

**Request for Program Monies**  
**Johnsburg Youth Committee 5.16**

P.O. Box 23  
Johnsburg, NY 12843

**CONTACT INFORMATION**

Organization: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**ACTIVITY INFORMATION**

Activity to be Funded: \_\_\_\_\_ Location: \_\_\_\_\_ Date: \_\_\_\_\_

Age/grade level: \_\_\_\_\_ Numbers anticipated: \_\_\_\_\_

**PUBLICITY/REACH**

Check any that apply:  Flier  Jag Jottings  Newsletter  Facebook  Newspaper  
 Email blast  Poster  Brochure  
 Other(describe) \_\_\_\_\_

**All district Homeschoolers must be notified of the opportunity.** Andrea Hogan is currently the JYC contact for homeschooled children within our school district. Her email is: <ahoganoncrane@gmail.com>

If participation is not open and participants are selected, please explain criteria for selection:

**REQUEST**

Amount Requested: \_\_\_\_\_ Date funding needed: \_\_\_\_\_ Participant fee: \_\_\_\_\_

Purpose of request:

fee subsidy  equipment  transportation costs  snacks/drink  T-shirt

other, please explain: \_\_\_\_\_

A statement of program costs supported by brochure or an invoice needs to be submitted to the JYC upon request for funding. Your request needs to be submitted at least **two months** before it is needed.

**Payment:** A check will be written directly to the organization or business owner for the program, once an invoice is presented. We will not write third party checks. We do not pay sales tax.

**Reporting:** A final report to the Committee is required within two weeks upon conclusion of the activity. This helps JYC keep track of the number of kids served which helps us request additional funding from various sources. Future funding will not be available without the final report. Please initial: \_\_\_\_\_

Thank you for offering a fun experience to our local kids.