

---

# City of Gainesville

Parks, Recreation and Cultural Affairs Department



## Guide to Outside Agency Grant

General Program Support

# 2025: OUTSIDE AGENCY GRANT APPLICATION SCHEDULE

OUTSIDE AGENCY GRANT APPLICATION SCHEDULE *	
<b>Friday, March 1, 2024</b>	Grant applications available for pick-up and online at: <a href="https://bit.ly/CulturalAffairsGrants">https://bit.ly/CulturalAffairsGrants</a>
<b>March and April</b>	Cultural Affairs Grants Program Coordinator available for questions by appointment
<b>Wednesday, May 1, 2024 5:00 PM</b>	<b>Grant applications due to Cultural Affairs (no late submissions are accepted)</b>
<b>May 2024</b>	Technical Review: applications are checked for technical requirements; agencies will be notified of any technical defects in application.
<b>Saturday, May 18, 2024 10:00 AM</b>	<b>Grant review/scoring session at The Thomas Center</b> (It is strongly suggested the applicants attend this meeting).
<b>May 20-21, 2024</b>	Budget and Grant Subcommittee meets to review scores and iterations. Prepare funding recommendation to go to full board.
<b>Wednesday, May 22, 2024</b>	Cultural Affairs Board reviews Budget & Grants recommendation, prepares final funding recommendation to be presented to Gainesville City Commission.
<b>July 2024</b>	Cultural Affairs Board Chair presents funding recommendations to Gainesville City Commission
<b>September 2024</b>	City Commission will approve final budget and allocations of funding.
<b>September 2024</b>	Required Grant Amendment Request forms due to Cultural Affairs before funds are disbursed.
<b>November 2024</b>	Funds are available for Outside Agencies.

\*Schedule is subject to change

---

## TABLE OF CONTENTS

Grant Application Schedule.....	2
Table of Contents.....	3
Purpose.....	4
Application Instructions .....	4-5
Application Guidelines .....	6
Amendment Request .....	7
Withdrawal/Cancellation of Grants.....	7
Debts to the City .....	7
Grant Fund Expenditure Records .....	7-8
Annual Reporting .....	8
Credit to the City of Gainesville.....	8-9
<del>Òçæ } æā } ÁŒ  { KŪ • ā^ÁŒ ^} &amp; ÁŒ!æ } ÁŒ ]  æçā } ÁŒ</del> .....	€
Annual Report.....	11
Grant Amendment Request.....	20

---

# Purpose

---

The purpose of the Outside Agency (OA) grant is to provide general operational support to cultural non-profit organizations inside the city limits.

---

# Application Instructions

---

## Who Should Apply?

Established non-profit cultural organizations, 501 (c) (3), which contribute to the cultural vitality of the City of Gainesville, produce quality arts and/or cultural activities, are eligible to apply for the OA Grant. Cultural organizations part of education, government or taxing authorities are not eligible.

## Evaluation Criteria

The Gainesville-Alachua County Cultural Affairs Board (CAB) reviews and evaluates the OA grant applications using the following criteria based on a 100-point scale:

- Audience Development (maximum points = 50)
- Project Management (maximum points = 30)
- Program Merit (maximum points = 20)

An average point score of 75 out of a possible 100 points must be achieved for the application to be considered for funding. The total points will be used to establish a priority list for funding consideration. A funding formula that translates total scores into dollars will then be used to determine actual funding recommendations. For more details, see evaluation form on page 10. The applicant's history of grant management will be supplied to reviewers to assist in the evaluating process.

## Application Deadline and Funding

- 1) OA Grant Applications are accepted every year and synchronized with the City's budget review and approval process.
- 2) **Current Application Deadline: May 1, 2024, 5:00 PM**
- 3) Application deadlines are strictly adhered to in order to maintain pace with the budget process.
- 4) Funding Period: October 1, 2024 – September 30, 2025

---

The funding pool is divided into three tiers of art/cultural organizations, with three corresponding levels of funding available. Organizations are eligible for a category based on their last completed fiscal year cash expense budget and signed copy of IRS Form 990, if one was filed. A request cap is set for each level of funding, see table below.

