

PENN'S WOODS WEST CHAPTER
TROUT UNLIMITED
POLICY AND PROCEDURE MANUAL

POLICY #: 20-05

INDEX TITLE: Funding Request

SUBJECT: Funding Request

DATE:

- I. POLICY/PURPOSE/SCOPE: PWWTU has fiducial obligations derived from good business practices and Trout Unlimited obligations to only fund organizations that share TU's charitable and educational values. Such organizations may have 501c3 status or be incorporated as a non-profit under the laws of Pennsylvania or another state.
- II. POLICY
 - a. PWWTU will require organizations seeking financial support from PWWTU to submit a formal Financial Support Request (attached).
 - b. The request will be promptly evaluated by the Board and a funding decision relayed to the applicants by letter.
 - c. The Treasurer will maintain the files of correspondence and reimburse valid invoices.



SIGNED: Charles Buffington

TITLE: President, PWWTU

ORIGINAL: April 2, 2020

APPROVALS:

PWW Board: April 2, 2020

REVISION OF PRIOR DOCUMENT? No Dated:

PENN'S WOODS WEST CHAPTER

TROUT UNLIMITED

Financial Support Request

Purpose: Penn's Woods West is a Chapter of Trout Unlimited, a national organization with headquarters in Arlington, VA. PWW's primary goal is the conservation and improvement of cold-water resources in Allegheny County, Pennsylvania. PWW is a non-profit organization and, as such, is able to expend funds supporting activities that meet its mandate and lend financial support to organizations with similar objectives that may also be registered nonprofit entities.

Instructions: Please fill out the application and send the completed application to: buffingtoncw@gmail.com

Official Name of your organization:

Complete street address including Zip code:

Responsible Officer (name and title):

Contact information for Responsible Officer including email and phone number(s):

If your organization has 501c3, what is the FEIN? _____

If your organization is a non-profit incorporated in PA, what is your Entity number? _____

What is your plan to acknowledge the Chapter's support?

FUNDING PROPOSAL

Please tell us how the PWWTU can help you or your Organization. Clearly identify your current needs and tell how meeting these needs align with the goals of the Chapter.

Explain the charitable or educational nature of the activity proposed (IMPORTANT).

Proposed start date of Grant:

Proposed end date of Grant? (Usually one year later...)

BUDGET PROPOSAL

Budget Item	Cost (\$)

Total	

BUDGET RATIONALE

Relate each expense to the objectives of the proposal.

Does successful completion of the project require additional resources that are not currently available?

What problems do you anticipate in completing the project?

If the proposed activity fails, what is your Plan B?

CERTIFICATION

I certify that funds received from the Penn's Wood West Chapter of Trout Unlimited will be used only for the purposes outlined above. I will keep careful records (including receipts) of all expenditures and prepare a detailed report at the end of the grant period for PWW. Any unused funds will be returned to PWW at the end of the grant period.

(Insert signature and title).