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.

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| --- | --- | --- | --- |
| 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: | $      |

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

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| --- |
| **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?)      |