

# CHICAGO POLICE DEPARTMENT'S GUN BUY BACK PARTNERSHIP

2015

## PROGRAM APPLICATION

On behalf of Mayor Rahm Emanuel and Superintendent Eddie T. Johnson, thank you for your organization's interest in partnering with the City of Chicago and the Chicago Police Department to host a gun buy-back event.

This application is a *Word-fillable* document and can be saved for later completion, but must be emailed to [buyback@chicagopolice.org](mailto:buyback@chicagopolice.org). Please print and keep a copy for your records (see electronic submission instructions on the last page of this application).

I. ORGANIZATION INFORMATION
Legal Name of Organization:
CEO/President/Executive Director of Organization (Name/Title):
Year organization was incorporated:
Please check the box that applies to your organization: <input type="checkbox"/> Community-Based <input type="checkbox"/> Faith-Based
Telephone (Include office and cell phone numbers, if possible):
Address:
Website:
<b>PRIMARY CONTACT</b> Name/Title:
Mailing Address (if different from organization address):
Telephone (include office and cell phone numbers, if possible):

Email:

## **II. PROPOSED SITE LOCATION (If location is different from the above address)**

Address:

Telephone:

## **III. BACKGROUND AND LOGISTICAL ISSUES**

1. Have you ever hosted a gun buy-back (event) before?
2. If so, when?
3. What is the physical size (approximate square footage) of the space in which you are proposing to hold the event?
4. How many rooms are there available in the facility in which you are proposing to hold the event?
5. Is the facility fully handicapped accessible?
6. Do you have tables and chairs in the facility?
  - a. If so, how many tables?
  - b. What size tables?
  - c. How many chairs?
7. If you do not have tables and chairs in the facility, from where will you acquire them?
8. How many individuals will you have available to help assist with the event?
9. Will those individuals be employees of your organization or volunteers?
10. Is your location accessible by public transportation?
11. Does your location have off street parking available?
  - a. If so, approximately how many spaces?

**IV. OUTREACH CAPACITY**

As part of this partnership, your organization will be responsible for advertising the event in the community. Please describe your organization's capacity to promote this event and what methods you will use to promote the event (i.e. e-mail list, newsletter, mailing, etc).

**V. PROPOSED DATE OF EVENT**

1. Please provide dates that your organization would be willing to host a gun buy back event (in order of preference):

- a.
- b.
- c.
- d.

**VI. Community Characteristics**

7. What community(ies) or neighborhood(s) does your organization serve?  
Please specify Police District(s), Community Name(s) and Zip Code(s):

Police District(s)	Community Name(s)	Zip Code(s)
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**VII. CERTIFICATION**

Print Name:

Title:

I hereby certify that all information contained within this application is accurate and truthful.

Signature:

Date:

**TO COMPLETE YOUR APPLICATION, PLEASE CHECK APPROPRIATE BOXES BELOW AND ATTACH THE FOLLOWING DOCUMENTS :**

Each of the following documents (please check each) must be converted to Adobe portable document format (.pdf) and attached to a single e-mail to be submitted with the signed application. *Third-party formats and links to open documents will not be accepted.*

- Tax ID and 501(c)(3) or 501(c)(6) Status Letter (IRS)
- Current State of Illinois Certificate of Good Standing

What is an Illinois Certificate of Good Standing? How do I get one? See link below:

[http://www.cyberdriveillinois.com/departments/business\\_services/corp.html](http://www.cyberdriveillinois.com/departments/business_services/corp.html)

**Submission Instructions:**

1. Email the completed application and requested attachments ("application package") as a single email, using the applicant organization's full legal name in the subject field.
2. Print this page and sign it; then scan the signed page as a .pdf document to email along with the completed application package.
3. Email the completed application package (don't forget attachments), to: [buyback@chicagopolice.org](mailto:buyback@chicagopolice.org)
4. Acknowledgement of receipt will be emailed to the sender.

*Please note that the program application and information contained herein may be subject to release under the Freedom of Information Act (FOIA).*