



DC COA Funding Request Form For EXTERNAL Requests



*The funding request form must be submitted to the Finance Committee
Chair at least 30 days prior to the event.
Allow 1 to 2 weeks for processing.
Only complete forms will be reviewed.*

Date of Funding Request:

Name of Requesting Officer(s):

Name of Requesting Group:

Item/Activity/Event Description:

Date of Activity/Event or When Item Needed:

Amount of Funding Requested: \$

Total number of Members in Group:

Total number of DC COA Members in Group *(Please attach a list of all DC COA members):*

How will the event/activity promote and increase the visibility of DC COA?

(i.e., recognize and acknowledge DC COA at the event/activity, display DC COA banner, etc.)

Detailed List of Items for Which Funding is Requested:

Justification for the Funding Request:

*This justification should include the nature of the item/activity/event and a justification for each item requested above.
Please include the following information:*

- *Why should DC COA fund this item/activity/event?*
- *Was funding for the item/activity/event requested previously? If so, how much was funded by DC COA?*
- *Please provide justification if the newly requested funds differs from the previous amount.*
- *Who is able to attend this event?*
- *Would DC COA be participating or acknowledged at the event? Please explain.*

For Treasurer Use Only

Funding Request Status: Approved Denied Conditional Approval

Check #:

Comment:

Check Amount:

Check Paid To: