



Amery Woman's Club

PO Box 94 - Amery, WI 54001

Program & Project Budget Request Form

Fiscal Year: _____

Committee Name: _____

Committee Chairperson: _____

Committee Members: _____

Amount spent in Previous Fiscal Year: \$_____ *Estimates for the committee's work should match the AWC Fiscal budget year from July 1, 20xx> June 30, 20xx.

Amount requested for the 2016-2017 Budget: \$_____

List all ACTIVITIES planned for this project.

ALL PLANNED ACTIVITIES ASSOCIATED WITH THIS PROJECT	ESTIMATED COST OF EACH ACTIVITY	DATES of PLANNED ACTIVITIES
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	

List all potential VENDORS to be used (include what you know, this can be updated as needed):

Vendor	Service Provided	Estimated Cost

List all other "INCIDENTAL EXPENSES" you anticipate for this project:

Anticipated Miscellaneous Expenses	Estimated Cost



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List all GRANTS and SOLICITED DONATIONS/CONTRIBUTIONS available for funding this

program/project: (All grants and solicited donations/contributions must be approved by the Fundraising/Grant Writing Committee or the AWC President and Treasurer.) The Fundraising committee will supply all AWC documentation required for submission of any grants. These include but are not limited to: IRS documents, Mission Statement, Financial Statements.

Additional information you would like to share relative to this project/program:

Committee Chair: _____ **Date:** _____
(Signature)

NOTE: If short notice emergency funding is required – this must first be approved by the President and the Treasurer before any funds are allocated.

Per Amended By-Laws (Aug 16, 2015):

Section 11. Any established function of the organization, that needs money, must present in writing for approval, a budget proposal to the executive board no later than the October meeting.

Section 12. How the budgeted money will be spent must be included in the proposal. For non-budgeted expenditure or collection of expenditures that are in excess of \$100, the prior approval of the executive board is required. Request for approval must be made to the treasurer or president, at least 5 business days prior to the expenditure of the funds. Executive board members may vote in meetings, via email, or by phone for approval of budget proposals.

Approved by AWC Board on (Date): _____

President's Signature: _____

Treasurer's Signature: _____

(Approved 2 Aug 2016)