

5. Personnel directing and implementing the project –

6. Total budget for the project –

7. Other funds that are available –

8. Total funds requested from the Endowment Fund –

Attach additional documentation and information as needed.

Submitted by _____

Date _____

Address: _____

Phone: _____

Email: _____

ADDITIONAL INFORMATION

1. Requests for specific, finite projects are preferred. The Endowment does not fund operational expenses. Submit proposal with detailed breakdown of project expenses. If the entire request is not granted this will allow for possible partial funding.
2. A final written report is required to be submitted to the Endowment Fund Committee no later than **December 1st** of the year of the grant. The report shall include documentation of the expenditures and completion status of the project. A report form will be issued at the time the funds are awarded.
3. Funds that have not been expended should be returned to the Endowment Fund by **December 1st** unless extenuating circumstances would require that the deadline be extended, for which approval by the Endowment Fund is required.