<b>Organization Category</b>	<b>Request Cap</b>	<b>Expense Budget</b>
Large	\$12,000	\$65,000 and higher
Medium	\$8,000	\$30,000 - \$64,999
Small	\$4,000	Up to \$29,999

Applications are first reviewed by Cultural Affairs staff (CAS) and then as required by the Budget and Grants Committee (BGC). The applicant will revise the application according to suggestions made by the BGC. The CAB will vote at the grant review/scoring session (applicants are encouraged to attend the review meeting to provide updates or to answer CAB questions).

**Programs/projects/events must take place and funds expended during the grant period. The City of Gainesville must be recognized for sponsorship in all related publicity in printed and on-line matters. Violation of these terms and conditions may jeopardize future funding.**

### **Grant Monitoring**

Funds awarded under the Outside Agency program will require on-site evaluation by CAB members and City staff. In order to facilitate this evaluation, agencies awarded funding will be required to provide complimentary tickets (for CAB member(s)) for the sole purpose of allowing the evaluation of the event for grant purposes. This ticket may not be used by any other individuals. These tickets are not considered a "gift" (lobbying) and would not need to be reported on the agency's financial disclosure forms

---

---

# Application Guidelines

---

The grant application can be downloaded from the Cultural Affairs website. The application is in PDF with editable forms. <http://www.gvlculturalaffairs.org>.

The following guidelines help ensure accuracy, legibility and uniformity of applications:

- Be sure to provide every required part of the application. **VERIFY that all items are included in the package before** checking the boxes on the application cover page.
- Your original application **MUST** be signed in blue ink.
- Be sure your original AND copy pages are numbered and assembled in numerical order.
- Applications are to be no more than ½" thick. (Overly large applications become physically difficult for reviewers to handle and transport.)
- Color images are limited to four one-sided pages.
- Letters of support should be limited to no more than two (2) of any particular type of letter. Example: If an agency is submitting copies of letters by school children expressing appreciation for your agency's programs/services, two letters are sufficient as examples of their appreciation.
- **Applications are to be binder clipped in the upper left corner, do not fasten with paper clips.**
- **No document covers, no GBC/strip binding, no plastic sheath inserts, no index tabs.**
- No attachments larger than the application page size format (you may reduce the image to 8½ x 11 page size).
- CD's, DVD's or flash drives may not accompany the application.
- **Typeface must be no smaller than 11-point, Arial or Times New Roman preferred**

## Allowable Grant Expenditures

- Production costs
- Expendable materials
- Equipment rentals
- Marketing
- Organizational Salary support
- Artistic, administrative, technical, consultant fees

## Non-Allowable Grant Expenditures

- Expenses incurred or obligated before or after the grant period cannot be paid with grant money;
- Lobbying or attempting to influence federal, state or local legislators, or judiciary;
- Building, renovation or remodeling of facilities;
- Bad debts, legal or filing fees, contingencies, fines and penalties, interest and other financial costs;
- Private entertainment, food, beverages, plaques, awards or scholarships;
- Program/events which are restricted to private or exclusive participation, which shall include restricting access to programs on the basis of sex, race, color, national origin, religion, disability, age or marital status;
- **Re-granting – is defined as using grant moneys to underwrite grants, programs or individual grants within one's own organization or another organization. Re-granting of city funds is prohibited.**
- Capital expenditures (includes acquisitions, building projects, renovations, tangible items, permanent equipment, etc.);

- 
- Contributions and donations;
  - Endowment funds

### **Definitions**

- Historically Excluded Population (group): any group of people that has been historically excluded from full rights, privileges and opportunities in a society or organization.
- Minority-Operated Organization: the management and daily operations are controlled by minority group members.

## **Amendment Request**

---

---

Outside Agency applicants receiving funds from the City of Gainesville in an amount which differs from that specifically requested in the original application shall submit to the Cultural Affairs Staff (CAS) an amended budget within 30 days of notification of the grant award. The amended budget shall clearly reflect the impact of the approved amount awarded the organization when compared to the initial amount requested in the original application. Also, identify the changes in both dollars and services to be provided by the applicant for the grant program/event. Use the template starting on *page 20* for all amendment requests to the grant.

