



Funds Request

This letter is in reference to the Clarksville-Montgomery County Education Foundation Funds Request Form. The Funds Request Form should be used by anyone wanting to request funds from the CMC Education Foundation in support of an event. As a 501 (c) 3, we operate under the guidance of a Board of Directors. All funding must be approved by the Board and then allocated in the Education Foundation's annual budget. Unfortunately, we are unable to accommodate all requests. Please note that if we are able to accommodate your request, we will do so by providing funds only. A contribution will be made to CMCSS for the amount that we are funding. It is your responsibility to submit a budget amendment to the Business Affairs office for the revenue amount of the contribution and for the equivalent amount of the expenses in the accounts where these funds will be spent. Once your budget amendment is approved then you can proceed with making arrangements for vendors, caterers, volunteers, etc. which will be your responsibility. Any request made without this form will not be considered. Any request made after the deadline of June 15th will not be considered. An exception would be a direct request from the CMCSS Director of Schools. You will be notified by August 1st as to whether or not we are able to support your event.

