independently CPA-audited financial statements for fiscal/calendar year 2024? The most recent audited statements should be included with this application.

Yes

No. The audit will be available at a later date. Provide estimated date: _____

No. We do not and will not have an audit.

Agency Budget & Funding

Table should show how requested City funds support your program expenses

	2024 Actual	2025 Estimate	2026 Estimate
Beginning Cash Balance:	\$ _____	\$ _____	\$ _____
Revenues:			
Total Revenue:			

Expenditures:	2024 Actual	2025 Estimate	2026 Estimate
Total Expenditures:			

Expected ending cash balances: \$ _____ \$ _____ \$ _____

Please provide any additional supporting documentation that you would like to share with the Governing Body, including brochures, additional financial support, etc.

Program Overview

Program Mission & Goals

Please provide a summary of the mission & vision statement(s) and programming goals of the organization or program.

Service Geography & Population

Target populations that benefit directly from the service: _____

Total number of persons served by agency: _____

Ottawa Residents served by agency: _____

Franklin County residents served: _____

Fund Usage

Without city funding, what challenges would your program face?

What are the top three measurable outcomes if funded?

Do you have the administrative or operational capacity to achieve these goals if funded?