## **Withdrawal/Cancellation of Grants**

---

---

An agency failing to comply with any of the requirements stipulated in these guidelines will be required to correct the defect within a reasonable period of time once notified of the failure. Failure to comply will result in the issuance of one notice to the Grantee. Repeated failure of a similar nature (i.e., failure to provide credit to the City of Gainesville, etc.) or failure to correct the defect within the specified time period may result in cancellation of City support and grant(s) paid by the City to the agency. Agencies filing for bankruptcy, closing or otherwise transferring to or combining assets and liabilities with other entities are required to return any unexpended grant funds.

## **Debts to the City**

---

---

Any agency with debt(s) outstanding to the City of Gainesville is not eligible to apply for and is prohibited from accepting City funds unless and until said debt(s) are paid to the satisfaction of the City of Gainesville.

## **Grant Fund Expenditure Records**

---

---

The City has the right to review all records supporting expenditure of grant funds. If a grant is awarded, the recipient is expected to maintain complete and accurate accounting and program

---

records. These records must be readily available for inspection by City or independent audit personnel, and must be maintained in accordance with generally accepted accounting principles.

If any applicant is in non-compliance with grant reporting requirements at the time new or additional funding is approved, the award will not be issued. A letter will be sent advising the applicant that the overdue report(s) must be received within 30 days of the date of the letter, or the new award will be rescinded.

## Annual Reporting

---

All Grantees are required to submit an annual report at the conclusion of each year by October 30.

The reports shall document activities during the applicable year of funding (i.e. programs/events, marketing/advertising, attendance, education, attachments, financial report, etc.). Use the template starting on *page 11* for your annual reporting. In addition, *next year funding is contingent upon receipt of the annual report.*

Failure to submit these reports will result in the following:

1. Issuance of a one-time letter to the Grantee.
2. Grantee deemed delinquent, if no response after the notification letter
3. Any new grant applications submitted by Grantee will be ineligible at the time of the application deadline, without further notice from this office.
4. Grant review panels may also be provided with a reporting history on each applicant, to assist in the rating of the organization's administrative ability for future funding consideration. Delinquent reports can negatively impact future requests for funding by resulting in a lower score.

## Credit to the City of Gainesville

---

When the City provides a grant award to an agency, it becomes a corporate sponsor of that agency. The City support provided to the agency is to be given the same corporate sponsorship acknowledgements normally accorded for that amount of corporate support.

In addition, all promotional materials related to the funded program, including television and radio ads, press releases, newspaper advertisements, printed materials, and agency/event web sites **must give credit to the City of Gainesville**. Camera-ready logos for print media are available online at <http://www.gvlculturalaffairs.org>. The City's credit statement should read as follows:



---

*This program/event [agency determines which is appropriate] funded in part by the City of Gainesville, Parks, Recreation and Cultural Affairs Department.*

**It is the grant recipient's responsibility to ensure that proper credit related to the funded program is provided; failure to do so may impact any future grant applications.**

