

Funding Application Youth Activities Program



Program(s)/Event(s) Title: _____

Applicant: _____

Return Request and Forms To:
Muskies, Inc. Youth Activities Program
Lila Warren – Vice President
197 Villa Ave
White Sulphur Springs, WV 24986
E-mail: vp-youth@muskiesinc.org

Note: Complete funding application in blue or black ink and submit to the Vice President of Youth Activities at the contact above as 1) a hard copy by mail, and also 2) a digital copy by email. The emailed copy should be scanned and emailed, but cell phone photos of the document pages sent by email will suffice if you do not have access to a scanner.

**Application for Funding
Youth Activities Program**

Funding for Youth Activities Program(s)/Event(s)

Program/Event Name: _____

Request Submitted by: _____ **Date:** _____

Agency or Affiliation: _____

Address: _____

Contact: _____ **Phone:** _____ **E-Mail:** _____

Brief Program(s)/Event(s) Description:

Amount of this Request: _____

Total or Partial Funding Requested: _____

For MI use only:

Date Received: _____ **Reviewed By:** _____ **Date Reviewed:** _____

Date of Committee Review: _____ **Approved:** _____ **Denied:** _____

Submitted to Vice President Youth Activities: _____ **Approved:** _____ **Denied:** _____

Comments:

**Application for Funding
Youth Activities Program**

Program/Event Cost (Total Dollars Required) \$ _____

MI Portion of Funding: \$ _____

Program/Event Name: _____

Estimated Number of Youth Attending: _____

Projected Start Date: _____

Program/Event Location: _____

Will this Program/Event be in collaboration with another organization/chapter? ____

Explanation: Please detail anticipated program/event activities which should be considered by the committee in their review.

Financial Considerations: Please explain when the funding from Muskies, Inc. would be required.

Based upon your request for Muskies, Inc. to fund this project, please indicate a breakdown of funding if Muskies, Inc. does not finance the entire program/event and/or if additional funding is not available.

Use additional pages if needed

**Application for Funding
Youth Activities Program**

Program/Event Objectives, Detailed Description and Proposed Detailed Budget:

**Application for Funding
Youth Activities Program**

Conditional Agreement for Receipt of Funding

Applicant / Recipient hereby agrees to the following terms and conditions, if applicable, should this request for funding be approved:

- 1. Applicant / Recipient shall maintain a communication with Muskies, Inc. Youth Activities Program Committee regarding progress of project, expenditures, schedules, in a timely manner for updating the Vice President of Youth Activities.
- 2. Applicant / Recipient shall prepare a written report upon completion of project which may include, but not be limited to; photographs, videos, etc. for presentation to the Youth Activities Program Committee at the Annual Board Meeting. If not able to attend a Board Meeting, the report can be submitted to the Vice President of Youth Activities for presentation to the Board.
- 3. Applicant / Recipient further agrees to credit Muskies, Inc. in any publication of results of said program/event, acknowledge MI for their funding and support. Recipient understands and agrees that in some instances Muskies, Inc. Board of Directors may desire to edit and/or suggest or approve appropriate language and this shall be allowed.
- 4. Applicant / Recipient shall provide the Vice President of Youth Activities, or his/her committee member, no later than ten (10) business days, upon request, copies of receipts/disbursement of funds record(s) and a program and/or event report for the program(s)/event(s) that were funded.
- 5. Unless approved in writing by the Muskies, Inc. Board of Directors, no member of Muskies, Inc. may use any amount of funds requested for personal use or profit.
- 6. If a Muskies, Inc. funded program/event is cancelled. Muskies, Inc. may require reimbursement of funding. You are required to notify Muskies, Inc. Youth Activities Vice President within ten (10) business days of cancellation, using the contact information at the top of this page.
- 7. If a situation/dispute arises that is not covered by this Agreement, it will be governed by the Muskies, Inc. Bylaws/Policies. If not covered by the Bylaws/Policies, it will be governed by vote of the Board of Directors.

The foregoing conditions are agreed to and deemed acceptable this _____ day of _____ of the year _____.

Signed: _____
Recipient

Muskies, Inc. _____
Vice President Youth Activities