



**SPECIAL GIFTS
GRANTS REQUEST FORM**

Request forms should be sent to the Chairman of the Special Gifts Fund Committee, Linda Nau, 1810 Ethelred Court, Midlothian, VA 23113, or by email naule@aol.com. For questions, email her or call 804-514-0095.

Requesting District _____ Zone _____

Group/Church _____

Contact Person: _____ Phone _____

e-mail: _____

Address _____

A. Define the need for the mini-grant.

1. What is the need or the circumstance?

2. For a project request: is this a start-up, ongoing, or one-time need?

3. Is there additional funding from other sources?

B. Define the recipient(s) in relation to the need.

1. List the name of the recipient(s).

2. Is the recipient an individual, a group, or an agency?

individual

group

agency

3. Explain how the mini-grant will cover the need--totally or partially?

C. Follow-up: How will the contact person follow-up to assure the need has been met?

D. Other: Please add any other information pertaining to the request that you feel is important. Continue comments on a separate sheet of paper if necessary.

Signature of Group President/Chairman _____

Date _____

For Use by Special Gifts Committee Only

Date approved by the Committee _____

Signature of a Committee member _____