# EVALUATION FORM: OUTSIDE AGENCY GRANT APPLICATION

		<b>Gainesville Cultural Affairs Board Use Only</b>	
APPLICANT ORGANIZATION NAME		<b>TOTAL POINTS:</b>	
<b>AUDIENCE DEVELOPMENT – 10 POINTS EACH</b>		<b>APPLICATION FORM REFERENCE: SEE SECTION</b>	<b>MAXIMUM 50 POINTS</b>
1.	Inclusion of historically excluded populations on board, and staff.	Minority & Special Constituency Information, Organization Information	
2.	Inclusion of historically excluded populations in program development efforts.	Minority & Special Constituency Information, Organization Information	
3.	Maximized access to the arts and cultural resources, by evidence of reduced barriers in form of price, logistics, transportation, handicapped access and age.	Minority & Special Constituency Information	
4.	Estimated attendance and cost of the program to participants	Organization Budget Summary – Revenues, Organization Information	
5.	Marketing and publicity efforts planned to attract new audiences.	Organization Budget History, Organization Budget Summary, Proposal Description	
<b>CATEGORY TOTAL</b>			
<b>PROJECT MANAGEMENT – 5 POINTS EACH</b>			<b>MAXIMUM 30 POINTS</b>
1.	Program design adheres to and furthers mission of organization	Organization Information	
2.	Ability to implement proposal (evidence of competent administrative staff and volunteers as demonstrated by resumes of key personnel).	Organization Information, support materials	
3.	Accuracy and feasibility of <b>grant</b> proposal budget.	Organization Budget Summary	
4.	Proven record or demonstration of capacity to develop and effectively manage resources, including fiscal stability/responsibility.	Organization Operating Budget Summaries and Endowment/Cash Reserves	
5.	Completeness of the application; inclusion of requested support materials; prior administration of grants	Application Form, Support Materials	
6.	Demonstration of appropriate credit to the City.	Support Materials, Letters, In-kind Support, Service Requirement	
<b>CATEGORY TOTAL</b>			
<b>PROGRAM MERIT – 4 POINTS EACH:</b> THE ACHIEVEMENT OF HIGH PROFESSIONAL STANDARDS AS DEMONSTRATED BY:			<b>MAXIMUM 20 POINTS</b>
1.	Service level (# of tickets, price, # of complimentary tickets, # of reduced price tickets, size of audience).	Budget Summary (Revenues), Minority & Special Constituency Information, Organization Information (Season History)	
2.	Resumes and reputation of professional artistic personnel involved.	Organization Information	
3.	Reviews, printed support materials, and demonstrated appropriate credit to the City.	Support Materials	
4.	Prior programming experience/history and/or evidence of growth.	Organization Operating Budget History, Organization Information (season history), Endowments/Cash Reserves	
5.	Demonstration of community support and collaboration.	Organization Information, Letters of Support	
<b>CATEGORY TOTAL</b>			
<b>TOTAL POINTS AWARDED</b>			

**Need an average point score of 75 out of a possible 100 points to qualify for funding**

**COMMENTS** (continue on backside/additional pages if necessary):

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>CITY OF GAINESVILLE</b> PARKS, RECREATION & CULTURAL AFFAIRS DEPARTMENT  OUTSIDE AGENCY GRANT ANNUAL REPORT	Annual Report Due October 30 (each year)
--	--

Reporting Period: October 1, \_\_\_\_\_ to September 30, \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address (Mailing): \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Grant Amount: \_\_\_\_\_ Grant Period: \_\_\_\_\_ to \_\_\_\_\_

Program/Event Title: \_\_\_\_\_

Program/Event as Described in Application: \_\_\_\_\_

\_\_\_\_\_

Forward the completed report to one of the following addresses:

Mailing Address	Hand Deliver Address	Email Address
City of Gainesville Parks, Recreation & Cultural Affairs P. O. Box 490, Mail Station 30 Gainesville , FL 32627  ATTN: Ashley Reichenbach	City of Gainesville The Historic Thomas Center Building A, Room 209 302 N. E. 6 <sup>th</sup> Avenue Gainesville, FL 32601  ATTN: Ashley Reichenbach	<a href="mailto:reichenbaa1@cityofgainesville.org">reichenbaa1@cityofgainesville.org</a>

## FINANCIAL REPORT

### EXPENSES

Please round to the nearest dollar amount (do not show cents). Note: The *Total Proposed Expenses\** must match the amount submitted in your original application under the "Organization Budget Summary", See Page 5 or if you submitted a Grant Amendment Request, See Page 3.

ACTUAL EXPENSES		
DESCRIPTION	ORGANIZATION EXPENSES (Include Outside Agency Grant Expenses)	OUTSIDE AGENCY GRANT EXPENSES
Personnel – Administrative		
Personnel – Artistic		
Personnel – Technical/Production		
Outside Artistic Fees and Services		
Outside Other Fees and Services		
Space Rental		
Equipment Rental		
Travel		
Marketing/Advertising/Publicity		
Material & Supplies		
Printing		
Postage		
Remaining Operating Expenses		
<b>TOTAL ACTUAL EXPENSES</b>		
<b>TOTAL PROPOSED EXPENSES*</b> <small>(See Original Application under "Organization Budget Summary" or "Grant Amendment Request")</small>		
<b>BALANCE (+/-)</b>		

## FINANCIAL REPORT

### INCOME

Please round to the nearest dollar amount (do not show cents). Note: The *Total Proposed Revenues\** must match the amount submitted in your original application under the "Organization Budget Summary", See page 6 or if you submitted a Grant Amendment Request, See Page 4.

