



THREE RIVERS COLLEGE FOUNDATION

REQUEST FOR FUNDS APPLICATION

1) Applicant Information Date: _____

Printed Name and Title _____

Contact Phone _____

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:

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? _____



THREE RIVERS COLLEGE FOUNDATION

7) Have you 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 _____

9) Please submit copies of all supporting documentation regarding your request.
THIS DOCUMENTATION MUST INCLUDE COPIES OF INVOICES, ESTIMATES AND/OR A DETAILED BUDGET OF EXPENSES. NO REQUEST WILL BE CONSIDERED WITHOUT SUCH DOCUMENTATION.

APPROVAL OF DEPARTMENT DEAN

Dean's Signature _____ Date _____

FORWARD TO THE DIRECTOR OF INSTITUTIONAL ADVANCEMENT FOR REVIEW

Room C211



THREE RIVERS COLLEGE FOUNDATION

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

NAME OF APPLICANT: _____

Request received by Office of Institutional Advancement on _____
Date

Forwarded to College President for review on: _____

Recommendation for action by College President:

Approve _____ Deny _____

Mary Ellen Jukoski, 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 NEXT BOARD MEETING
FOLLOWING REVIEW BY THE COLLEGE PRESIDENT AND COMMITTEE.**