

# APPLICATION FORM

## WEBB FUND

Submit application to: City of Reedsburg  
134 S. Locust St.  
PO Box 490  
Reedsburg, WI 53959  
(608) 524-6404 FAX (608)524-8458 [cityhall@ci.reedsburg.wi.us](mailto:cityhall@ci.reedsburg.wi.us)

Please allow a minimum of 60 days for processing of application.

Name of applicant: \_\_\_\_\_

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

Federal ID Number: \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Tax status of applicant (corporation, charity, governmental body, etc.) \_\_\_\_\_

\_\_\_\_\_

Street Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

### DESCRIPTION OF THE PROJECT

Describe in detail the proposed project (attach additional sheets if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of Project (projects must be in the City limits) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will the project recognize the contribution from the Webb Fund? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will the project benefit the city of Reedsburg? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROJECT BUDGET**

Webb Fund Grant Amount Requested: \$\_\_\_\_\_. **Please attach a copy of your proposed budget.** Include all resources needed for this project including labor and indicate who will be responsible.

Will applicant receive any additional funds (grants, donations, entrance fees, etc.)? If yes, please explain how, when or where additional funds will be received.

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Name and address of person responsible for accounting for the funds?

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**Please provide a timetable for completion of this project including when you wish to receive funding: (see attached policies)**

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I declare that I have read the above application and that it is a true, correct, and complete statement of the intended use of the requested funds.

Applicant's Name: \_\_\_\_\_

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

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

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Date received by City Clerk: \_\_\_\_\_

Disposition:

## **Herbert Webb Trust Fund Policies**

1. Proposals should be for a substantial item or project and have a useful life of at least five years. Proposals should be consistent with the general outlines of the Herbert Webb Trust Fund.
2. Each item or project will be approved on a case-by-case basis.
3. Items or projects must be located within the city limits of Reedsburg.
4. A dedication plaque is required, which must be presented at City Hall before payment is released and may not be purchased with Webb Fund Money.
5. The Finance Committee of the City Council will consider requests and make recommendations to the City Council for approval. Other committees may also make or consider requests and make recommendations to the Council.
6. Non-government groups may make applications so long as the civic purpose is consistent with the general outlines of the Herbert Webb Trust Fund. All requests will be in writing.
7. Applications will be accepted quarterly.
8. The Finance Committee, as advised by the staff, will monitor the annual earnings of the Webb Fund. They may recommend changes in the re-allocation of assets to the Harris Bank through the City Administrator. However, Harris Bank has the ultimate say on investment decisions.
9. The Council, advised by the Finance Committee, will prudently manage the disbursement of the Webb Fund so as not to over-commit future earnings and the revenue stream coming to the City.
10. The Council will report annually to the citizens of Reedsburg—via the media—the status of the Herbert Webb Trust Fund.
11. Applicants shall have at least two quotes from contractors where practical.
12. Applicants shall contribute at least 25% of the project cost.
13. Applicants may only apply for funds once in a calendar year for a specific project.
14. Applicants shall be responsible to return funds for uncompleted projects or funds not used.