CARVER GUILD REQUEST FOR FUNDS

The George Washington Carver Guild is eager to receive requests for funding that will benefit the Carver community. Funding decisions are based on available Guild funds, the number of request forms received, the amount and purpose of the request, previous funding, and types of funding requests submitted. The Guild does not provide funding to other community or non-profit organizations.

Forms will be reviewed monthly by the Guild Finance Committee. If the Guild criteria for funding is met, a recommendation will be presented at the next monthly Guild meeting.

Please apply at least 2 months prior to when you will need to receive the funding. Requests submitted less than 2 months in advance may not be able to be approved.

The Board may approve fully or partially funding submitted requests, delay funding decisions, and/or include special conditions as part of any funding approval.

Instructions:
1. Complete this form.
2. Attach supporting documentation showing research related to best value (lowest cost for appropriate quality if applicable).
3. Submit the Form by email to gwcguild@gmail.com.

Contact Name(s):	Phone Number(s):	E-mail(s):	
Group Name:		Amount Requested	Date of Request
Brief sentence explaining request:			
Group's Mission/Goals:			
# of students involved:	# and types of activities planned this school year:		
Funding Sources:			

Budget and Funding Information

Group's budget: $	Funds raised for this activity: $	Student Contribution: $
Has your group received Guild funds: Yes No If Yes, When:		
Explain why group budget cannot cover this request:		
Other funding sources:		
Contingency plan if request is not approved:		
Fundraising plans for future activities:		
Explain the benefit to Carver students:		

Items to be Purchased:	Cost:
	$
	$
	$
TOTAL	$
Printed name and signature indicating approval or sponsoring teacher/coach/administrator:	
Research Conducted justifying value of selected product or service (cost and quality) : [please attach supporting documentation]	

Guild Use Only: Funding Approved Yes   No   Amount Approved $ Date of Notification to Requestor: