

## 2010 Santa's Workshop Funds Request

First of all, the Cookeville Junior Women would like to thank you for the work that you do to make Putnam County, Tennessee, and the Upper Cumberland area a better place to live. Through Santa's Workshop funds, we have supported many causes and look forward to working with past organizations as well as new organizations. Santa's Workshop supports projects that make a difference in our community.

If your organization would like to request funds from the 2010 Santa's Workshop, please complete the Santa's Workshop Funds Request Form and submit the requested items. Santa's Workshop Funds are to be used for specific projects or goals for your organization, not to be used for general funds. A representative of your organization should be ready to attend our September 16<sup>th</sup> meeting (6:15 p.m., Fellowship Hall of Jefferson Avenue Church of Christ) to give a **ONE MINUTE** presentation to our club about this project. You will still be eligible for funds if a representative is unable to attend, but these presentations are very helpful for our members to make an informed decision about the distribution of Santa's Workshop funds.

Whether you have received funds in the past or not, please apply. Each member will vote on the project(s) they wish to support with Santa's Workshop Funds. The Funds Committee will contact your organization to let you know whether or not you will receive funding from the 2010 Santa's Workshop. We will be unable to tell you how much funding your organization will receive until we have completed all paperwork associated with the 2010 Santa's Workshop. Funds are typically distributed in January of the year following Santa's Workshop in November. A representative of your organization will be asked to come to the Herald-Citizen office to receive the funds so that we may place information about the project and our support in the Herald-Citizen.

Please fill out the 2010 Santa's Workshop Funds Request Form, attach the requested documents, and mail to CJWC, P. O. Box 1361, Cookeville, TN 38503-1361. Documentation must be complete and postmarked by August 31, 2010 to be eligible for funding.



2010 Santa's Workshop Funds Request Form

Please fill out the following information to request funds for your organization from our 2010 Santa's Workshop. You may need to have a representative from your organization attend our September 16<sup>th</sup> meeting (6:15 p.m., Fellowship Hall of Jefferson Avenue Church of Christ) to give a **ONE MINUTE** presentation to our club about this project.

Name of person submitting request: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Website (of your organization or your parent organization): \_\_\_\_\_

If you are awarded funds, how should the check be made out:

\_\_\_\_\_

Whom does your organization serve: \_\_\_\_\_

Please give a brief description of the project for which you are requesting funds (You may submit this on another sheet of paper):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Please give a dollar amount that you are requesting for this project \$ \_\_\_\_.***

Will you be able to complete this project if we are only able to give a portion of the money requested?      Yes              No

If No, please describe how else money might be used by your organization:

\_\_\_\_\_  
\_\_\_\_\_

Thank you for your interest in our club as well as the work you do in our community.

Please send this completed form,

    a copy of your 501c3 form,

    and a copy of your 2010 budget

to the following address no later than August 31, 2010:



CJWC, P. O. Box 1361, Cookeville, TN 38503-1361