

City of Milpitas  
Donation or Fee Waiver/Reduction Request Application Form  
for Non-Profit Organizations

\*7  
City Clerk's Office  
APR 25 2014  
RECEIVED

Complete this form and return it to Milpitas City Clerk

Please provide a copy of the IRS tax-exempt letter with the application.

Name of Organization: Our Lady of Guadalupe Club

Is there a Milpitas branch or affiliation? \_\_\_\_\_

Mailing Address: 330 BOYA ST  
MILPITAS, CAL 95035

Contact Person: RUBEN ESQUERRA Telephone No. 408 262-6009

Email Address: rdungesquerra@yahoo.com

What is your request? Donation Amount Requested \_\_\_\_\_ OR

Fee Requested to be waived (type and \$ amount) \$880. Senior Center Community Room

Event date(s): May 10, 2014

What is the purpose of the event? Mother's Day event, promoting cultural diversity performing arts, and free to the public

How will the Milpitas community benefit from this event? Promoting cultural diversity of the performing arts, and free to the public.

What % of the fund raising proceeds will benefit Milpitas community? 0

How will the City's contribution (if granted) be recognized in any publicity? ad acknowledging city's contribution

**Within 60 days after completion of the event for which a donation was received or a fee waiver/reduction was granted by the City of Milpitas, your organization will provide a written report to the City Clerk to include at minimum: number of participants, copies of all publicity of the event, any benefit to the community, amount of funds raised and an accounting of how the proceeds of the event will be dispersed.**

Signature of Officer: Ruben Esquerra Date: 4-22-14

Print Name & Title: RUBEN ESQUERRA - PRESIDENT

# St. John the Baptist Catholic Parish

279 S. Main Street, Milpitas, California 95035-5315

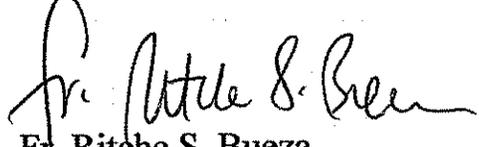
June 18, 2012

Dear Sir/Madam:

This letter authorizes the Guadalupe Society of St. John the Baptist of Milpitas to use the church's Tax ID Number to open an account.

If you have any questions, please call me at (408)262-2546.

Sincerely in Christ,

  
Fr. Ritche S. Bueza  
Pastor

TAX  
EXEMPT  
NUMBER

942734503

---

89243808

ROMAN CATHOLIC BISHOP OF THE SAN  
JOSE A CORPORATION SOLE  
~~7600 Y ST JOSEPH AVE~~  
LOS ALTOS CA 94022

If you Inquire about  
your account, please  
refer to this  
number or attach a  
copy of this notice

Date of This Notice

05-05-81  
Employer Identification Number  
94-2734503

575 B 045555555W  
55555555

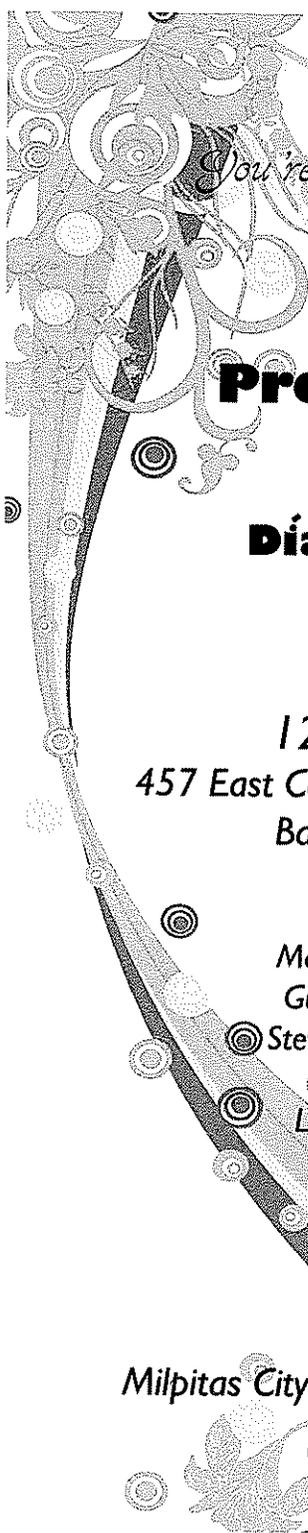
**NOTICE OF NEW EMPLOYER IDENTIFICATION NUMBER ASSIGNED**

Thank you for your application for an employer identification number. The number above has been assigned to you. We will use it to identify your business tax returns and any other related documents, even if you have no employees.

