

BOARD OF STEWARDSHIP & FINANCE
West Park United Church of Christ
Cleveland, Ohio

APPLICATION FOR SPECIAL FUNDS

Date: _____

Requested by: _____
(Board/Committee/Group/Individual)

Contact Person: _____ Telephone: _____

Amount requested: \$ _____ When will funds be needed? _____

Proposed Recipient of Funds: Name: _____
Address: _____
Phone Number: _____

If a RENEWAL: What was date of previous grant? _____
Please explain how previous grant was used, any differences for this grant, and reasons why the grant should be renewed:

For what will these funds be used?

Please explain such things as: Why shouldn't this be paid from the operating budget? Is this a new venture or special maintenance/improvement project? If for outside WPUCC, what are the recipient's general activities, geographic area served, number & kind of clients served, size of budget, other sources of funds, and is it a non-profit agency?

How will your organization monitor the use of these funds and assess the results?

Providing the above information will be adequate application for new requests totaling \$500 or less, or for requests totaling \$1000 or less for previously funded projects. New requests above \$500 and renewals over \$1000 require a representative of the requesting group to attend a regular meeting of the Board of S&F. Please contact the chair to set a time.

Board of S&F actions: ___ **Approved** **Amount \$** _____ **Source:** _____
Date: _____ ___ **Denied** **Reason:** _____
 ___ **Under consideration** **Information needed:**

Signature for the Board: _____