

A4LE Southern Region Foundation Request for Funding Application

These forms were developed by the A4LE Southern Region Foundation Advisory Board in order to facilitate the funding request process for all Southern Region members.

This application is designed to be used in one of two ways; applicants may choose to fill in the form exactly as presented or may opt to use it as a basic template to organize thoughts and consider strategies. There are two main funding mechanisms within the Southern Region Foundation. These are as follows:

Otto Grove Scholarship Fund

- This fund has been created to provide funding for a variety of scholarships that include but are not limited to college or university tuition, attendance to conferences, tuition for the A4LE and Advanced Certificate Program.

Beverly and Milt Miller Chapter Development Fund

- This fund has been created to support chapter development by providing funding for initiatives at the chapter level that help grow the membership and enhance the value of membership for members. Examples of activities supported by this fund include outreach efforts to grow new chapters, chapter conferences, funding for special initiatives like Katrina-Rita Task Force, and general chapter meeting efforts.
- This fund is not to be used for purely social and entertainment efforts, or for full funding of chapter meetings that may be supported through sponsorships.

Before completing the application, be sure to:

- Read all instructions thoroughly before beginning.
- Be clear— make sure your goals, objectives and amount requested are clearly stated.
- Provide backup information from the regional board or chapter board that supports this request. This can be in the form of a memo from the regional or chapter board, or in the form of approved meeting minutes.
- Reimbursement will be made once expense voucher is submitted with receipts to substantiate the expenditures. Please use the attached expense voucher to request funding.
- There are some limitations to items that will be funded. Please provide lists of all items you intend to purchase/procure with this funding in order to receive prior approval.



NAME OF GROUP _____

Name of Person making the Request _____

Address (where check can be sent): _____

Phone: _____

E-mail: _____

Name of Program/Project/Activity: _____

Amount Requested: _____

One time only request or ongoing: _____

If ongoing, what is the overall duration of the request: _____

Describe the Program/Project/Activity:

State the goals of the Program/Project/Activity:

State the Expected Outcomes of the Program/Project/Activity:

State the anticipated timeline for implementation:

Explain how results will be shared with A4LE SR Foundation Advisory Board:

**PROGRAM/PROJECT/ACTIVITY
 BUDGET**

NOTE: This format is optional and can serve as a guide to budgeting. If you already prepare project budgets that contain this information, you may submit them in their original forms.

PROGRAM/PROJECT EXPENSES

Item (List all possible/known expenses)	<u>Amount</u>
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
_____	\$
TOTAL ESTIMATED EXPENSES	\$
_____	\$

FUNDING

Please indicated how you would like to receive the funding:

- _____ Direct deposit to Chapter Account
- _____ Check sent directly to an individual or company Indicate Name _____
- _____ Other Indicate Method _____

ATTACHMENTS

THE FOLLOWING ATTACHMENTS ARE REQUIRED:

1. REGIONAL OR CHAPTER BOARD DIRECTIVE VIA LETTER OF INTENT OR APPROVED MEETING MINUTES