Please keep this number in your permanent records. Use the number and your name, exactly as shown above, on all Federal tax forms that require this information, and refer to the number in all tax payments and in tax-related correspondence or documents. You may wish to make a record of the number for reference in case this notice is lost or destroyed.

Note that the assignment of this number does not grant tax-exempt status to nonprofit organizations. For details on how to apply for this exemption, see IRS Publication 557, How to Apply for and Retain Exempt Status for Your Organization, available at any IRS office.

We appreciate your cooperation.



*You're cordially invited to attend the  
First Annual*

**Pre-Mother's Day  
Event**

**Día De Las Madres!**

*May 10th 2014*

*12:00 pm to 3:00 pm*

*457 East Calaveras Blvd. Milpitas, CA 95035*

*Barbara Lee Senior Center*

*Live Entertainment*

*Mariachis • Folklorico Dancers*

*Guest Singers: Maria Saldana*

*Steve Gaeta • Richard Martinez*

*Limited seating, come early!*

*Hosted by*

*Milpitas City Councilwoman Carmen Montaña*



**CITY OF MILPITAS, CALIFORNIA**  
**STANDARD OPERATING PROCEDURE**

**SUBJECT: CITY COUNCIL DONATION AND FEE WAIVER/REDUCTION POLICY**

---

1. Purpose

The City of Milpitas recognizes the value of partnership with other agencies and organizations in providing services that benefit the community and its residents. To that end, the City may provide a donation or grant a reduction and/or waiver of fees to intergovernmental agencies or non-profit organizations that provide Milpitas community benefit.

2. Donation and Fee Waiver Budget

With each budget cycle, the City Council will establish an annual budget amount for donations or fee waivers/reductions for unspecified community events. Except for extraordinary circumstances, donations and or fee waivers/reductions will not be granted once the budgeted amount has been expended.

3. Requirements

- a) Any requests for donation or fee waiver/reduction must be submitted in writing using the attached application form.
- b) Requests for donations or fee waivers/reductions will be considered by the City Council during a regularly scheduled meeting.
- c) To be eligible, the organization must be a non-profit organization as described by the Internal Revenue Section such as 501(c)(3) or an intergovernmental agency. In either case, only events that provide community benefit within the City of Milpitas shall be eligible. If fund raising is involved, the organization must demonstrate that at least 60% of fund raised will be of general benefit to the Milpitas community. The organization must be non-discriminatory, and non-political in nature, based in Milpitas or have a local affiliation within the City.
- d) If the request for donation or fee waiver/reduction is for a community event, the event must be advertised, open to the public and no entrance fee shall be charged for the event.
- e) Fee waivers/reductions only apply to services provided by the City during its regular course of business. Such fees may include rental fees for the City's facilities or equipment, building permit fees or fire permit fees. Any City staff overtime costs required due to the event cannot be waived.
- f) The City Council may grant donation or fee waiver/reduction to each organization once annually, regardless of how many branches or affiliations it may have in the City.
- g) The fee waiver/reduction amount is further subject to \$1,500 maximum annually and the donation amount is subject to \$500 maximum annually for each organization. A fee waiver/reduction request cannot be combined with a donation request.
- h) To the extent possible, the City's contribution should be recognized in the event fliers and/or advertising.
- i) Within 60 days after completion of the event in which a donation was received or a fee waiver/reduction was granted by the City, the organization will provide a written report to the City Clerk to include at minimum: number of participants, copies of all publicity of the event, any benefit to the community, amount of funds raised and an accounting of how the proceeds of the event will be dispersed.
- j) Failure to abide by the rules and procedures as set forth in this document will result in the organization being denied for funding and/or fee waiver/reduction in the future.