

Cortland Community Service Club, Inc.

Request for Funds Form

Group's Name:

Address:

Contact information:

Purposes/Objectives of the project for which funds are being requested:

Anticipated number to benefit from project: i.e. number of youth, adults:

Participant Selection Process:

Dollars Requested:

**Please attach the project's budget outlining program's income (with specific sources) and expenses.*

Future Plans for continued funding:

Date funds will be needed:

Anticipated project completion date:

Official signature: _____ Date: _____

Position/title

Notes for those requesting funds: The CCS Club was organized for the following purposes:

To provide opportunities for its members to meet and work together while providing service to the greater Cortland Community.

To raise and provide funds for selected greater Cortland community needs with an emphasis on helping youth programs.

To host meetings during which educational/informational forums will be held for the benefit of the greater Cortland community and/or its members.

Some Guidelines to be used in considering request for funds:

- Project(s) will generally be funded at no more than 50% of the total project costs.
- Selected projects need to have defined purposes/objectives and a plan to attain them.
- Multi year funding to the same project is not likely.
- Project(s), which benefit a maximum number of participants for the estimated cost will be given considerable consideration.
- Funds from this group are not available for personnel services (i.e. salaries, benefits...)
- Matching dollar projects are favorable.
- Future funding plans need to be well developed for continuation and stabilization of the project.

Condition of Accepting an Award of Funds:

A condition for receiving an award from the Cortland Community Service Club, Inc. is that a written "final report" describing how the funds were actually used, the results of the project (success/failure), and if applicable, information about the participants benefited must be submitted. An oral presentation to the club members may also be requested at one of its weekly meetings.

Mail Request to either: Tom Dumas, Club Secretary at 478 Nye Road, Cortland, NY 13045 or Don Reed, Club Treasurer at 3334 NYS Route 215, Cortland, NY 13045

Internal CCS Club Guidelines to be used in funding requests:

- Up to 50% of program
- Money to solve (fix) a problem versus treating a symptom
- Club not obligated to fund annually
- Goal to surpass the annual giving of the other service clubs in Cortland
- Most good for the greatest number
- Funds not available for salaries, benefits, etc. (personnel services)
- One time funding preferred over multi-year pledges
- Focus on funding projects which will help youth not generally reached (i.e. average)
- Funds will be within budget of club
- Matching dollars favorable
- Future funding plans developed for continuance of program

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