ACTUAL REVENUES RECEIVED		
DESCRIPTION	ACTUAL REVENUE	REVENUE SOURCE
Admissions		
Contracted Services Revenue		
Other Revenue		
Corporate Support		
Foundation Support		
Private/Individual Support		
Government Support – Federal		
Government Support - State		
Government Support – County		
Government Support – Local		
Government Support – Local		
Government Support – Local (Support Services)		
<b>Outside Agency Grant</b>		
Applicant Cash		
<b>TOTAL ACTUAL REVENUES</b>		
<b>TOTAL PROPOSED REVENUES *</b> (See Original Application under "Organization Budget Summary" or "Grant Amendment Request")		
<b>BALANCE (+/-)</b>		

**FINANCIAL REPORT**

<b>OTHER RESOURCES</b>	<b>Complete ONLY the white spaces, if applicable</b>		
<b>DESCRIPTION</b>	<b>VOLUNTEER HOURS</b>	<b>IN-KIND CONTRIBUTIONS (NON-CITY)</b>	<b>CASH AND IN-KIND (Not Part of this Grant Request)</b>
Personnel – Administrative			
Personnel – Artistic			
Personnel – Technical/Production			
Outside Artistic Fees and Services			
Outside Other Fees and Services			
Space Rental			
Equipment Rental			
Travel			
Marketing/Advertising/Publicity			
Material & Supplies			
Printing			
Postage			
Remaining Operating Expenses			
City Building Rental (Thomas Center, Wilhelmina Johnson Resource Center, Recreation Centers, etc.)			
Cash From Other City Department Budgets (i.e. GPD, Recycling, GRU, CDBG, etc.)			
Other (Give Explanation)			
<b>TOTAL OTHER RESOURCES</b>			
<b>PROPOSED OTHER RESOURCES*</b> (See Original Application under "Organization Budget Summary")			
<b>BALANCE (+/-)</b>			

## ACTIVITY SUMMARY

Please answer the following questions as they relate to your program/project. You may refer to the Glossary and Definitions section of this application for clarification of terms used. If a question does not apply, please indicate "N/A". If data is not available, state why.

**1. List the date, events, number of occurrences and attendance of the primary activities supported by this grant.**

	Date	Activity Title-Group Performance/Events Runs Together	Attendance
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

**2. Other Activities:**

	Date	Activity Title-Group Performance/Events Runs Together	Attendance
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			

## GRANT IMPACT

Description	Total	Comments
How many actual events was part of this grant?		
How many opportunities for public participation was part of this grant?		

<b>How many individuals attended/benefited from your event(s)?</b>		
Type	Attendance	Comments
General Admissions		
Adult Tickets		
Children/Youth Tickets		
Senior Tickets		
Discounted/Group Tickets		
Complimentary Tickets		
Free/Non-Ticketed Events:		
Seniors		
Children/Youth		
All Other		
Other (Please specify in comment section)		
<b>Total Attendance/Individuals Benefited</b>		

<b>Participants/Volunteers</b>		
Type	Number	Comments
How many artists participated?		
How many staff was involved?		
How many volunteers participated?		
Total number of volunteer hours		



## EVALUATION

**1. How was the City recognized/acknowledged as a contributor and sponsor?** Attach any supporting documentation (i.e. brochures, newsletters, articles, letters of appreciation, etc.).

**3. How did your organization programs support the 352ArtsRoadmap Strategic Priorities and Aims?** Attach any supporting documentation (i.e. brochures, newsletters, articles, letters of appreciation, etc.).

**4. Is your organization registered on the 352Arts.org Directory?** YES NO. If no, please provide an explanation.

5. Did your organization list their events on the 352Arts.org calendar? YES NO. If no, please provide an explanation.

6. Did your program/event provide support for/to statewide, nationally or internationally recognized activities, artists or organizations? Please give explanation.

