

Morro Bay Friends of the Library

PROJECT FUNDING REQUEST
RETURN THIS COMPLETED FORM TO THE Treasurer
at least two weeks prior to a meeting.

FOL STAFF USE

PFR # _____

Date received

PLEASE TYPE or Print

Today's date _____ Date funding is desired _____

Applicant Name _____ Presenter _____

Phone _____ Total requested \$ _____

You may use additional paper when needed. Also, attach any helpful supporting documents.

1. Please state your reason(s) for this request. Include how this program/
expenditure complements the Friend's commitment to the Morro Bay Library.

2. Itemized cost: **(Give specific breakdown)**

3. What portion of the costs is being borne by the participant/organization?

4. What other efforts are being made to seek alternate funding? Please list.

→ _____
Signature of Applicant

FOL STAFF USE ONLY

Project Funding Request number _____ Month _____ Year _____

Date of Executive Officers input _____ Date of Board of Directors input _____

Date of action _____ Final action vote: # count _____ / _____ / _____ **MSP/F** _____

General Fund _____ Building Fund _____ Total amount approved \$ _____

SIGNATURES: _____

President

Treasurer

Project Funding Request

Use this form for all requests of money that have not already been approved and allocated in the annual budget.

The purpose of the Project Funding Request is to create a standardized process that can be used by any person that is planning to ask the Friends of the Library to fund a project. This will allow the Executive Board or Board of Directors to evaluate each request in a timely manner.

This form will also allow projects that are funded and cover several months or years to be maintained in an organized file that will compliment the record that is stated in the official minutes. The treasurer will manage this chronological file.

1. Please state your reason(s) for this request. Include how this program/ expenditure compliments the Friend's commitment to the Morro Bay Library.

It is important that you explain why you feel that it is the responsibility of the Friends to pay for this project. Review the goals of our organization to see if your request is in the best interest of the Morro Bay Library or the Friends of the Library.

2. Itemized cost: *(Give specific breakdown)*

This is critical in evaluating whether the Friends can fund a project. Do your research before you ask for the money. Be detailed and realistic in your breakdown of costs. Include bids from more than one vendor so that the Friends can make a determination on the best recommendation for the project.

3. What portion of the costs is being borne by the participant/organization?

Sometimes a project is a joint effort with another organization or individual. Use this section to explain how the funding will be paid by each entity.

4. What other efforts are being made to seek alternate funding? Please list.

This is an opportunity for you to share if there are other funding sources that are also supporting this project. For example, have you applied for any grants? Are you doing other types of fund raising projects?