



MOBILE CITY COUNCIL CRITERIA FOR FUNDING REQUEST

The Mobile City Council · P.O. Box 1827 · Mobile, Alabama 36633

Please submit a Discretionary Funds Request Letter that includes the following:

- Ensure that the request letter is on your letterhead.
- The organization name must match what is listed on the Tax ID.
- Address the letter to the specific Councilmember.
- Specify the amount requested, what it will be used for, and add any event dates, etc.
- Attach any estimates, quotes, receipts, etc.
- List the contact's name, email address, contact number, & mailing address.
- At the closing of the letter, please provide a hand-signed signature. Digital, stamped, and typed signatures are not accepted.

To continue with the discretionary funds request, please complete the attached Discretionary Funds Application and Vendor Packet.

The Vendor Packet should include your organization's Entity ID number with Alabama's Secretary of State. An Entity ID is the identification number assigned to a business entity by the Alabama Secretary of State at the time of registration. (Ex: 000-000-000)

Email the Discretionary Funds Request Letter, Discretionary Funds Application, and the Vendor Packet to citycouncil@cityofmobile.org.

After you submit the information, a resolution will be drafted and reviewed by the City Council's attorney and placed on the upcoming City Council meeting agenda for approval or disapproval.

If your resolution is approved, a contract will be drafted and sent to the legal department for a final approval.

The contract will then be emailed to you for your organization's signature and notarization.

After signing and having the contract notarized, send the completed contract back to the Accounting Department. It will be uploaded to AdobeSign to receive the necessary signatures from the City of Mobile staff.

When all signatures are received, the request will be processed for payment.

The vendor packet allows you to choose a payment method that you prefer. That is, a printed check, EFT, or ACI.

Thank you.