

CITY COUNCIL PROJECT FUNDS APPLICATION



**TOP 10 ISSUES
THAT MAY DELAY YOUR APPLICATION**

1. **Incomplete application**
2. **Application is hand written and not legible**
3. **Absence of Supporting Documentation:**
 - **Internal Revenue Service letter showing Tax Exempt Status**
 - **Organization's Mission Statement**
 - **List of organization's Board of Directors**
 - **Invoices and/or receipts showing proof of purchase/payment**
4. **Absence of a detailed project description for which funding is being requested**
5. **Organization receiving payment not registered as a City vendor**
6. **Invoice does not provide vendor's address or telephone number**
7. **Vendor's contact information listed on invoice does not match the City's vendor system.**
8. **Invoice does not bill the City of San Antonio**
9. **Invoices and/or receipts that include ineligible items**
10. **Applicant submits a quote instead of an invoice**