**REQUEST FOR FUNDS**

**For FALL GRANTS 2022**

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

GRANT RECIPIENT’S NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AMOUNT OF GRANT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AMOUNT REQUESTED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAKE CHECK PAYABLE TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MAIL TO (Please provide complete address):

Street: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Town: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_ Zip Code \_\_\_\_\_\_\_

Attn: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please note**: Invoices, receipts and/or quotations are required to process your Request for Funds. Attach all documents to this form. If you require payment in advance of the program, ask the vendor to provide written documentation and request payment at least two (2) weeks in advance of program date.

**ALL REQUESTS FOR FUNDS MUST BE SUBMITTED BY SEPTEMBER 30, 2023**. If you are unable to use the appropriated grant money prior to September 30, 2023, you must contact the DEF to request that your grant be extended. Any grant monies not expended by September 30, 2023 will be forfeited.

All Request for Funds forms should be forwarded to:

1. **By email to: jprentic10@gmail.com**
2. **By mail to: Julia Prentice, Treasurer**

**Dedham Education Foundation**

**33 Dartmouth Avenue**

**Dedham, MA 02026**

For questions or problems, email Julia Prentice at jprentic10 @gmail.com