**APPLICATION FOR FUNDS FROM**

**THE VERNA WULFEKAMMER MEMORIAL TRUST**

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 Individual grants are awarded competitively to active members of the Guild. Current Guild officers and Trustees are not eligible for individual grants during their tenure. Applicants must state in writing how they hope to benefit from the grant and how they will share these benefits with the Guild. Grantees are required to submit a financial report stating their accomplishments as a result of the grant and include an accurate accounting of expenditures.

 Grant applications must be received by the 21st of the month. NOTE: Grant requests must be for future events. Applicants must send one copy of the request to each Trustee to complete the application process. This may be done as an e-mail attachment. Only official forms may be used. Trust application forms can be downloaded from the Guild website (cwsgcomo.org) or may be requested from one of the trustees. Applicants are notified of the Trustees’ recommendations by the 15th day of the month following the deadline.

Requested by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of request

Address

Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date funds are needed\_\_\_\_\_\_\_\_\_\_

Guild membership status (include level of participation / study groups)

Project/Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates of event

**Applicant’s Goal:** The applicant **must** include with this application a statement of how they hope to benefit from this activity and how they plan to share this experience with the guild membership.

Budget Expenses **Amount requested** **$**

\_\_\_\_\_\_\_\_\_\_ Registration fee for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_ Registration fee for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_ Lodging expenses ( \_\_\_\_\_\_nights @ $\_\_\_\_\_\_\_\_\_\_)

\_\_\_\_\_\_\_\_\_\_ Meal expenses ($45/day)

\_\_\_\_\_\_\_\_\_\_ Travel costs (driving - $.50 per mile @ \_\_\_\_\_ miles for trip)

\_\_\_\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_ Total anticipated expenses

1. **To receive funds**, the grantee must contact the Trust treasurer 2 weeks before the disbursement is needed.
2. There may be other expenses not known at the time of this application. You may apply for more funds for this project if the need arises.
3. Grantees are required to submit a financial report to the Trust Correspondent within one month of the conclusion of the event, stating their accomplishments and include an accurate account of all expenditures made. All specified receipts must be kept and turned in with the financial report.
4. Any funds not used must be returned to the Trust treasurer in the form of a check made payable to “The Verna Wulfekammer Memorial Trust”.
5. Funds received from the Trust must be reported on the applicant’s individual IRS tax return.
6. Within one year of the activity, grantees are required to file a final report with the Trust Correspondent. This report should describe how the experience was shared with the guild membership.

 The signed applicant agrees that all awarded funds will be used in accordance with the above stated purpose of the VWMT.