



PROJECT/EVENT/FUND REQUEST

This form must be submitted at least two months prior to the date of project/event

Today's date:

Committee:

Requester name:

Requester email:

Name of Project/Event:

Date of Project/Event:

Total Requested Funds:

Total Requested Volunteers or Items:

Please describe the project/event for which you are requesting fund/ volunteers/items:

What is the purpose of the project/event?

Who will attend or benefit from this project/event?

Will WCOF receive any recognition?

Explain:

Please provide a detailed breakdown of your event/project budget for funds/items/volunteers: (e.g., how will the money allocated be spent?).

THE FOLLOWING IS TO BE COMPLETED BY THE BOARD:

Approved by:

Date:

Request #: 2019-_____