

CUPERTINO ROTARY ENDOWMENT FOUNDATION (CREF)  
**FORM 1: REQUEST FOR GRANT OF FUNDS**



**INSTRUCTIONS:**

- 1) To be used by AOS Chairs (AOS Projects), Board Designated Committee (BDC) Chairs, or the Club President (Club Bd Projects) to request Project/Grant approval for Charitable funds from CREF
- 2) Prior to submission to CREF a Charitable Project must have been approved by an AOS Committee, a BDC Committee, or the Club Board.
- 3) The designated AOS Chair, BDC Chair, or Club Pres. must sign the request/form and submit it to the CREF Administrator or CREF Secretary for CREF Board review and approval.

Request is made by:(**ck. one**): \_\_\_ Community \_\_\_ Youth \_\_\_ WFD \_\_\_ WCS \_\_\_ Climate **OR** \_\_\_ Club Board

Amount of Request \$ \_\_\_\_\_

Project Name: \_\_\_\_\_

Rotarian Champion: \_\_\_\_\_

**The approved Project Proposal Form or an equivalent project proposal description must be attached to your Form 1 submission. If an equivalent project proposal description is attached in lieu of the approved Project Proposal, the Project Proposal description must include the required information listed on page 2 of the Project Proposal.**

If known, who will be the payee on the Check Request Form \_\_\_\_\_

\_\_\_ Payee is a 501 (c) (3) Tax ID # \_\_\_\_\_

\_\_\_ Payee is Non Tax Payee (e.g. school, city, etc.)

\_\_\_ Payee is an Individual

Approved by AOS or BD Committee \_\_\_\_\_ (date) **OR** Club Board on \_\_\_\_\_ (date).

I certify that the \_\_\_ AOS or BD Committee **OR** \_\_\_ Club Board has approved the above Project. The Committee or Board will use due diligence to assure that the funds will be used only for charitable purposes.

Date \_\_\_\_\_ Name \_\_\_\_\_ Signature \_\_\_\_\_  
AOS Chair

**To be Completed by CREF**

**Verified 501 (c)(3), school or city** may be approved by CREF President or Vice President

Date \_\_\_\_\_ Name \_\_\_\_\_ Signature \_\_\_\_\_

**OR**

Approved by CREF Board

Date \_\_\_\_\_ Name \_\_\_\_\_ Signature \_\_\_\_\_  
CREF Secretary/Administrator/Designee