**7. Photographs**

**Please provide photographs of your events/performances in a Zip File or large file transfer site, (i.e. Hightail, Drop Box, etc.) and email to the address indicated on the cover page.** In doing so, you authorize your photos to be used in Visit Gainesville, City of Gainesville and Alachua County promotional materials. Space is provided below if you would like to comments on your photos.



# OUTSIDE AGENCY

## GRANT AMENDMENT REQUEST

Outside Agency applicants receiving funds from the City of Gainesville in an amount which differs from that specifically requested in the original application shall submit to the Cultural Affairs Staff (CAS) an amended budget within 30 days of notification of the grant award. The amended budget shall clearly reflect the impact of the approved amount awarded the organization when compared to the initial amount requested in the original application. Also, identify the changes in both dollars and services to be provided by the applicant for the grant program/event.

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Organization: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Forward the amendment to one of the following addresses:

<b>Mailing Address</b>	<b>Hand Deliver Address</b>	<b>Email Address</b>
City of Gainesville Parks, Recreation & Cultural Affairs P. O. Box 490, Mail Station 24 Gainesville , FL 32627  ATTN: Ashley Reichenbach	City of Gainesville The Historic Thomas Center Building A, Room 209 302 N. E. 6 <sup>th</sup> Avenue Gainesville, FL 32601  ATTN: Ashley Reichenbach	<a href="mailto:reichenbaa1@cityofgainesville.org" style="color: blue; text-decoration: underline;">reichenbaa1@cityofgainesville.org</a>

Permission is requested to make the following change (s) in the above referenced grant:

**SECTION A: PROGRAM CHANGE(S) RELATED TO GRANT AWARD**

**Change From:** (Use specific wording as stated in original application description or a previously approved amendment request)

**Change To:**

**Effect On Program Goals:**

**Reason For Change (s):**

**SECTION B: BUDGET CHANGE**

Complete the applicable items in the *Change From* column, using the initial figures from your *original* grant application under "Organization Budget Summary", See Pages 5 & 6. In addition, the applicant should use this form to describe other fiscal adjustments that has occurred since the original application was submitted, such as changes in donations, sponsorships, admission fees, etc. **NOTE: Total expenses and revenues must equal!**

REVISED EXPENSES	CHANGE FROM	CHANGE TO	
DESCRIPTION	See Original Proposed Organization Budget	REVISED TOTAL ORGANIZATION BUDGET (Includes Outside Agency)	REVISED OUTSIDE AGENCY EXPENSES (Detail Budget)
Personnel - Administrative			
Personnel – Artistic			
Personnel – Technical/Production			
Outside Artistic Fees and Services			
Outside Other Fees and Services			
Space Rental			
Equipment Rental			
Travel			
Marketing/Advertising/Publicity			
Material & Supplies			
Printing			
Postage			
Remaining Operating Expenses			
<b>TOTAL REVISED EXPENSES*</b>			

\*Should equal the 'Total Revised Revenues', See Page 4.

**REVISED REVENUES**

**NOTE: Total expenses and revenues must equal!**

DESCRIPTION	CHANGE FROM	CHANGE TO	REVENUE SOURCE
Admissions			
Contracted Services Revenue			
Other Revenue			
Corporate Support			
Foundation Support			
Private/Individual Support			
Government Support – Federal			
Government Support - State			
Government Support – County			
Government Support – Local			
Government Support – Local (Arts Tag)			
Government Support – Local (Support Services)			
<b>Outside Agency Grant Request/Award</b>			
Applicant Cash			
<b>TOTAL REVISED REVENUES*</b>			

\*Should equal 'Total Revised Expenses' See Page 3.

**SECTION C: OTHER CHANGES NOT RELATED TO GRANT AWARD** (i.e. program dates, etc.)

**Change From:** (Use specific wording as stated in original application description or a previously approved amendment request)

**Change To:**

**Reason For Change (s):**

\_\_\_\_\_  
Signature of Authorized Official      Date

\_\_\_\_\_  
Signature      Date

\_\_\_\_\_  
Print Name and Title of Authorized Official

\_\_\_\_\_  
Name of Person Completing  
Amendment (If different from  
Authorized Official)

\_\_\_\_\_  
Signature of City Representative      Date