



THREE RIVERS COLLEGE FOUNDATION

Ensuring a Bright Future for Three Rivers Community College

Request for Funds

1. Applicant Information

Name of Organization _____

Requesting Funds: _____

Contact Person: _____

Contact Telephone No.: _____

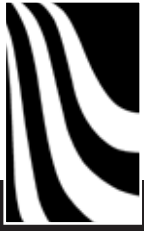
Contact Email Address: _____

2. Amount of Request: _____

3. Purpose of Request: _____

4. Please state how use of requested funds will benefit the College and/or its

students: _____



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5. Is any alternative source of funding (state monies, grants, etc.) available to fund request? Yes No

If yes, has such alternative funding been requested? Yes No

If yes, what was the result of such request for alternative funding: _____

If no, please state the reason why no request was made: _____

6. Is this request anticipated as a one-time request for funds? Yes No

If no, how often do you anticipate requesting additional funds? _____

7. Has your organization made any prior requests for funds from the Foundation:

Yes No

If yes, what was the result of such request for funds: _____

8. Do you wish to make an oral presentation to the Three Rivers College Foundation Board in support of your request? (Please note that any and all presentations to the Board will be limited to 5 minutes) Yes No



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9. Please submit copies of all supporting documentation regarding your request. **This documentation must include copies of invoices, estimates and/or detailed budget of expenses. No request will be considered without such documentation.**

Date _____

Applicant _____

Printed Name _____

Title _____

Completed requests for funds are to be submitted to:

**THE OFFICE OF INSTITUTIONAL ADVANCEMENT
ROOM 213, THAMES VALLEY CAMPUS
574 NEW LONDON TURNPIKE
NORWICH, CONNECTICUT 06360**



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PRELIMINARY REVIEW OF REQUEST FOR FUNDS (INTERNAL OFFICE USE ONLY)

NAME OF APPLICANT: _____

Request received by Office of Institutional Advancement on _____
Date

UPON RECEIPT, FORWARD TO COLLEGE PRESIDENT FOR REVIEW.

Forwarded to College President for review on: _____
Date

Recommendation for action by College President:

Approve _____ Deny _____

Grace Sawyer Jones, President Date

AFTER REVIEW BY COLLEGE PRESIDENT, FORWARD TO COMMITTEE FOR REQUEST FOR FUNDS

Forwarded to Committee for review on: _____
Date

Recommendation for action by Committee:

Approve _____ Deny _____

Committee Chairperson Date

Any application recommended for denial by both the college president and the Request for Funds Committee shall be denied without further Board action. All other requests shall be presented at the board meeting next following review by the college president and committee.

[October 2006]