



## **COVID-19 EMERGENCY NON-PROFIT GRANT PROGRAM**

### **Non-Profit Organization Licensing Guidelines**

Non-profit licenses cost \$25 and can be obtained by completing the 1.) Application form; 2.) the E-Verify Affidavit; and, 3.) the SAVE Affidavit.

Forms are to be returned by email to either Finance Director Russ Madison ([russ.madison@decaturga.com](mailto:russ.madison@decaturga.com)) or Revenue Officer Michelle Gary ([michelle.gary@decaturga.com](mailto:michelle.gary@decaturga.com)).

Applicants will also need to provide proof of their 501(c)(3) status and articles of incorporation, if applicable.

The \$25 application fee should be made by check and either mailed to the Finance Office or slid through the front door of City Hall to the attention of Mr. Madison or Ms. Gary. City Hall is located at 509 N. McDonough St, Decatur, GA 30030.

If you have questions about this process, call 404-370-4100 and request to speak with Mr. Madison or Ms. Gary.