

COVER PAGE
Please attach this page to the front of your request

Name of Individual Requesting Funding (and sector) _____

Does requestor regularly attend Partnership meetings and/or is actively involved in a standing committee?

YES NO

Organization: _____

Chair of project (if not requestor) _____

Contact Information:

Address: _____

Phone: _____ Fax: _____ Email: _____

Description of Event or Project:

- Date (start and completion), time, location.
- Who will be involved? List partners and target population of participants.
- What is the general plan for the event? Include specifically how it will support the mission of the coalition.

Objective and intended outcomes:

- How are outcomes related to the Partnership logic model?
- Date report on activity will be available to coalition.

Amount requested:

- Exact Amount payable to whom?
 - Requests over \$500 will require a brief presentation to the coalition.
- How will funding be spent?
 - Please note that food is not an approved use of DFC funding.
 - Receipts may be requested for purchases
- Will funding be matched? (Dollars/In-kind, sources, fundraising, etc.)
- Sustainability plan (if applicable)

How will the coalition be promoted before/during/after event?

- Can the coalition have a booth at the event?

Who will be contact and provide report back to coalition on event/activity?

What involvement or support is needed from coalition? (volunteers, etc.)

What additional items can coalition donate? (bags, stickers, folders, etc.)

Date received by Executive Committee: _____

Date posted to website for coalition review (if >\$500): _____