



City of Harrisonburg, Virginia

Office of the City Manager

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Harrisonburg, VA 22801
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Kurt D. Hodgen
City Manager

December 9, 2015

Dear Non-city Organizations or Agencies,

The City of Harrisonburg is about to begin its FY 2016-17 budget process. In accordance with City Code Section 4-2-9, each outside agency or charitable organization which requests a financial contribution from the City or currently receives a financial contribution from the city must submit its request by January 30th of each year.

Requests for funding in the upcoming budget shall not be considered unless accompanied by the enclosed application form, with all required attachments, **no later than 5:00 PM, Friday, January 29, 2016**. Upon receipt of this information, the City Manager will consider the agency's request during the preparation of the city's budget for the upcoming fiscal year.

Agencies submitting requests should be aware that the city anticipates potential reductions in state funding in the upcoming fiscal year. In addition, city real estate assessments are projected to remain relatively flat. As such, it would be advisable for your requests to be no more than your current year appropriation from the city, if applicable.

Please note in the application instructions that the city will again disburse funds this upcoming fiscal year on a quarterly basis and reserves the right to reduce the quarterly payments should state or local budgetary circumstances require. For those receiving funding in FY 2016-17, requests for disbursements should be submitted to the City on July 15, October 14, January 13 and April 14, respectively.

If you have any questions or need additional information, please contact my office.

Sincerely,

Kurt D. Hodgen
City Manager