Strategic Initiatives Budget Class

Fund Request Form

*Request for funds needed for the* ***2022 Annual Meeting*** *and for other expenses the unit named below expects to incur during the* ***2022 fiscal year*** *(October 1, 2021 through September 30, 2022).*

**THIS FORM IS DUE NO LATER THAN NOVEMBER 1, 2020.**

*(Please note that once the budget for FY 2022 has been approved by the full Board, new or additional requests cannot be considered until the next budget cycle.)*

***Information:*** This form should be **submitted to the Executive Director** by the unit head(s) no later than **November 1, 2020**. Between November 1 and mid-December, the Treasurer and the Finance and Long-term Planning Committee of the Board will develop the fiscal 2022 budget that will be sent to the Board of Directors in December for discussion and approval in January 2021.  This form is designed primarily for requesting funding for expenses associated with the 2022 annual meeting, although requests can concern any FY 2022 expected expenses whether associated with the annual meeting of not. There may, however, be cases in which a unit’s preparation and expenditures for the 2022 meeting may begin more than three months before the meeting occurs; in such cases, the unit may use this form to request funds that would be expended in the spring, summer, or early fall of 2021 (before the start of the 2022 fiscal/budget year). There are accounting techniques that can be used to log the prepayment of expenses budgeted for Fiscal 2022.

1. Date of request:

2. Recipient of Funds (Name of Group/Individual):

3. Person(s) submitting request:

4. Email(s):

5. Amount requested (indicate the total amount here but give a full breakdown of proposed expenditures below under “Purpose/details”):

6. Is the amount requested on line 5 a one-time request? 🞎 Yes 🞎 No

7. Purpose/details of funds needed (use an attachment if that is more convenient):

*If you checked “no” on line 6 above, include in your full breakdown of proposed expenditures an indication of which constitute one-time requests and which are requests for which you will likely request renewals in future years.*

8. When will the funds be needed?

9. Has your unit requested or been granted funds for this purpose before? If so, please describe amount, timeline, and use of the funds:

10. For planning purposes, if your unit is in conversation with funding agencies about securing external funding (including proposed matching grants), please use this opportunity to provide a brief summary of that developing conversation.

**For Administration Use Only**

FLTP Committee Decision

Date:

Amount Approved:

Comments:

Board Decision

Date:

Amount Approved:

Comments:

Funds charged to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ account.