



100 Ridley Avenue
LaGrange, Georgia 30240
Phone: (706) 885-0101 FAX: (706) 885-0103
E-mail: tworiversrcd@hotmail.com
Website: www.tworiversrcd.org

Request for Project Assistance

NOTE: All requests must be signed by the local council member from the area in which the request originates and forwarded with Attachment 1 to the Two Rivers RC&D for Executive Board action. **Late requests** and requests submitted with **incomplete information will be returned** to the contact person.

I. Applicant Information

Organization _____
Contact Person _____
Address _____ City _____ County _____
Telephone # _____ Fax # _____

II. Project Description (who, what, when, where)

III. Project Details

- 1) Describe why the project is needed: _____

- 2) Quantify project timeframe(begin/end dates), goals and methods to determine its effectiveness: _____

- 3) Describe groups and numbers of people the project would benefit: _____

IV. Project Budget (Attachment 1 must be provided for all requests)

V. Type of RC&D Assistance Requested

Administrative Technical Sponsorship Financial \$ _____

(Two Rivers Council Representative)

(Date)

All programs and services offered without regard to race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, marital or family status.

THE TWO RIVERS RC&D COUNCIL, INC.



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Attachment 1 – Budget

Categories	RC&D Sponsorship (Requested)	Project Partner Contribution (Cash)	Project Partner Contribution (In-kind)	Totals	
				RC&D	Partner
Personnel					
Meals					
Refreshments					
Equipment					
Facilities					
Materials					
<p><i>NOTE: Partner contributions must be a minimum 50/50 cash or in-kind match. All financial assistance will be disbursed on a reimbursable basis not to exceed the approved amount. All requests must meet the Environmental Education Policy detailed below.</i></p>					

Total Project Value \$ _____

“All requests must meet the RC&D mission and approved by the Executive Board prior to the event or project commencement. Maximum annual awards will not exceed \$2,500 per entity per year and cannot be used for fund-raising or as pass-through income. Funding requests are accepted January 1- 31 and July 1-31 each year. Grant recipients must acknowledge Two Rivers on all printed literature and provide council opportunities for input. Incomplete or late requests will be returned to the contact listed on the application. Original receipts and participant sign-in sheets must be provided for each funded item prior to reimbursement. Capital improvements, transportation, postage and office supplies are non-reimbursable grant items.”