



MAY COURT CLUB OF CHATHAM Request for Funds Application Form

Website: maycourtchatham.ca

Charitable No.13190-9459 RR0001



The "Request for Funds Application Form" for the May Court Club of Chatham follows. When this form is completed, please send it by mail to:

Lynda Homeniuk,
Finance Convenor
May Court Club of Chatham
19281 Highbanks Rd.
Cedar Springs, ON N0P 1E0

Note that all funding applications must be received **no later than September 15th of the current year** in order to be considered.

If you have any questions regarding the completion of this form, please contact Lynda Homeniuk at:

Email: clarlyn66@gmail.com

Phone: 519-784-8904



MAY COURT CLUB OF CHATHAM REQUEST FOR FUNDS APPLICATION FORM



ORGANIZATION OR INDIVIDUAL MAKING APPLICATION

| | | | |
|--|--|---|--|
| Name of Organization or Individual | | Contact Person | |
| Telephone # of Contact Person | | Email of Contact Person | |
| Mailing address of Contact person | | | |
| Amount of Funds Requested | | Date Funds are Needed | |
| Describe how Funding will be Used (Please be specific. List items needed with accurate costs incl. Tax) | | Charitable Number of Organization making request (if no charitable number, mark N/A) | |
| Have you received Funds from other sources for this request? | | If yes, please list dates and amounts received | |
| Have you previously received Funding from May Court Club of Chatham? | | If yes, please list dates and amounts received | |

NOTES

1. Funding applications must be received **no later than September 15th of the current year** in order to be considered. Incomplete applications will not be accepted.
2. Please be advised that items that have been submitted on this form will be the only items considered for approval.
3. We prefer to pay for donations requested directly. In the event that this is not possible, we require the original itemized receipts for reimbursement of expenses incurred up to the amount approved by our club.
4. Receipts for reimbursement must be submitted within 1 year of notification of approval of your request for funds.
5. Applications will remain on file for 6 months.
6. The May Court Club of Chatham requires a signed statement to confirm that the funding received has been directed only to what was intended as per this application.
7. It would be appreciated if a photo opportunity can be obtained prior to or upon receipt of May Court's donation.

SIGNATURES

I confirm that the information submitted on this form is complete and accurate. I understand and agree to the procedures listed above and agree to follow the guidelines as set out by the May Court Club of Chatham.

| | | | |
|------------------|--|----------------------|--|
| Signature | | Print Name | |
| Date | | Position Held | |