

Cortland Community Service Club - Request for Funds Form

Group's name:

Address:

Primary contact information:

Purposes/Objectives of the project for which funds are being requested:

Anticipated number to benefit from project: i.e. number of youth, adults:

Funding Amount Requested:

*Please attach the project's budget outlining program's income (with specific sources) and expenses.

Future plans for continued funding (if applicable):

Date funds will be needed:

Anticipated project completion date:

Official signature: _____ Date: _____

Position/title: _____

Notes for those requesting funds: The CCS Club was organized for the following purposes:

- To provide opportunities for its members to meet and work together while

- providing service to the greater Cortland community.
- To raise and provide funds for selected greater Cortland community needs
- with an **emphasis** on helping youth programs.
- To host meetings during which educational/informational forums will be held
- for the benefit of the greater Cortland community and/or its members.

Some guidelines to be used in considering a request for funds:

- Project(s) will generally be funded at no more than 50% of the total project costs.
- Selected projects need to have defined purposes/objectives and a plan to attain them.
- Multi-year funding for the same project is not likely.
- Project(s), which benefit a maximum number of participants for the estimated cost will be given greater consideration.
- Funding request are not available for personnel services (i.e. salaries, benefits...)
- Matching dollar projects are favorable.
- If applicable, future funding plans need to be developed to illustrate continuation and stabilization of the project.

Condition of Accepting an Award of Funds:

A condition for receiving an award from the Cortland Community Service Club, Inc. is the submission of a written "final report" describing how the funds were actually used, the results of the project (success/failure), and if applicable, information about the participants who benefited. An oral presentation to the club members may also be requested at one of its weekly meetings.

Mail request to 8 Bellrose Ave. Cortland, NY 13045

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