

**Prince George's County Farm Bureau, Inc.  
13501 Molly Berry Road  
Brandywine, MD 20613  
301.579.6552**

**Funding Proposal Request Form**

This form must be submitted to the PGCFB Secretary, Jennifer Cross [PGCFB@yahoo.com](mailto:PGCFB@yahoo.com) **no later than September 15<sup>th</sup>** to be included in the next fiscal budget. Our Fiscal year runs October 1 through the end of September.

Proposal Activity/Program/Event /Project Title:

Type text here.

The name or names of the individuals who are proposing the project or expenditure:

Type text here.

An explanation of the proposed project:

Type text here.

How many people are/will be involved in the project?

Type text here.

How many people do you hope to reach/affect by the project?

Type text here.

What kind of time frame do you project your project to have?

Type text here.

What do you expect your overall cost to be? What are you requesting from PGCFB? Give a brief description of this expenditure or provide an itemized budget:

Type text here.

List any and all organizations that have previously, continuously, or will be contributing to your project and exactly what have they provided:

Type text here.

Describe ways in which your project will be sustained through programming opportunities and maintenance:

Type text here.

The individual(s) or committee(s) that would oversee the project or expenditure:

Type text here.

What type of feedback will you be providing PGCFB and when should we expect to receive this? (This can be a written report, pictures, speaking at our Annual Meeting in November, or providing a write up and pictures for our social media sites.)

Type text here.

The name and address of the entity to whom the check is to be made out and sent:

Type text here.

Would you like to make your request in person at a board meeting prior to our annual meeting in November?

\_\_\_ Yes or \_\_\_ No

You may provide any additional information.

**Please note:**

**No ONE person in the organization can authorize money. The PGCFB general membership votes on our budget at the annual meeting.**

**Receipts must be mail to the office or emailed to [PGCFB@yahoo.com](mailto:PGCFB@yahoo.com), for reimbursement.**

**All contracts that are made in the organizations name must be approved by the Prince George's County Farm Bureau, Inc. Board of Directors.**

**Only PGCFB Executive Board Members can sign contracts.**

**All applicants will be contacted by email (or phone if no email address is available) when we receive your completed request form. If you applied and have not been contacted, please email [PGCFB@yahoo.com](mailto:PGCFB@yahoo.com) or call the office at 301-579-6552.**