

# Nonprofit Donation & Public Project Application

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## I. Organization Information

Legal Name of Organization: \_\_\_\_\_

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

Primary Contact (Name & Title): \_\_\_\_\_

Phone / Email: \_\_\_\_\_

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## II. Legal Status & Compliance

Please provide the following documentation:

- Proof of good standing with the Ohio Secretary of State
  - IRS Determination Letter (501(c)(3) status or application acknowledgment)
  - Financial statements (audited, if requested by the City)
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## III. Project Proposal & Funding Details

Project Name: \_\_\_\_\_

Donation Amount / Value: \_\_\_\_\_

**Project Description:** Describe how the donation will be used and the public project it supports. Attach additional pages if needed. Only information included here will be considered part of the agreement.

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## Alignment with City Goals

Explain how the project supports the City of Hudson's strategic goals and Comprehensive Plan.

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## IV. Procurement & Project Execution

The City of Hudson retains full authority over how funds are used and how the project is carried out. The following policies apply:

- **Competitive Bidding:** Required for purchases over \$25,000; contracts awarded to the "lowest and best" bidder.
- **Preferred Vendors:** The City uses State Bid lists and cooperative purchasing agreements.
- **Sole Source Purchases:** Allowed only when no comparable alternative exists at a lower cost and an emergency is declared by City Council.

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## V. Conflict of Interest & Transparency

### Political Involvement

Does your organization include elected officials or political candidates in leadership roles?

Yes

No

### Affiliations

Disclose any connections to political candidates, lobbying efforts, or other potential conflicts:

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## VI. Required Certifications

By signing below, the organization represents and agrees to the following:

- Indemnification:** The organization will defend, indemnify and hold harmless the City of Hudson from any claims related to the donation or project.
- No Endorsement:** Recognition by the City does not imply endorsement of the organization's broader activities.
- No Political Connection:** The donation is not tied to political activity or endorsements.
- Legal Compliance:** The organization is legally authorized to transact business in Ohio and complies with all applicable laws and regulations.
- City Authority:** The City retains full control over project execution and fund allocation.
- No Influence:** The donation is not intended to affect City decision-making.

## Donor Certification

**The organization agrees to the foregoing terms and hereby confirms and certifies under penalty of perjury that the above statements and representations are true and that the donation is not intended to influence City decisions or policies in any way.**

Authorized Representative Signature: \_\_\_\_\_

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

Title: \_\_\_\_\_

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

# City of Hudson – Official Use Only

## Review Checklist

- Department Head Review Completed
- City Solicitor Review Completed
- Donation Agreement Signed

## Approval

Authorized Representative Signature: \_\_\_\_\_

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

Department/Office: \_\_\_\_\_

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