

# Lord's Acre Funds Application Information and Funds Request Form

## *Funds Application Information*

*The Lord's Acre annual fundraiser allows the church to fund projects or items not otherwise financed by the church budget. The following information lists directions on how to go about requesting funds and how the approval process works.*

### Request for Fund Process:

- Any group or individual may request funds.
- Fill out the Lord's Acre Funds Request Form (see below).
- Turn request into the church office or to any Lord's Acre Committee member.
- The request must be submitted and approved before purchases are made.

### Approval Process:

- The Lord's Acre committee will meet on a timely basis to review requests in accordance to the committee's guidelines.
- Notice will be given to the submitting person/group whether the request was fully funded, partially funded, denied, or that more information is needed before a decision can be made. At that time, a spokesperson may be asked to present additional information to the committee.
- The submitting person/group will work with the Lord's Acre treasurer to receive funds.
- A request over \$1000 must be approved by the Trustees.

## *Funds Request Form*

Name: \_\_\_\_\_ Submitting group: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Address, City: \_\_\_\_\_

Narrative of Request (include purpose, description of need, and other pertinent information):

### Cost Information:

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Company Phone & Fax: \_\_\_\_\_

Quantity	Catalog No.	Item	Each	Total

**Total:** \_\_\_\_\_

Request Approved: \_\_\_\_\_

Request Denied: \_\_\_\_\_

Request Tabled: \_\_\_\_\_