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OFFICIAL REQUEST FORM: Mr. & Mrs Raymond J. Riefler Memorial Enablement Fund (This Cover Page Must Be Used)

Please use this form for submitting your proposal to the fund. You may attach **up to two (2) additional 8 1/2 X 11 sheets** (no more) to answer questions 1-16. **All questions must be answered and should be typed.**

PROPOSALS MUST BE RECEIVED AT THE NETWORK OFFICE BY 2:00 P.M. FRIDAY SEPTEMBER 5, 2014. No exceptions will be granted.

1. Title of Proposal: _____
2. Congregation/Organization submitting proposal:
3. Brief description and location of Congregation/Organization submitting proposal. (If an organization please describe its relationship to a local congregation(s)).

4. Amount requested? _____

5. Name, address and phone number of official contact person.

NAME: _____

ADDRESS: _____

_____ Zip: _____

PHONE: _____ EMAIL: _____

If your project is funded do you agree to submit a report to the Network of Religious Communities nine months after receiving the money? Yes _____ No _____

6. Signed _____ Position: _____ Date: _____

+++++

DO NOT WRITE BELOW THIS LINE

DATE RECEIVED _____ Ranking _____

RECEIVED BY: _____ Amount: _____

Comments:

8. Briefly describe the project you propose.

9. Identify the needs to be met by the project you propose.

10. What are your goals and objectives? What methods will you use to achieve your goals and objectives?

11. How will the success of the project be measured? Who will evaluate the project?

12. Are persons from the community being served to be involved in the planning, decision making and evaluation of the project? If so how?

13. Which of the six purposes of the Riefler Enablement Fund does your proposed project address? (Please refer to the description of the fund)

14 Please identify all resources that are now available or are being sought to support the project. (In addition to finances please identify volunteer time, staff time given by other organizations, supplies, and use of facilities.)

15. Is there anything else you would like us to know about your proposed project?

16. Would you be willing to accept less than the amount you requested if funds are limited?
_____ Yes _____ No.

17: What is your proposed income and expense budget for the first (or next) year of the project ? If it is to continue after one year please describe how the project will be supported. If the ministry is currently ongoing please attach your most recent financial report. **(WITHOUT A CLEAR INCOME AND EXPENSE BUDGET FOR THE PROJECT YOUR PROPOSAL WILL NOT BE CONSIDERED)**