

**Washington American Choral Directors Association
Request for Funds**

REQUEST FOR FUNDS PROPOSAL

Attach separate pages, as necessary; all information is required

Today's Date:

Project Administrator Information

Organization Name:

Principle Contact and Title:

Address:

City, State Zip:

Email:

Primary Phone:

Fax:

Organization Information:

Project Purpose: *(describe the project/event)*

Date of Event:

Place of Event:

Significant community/educational need: *(what is the population served by this project)*

How does the request fit the WA-ACDA mission:

Marketing and Advertising Plan:

Funding Amount Requested: *(Clearly indicate what you plan to do with the money and other sources of monetary support for this event or matching funds)*

Fees:

Travel:

Publicity:

Postage:

Printing:

Hall rental:

Other (please be specific):

Total:

If approved, you will be required to submit proof of expenditures with original receipts to WA-ACDA. Should you make a profit for your event, would you be willing to reimburse this fund for up to the amount received?

Yes

No

Signature of Authority:

Date:

Timeline of project including budget requirements for dispersal:

If approved, WA ACDA requires the printing of its name and brand on all marketing material in acknowledgement of monetary assistance:

“This event is made possible in part by a grant from the Washington American Choral Directors Association.”

During the event, mention of WA-ACDA and membership information must be available.

Following the event, please submit the following to WA-ACDA for record-keeping **within three weeks** following the event:

1. The *Expense Voucher* with a copy of all related receipts
2. A copy of all marketing materials
3. All documented information delivered to the participants
4. A count of all attendees broken out by ACDA members and other professional membership organizations
5. Any follow up survey information.

Please return to: Linda Moore, Secretary, WA-ACDA
lmoore@mtbaker.wednet.edu
