In order for the Rotary Club of Swarthmore to evaluate your request, please complete the following form as **briefly** but as **comprehensively** as possible. Please feel free to use additional sheets, if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Request: |  | Date Funds Needed: |  |
| Project Name: |  | | |
| Organization Name: |  | Contact Name: |  |
| Make Check Payable To: |  | Contact Phone: |  |
| Mailing Address for Check: |  | Contact Email: |  |
|  | Amount Requested: | $ |

|  |  |  |  |
| --- | --- | --- | --- |
| **For Club Use Only** |  |  |  |
| Board Decision: Approve Decline | Date: | Amount Approved: | $ |
| Trust Club  Authorized by: | *Club President:* | x | |

|  |
| --- |
| **Reason for Request:**  (Please provide a brief description of the **specific** purpose or project for which funds are being requested) |
| **Anticipated Outcome of Project:**  (What is the expected outcome of the project? Who will benefit from this outcome?) |
| **Total Cost of Project:**  (What is the total anticipated cost of the project and how do you expect to reach this total?) |