

## **Public Information Funding Assistance**

### **Purpose**

- a. The R4 Public Information Fund has been established to aid any Intergroup in facilitating our primary purpose - to carry the message to the still suffering compulsive eater.
- b. Requests from any Intergroup should be mailed to the R4 Fundraising/Finance Committee.
- c. To be included:
  - 1) Description of the project or event for which the funds will be used (500 words or less);
  - 2) A time frame for the money to be spent - estimated completion date of project;
  - 3) Estimated cost of project and amount of funding requested (up to \$300.00);
  - 4) Intergroup treasury balance, prudent reserve and upcoming expenses;
  - 5) Project Coordinator information.
- d. On completion, a report on the project will be sent to R4 in time for the next assembly. This includes:
  - 1) Success and recommendations.
  - 2) Receipts and how the funds were spent.
- e. Funding requires a majority vote of the Fundraising/Finance Committee within thirty (30) days of the receipt of the application.
- f. Disbursement of funds will be immediately following the committee approval.

### R4 Public Information Funding Application

Intergroup Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ WSO# \_\_\_\_\_

Project Coordinator's name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_ email Address \_\_\_\_\_

Intergroup chairman's signature \_\_\_\_\_

Intergroup or unaffiliated group secretary's signature: \_\_\_\_\_

Project Title \_\_\_\_\_ Estimated Costs \_\_\_\_\_

Amount of funds requested \_\_\_\_\_

Prudent Reserve \_\_\_\_\_ Upcoming Expenses \_\_\_\_\_ Treasury Balance \_\_\_\_\_

Estimated Completion date of the project: \_\_\_\_\_

Project Summary (500 words or less) Attach if necessary.

After completion of the project a report shall be submitted to the R4 Fundraising/Finance Committee describing the successes and recommendations, receipts of the expenditures and how the awarded funds were spent.

-----FOR USE BY THE FUNDING Coordinator and Treasurer -----

Balance in R4 Treasury \_\_\_\_\_ as of \_\_\_\_\_

Balance of amount budgeted for funding \_\_\_\_\_ as of \_\_\_\_\_

% of Estimated Exp. \_\_\_\_\_%

Approved ☐ \_\_\_\_\_

Fundraising/Finance Committee Chairman

Date

Approved ☐ \_\_\_\_\_

Region Treasurer

Date

Email to: [admin@oaregion4.org](mailto:admin@oaregion4.org)