

Cornelia Warren Community Association Project Funding Request

The Cornelia Warren Community Association was established in 1925 and charged with managing funds for the benefit of the citizens of Westbrook. The funds are to be used for a variety of purposes, including education, recreation, the promotion of social welfare, and supporting other corporations with a similar purpose. Some of our past projects include the veterans' memorial in Riverbank Park, the skating rink on Lincoln Street, the warming hut at the Stroudwater Armory, funding for the Mission Possible Teen Center, and defibrillators for the Westbrook Rescue.

In general, our practice is to provide matching funds for “bricks and mortar” projects. We have few formal requirements, but we consider the following guidelines in evaluating projects:

- We prefer to contribute to physical projects, not engineering or exploratory costs.
- We almost always provide matching funds and require that you have other contribution commitments from fundraising, other organizations, or some combination of the two.
- We ask that the project recognize the Association and promote the name of Cornelia Warren, through publicity, signage, etc.

In filling out the following request form, please consider these guidelines and help us understand how your project meets our goals. Feel free to attach any additional information that might be helpful (narrative proposal, spreadsheet, budget, drawings, etc.).

In submitting this request, you acknowledge that your organization has read these guidelines and that you understand additional information may be requested after we receive your request.

<i>Project Information</i>	
Organization <i>Name and address</i>	
Contact person <i>Name, address, phone number, email address, and best time to reach him/her</i>	
Committee members	

<p>Title of project</p>	
<p>Project description <i>Describe the scope of the project ... who, what, when, where, how, and why</i></p>	
<p>Location <i>Also indicate if real estate purchase is required</i></p>	
<p>Timeline <i>Include planning, anticipated groundbreaking, construction time, fundraising dates, completion date, etc.</i></p>	
<p>Intended beneficiaries <i>Explain how the project will benefit Westbrook citizens</i></p>	
<p>Fit with Association purposes <i>Explain how this project falls within the Association's purposes and goals</i></p>	
<p>Association recognition <i>Describe how the Association will be recognized as a participant</i></p>	

<p>Funding Summary</p>	
<p>Amount requested from Association <i>Approximate dollar figure</i></p>	
<p>Total from other sources <i>Total only; details to be provided below</i></p>	

Total project cost	
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Budget	
<p>Please provide as detailed a budget as possible. We have listed some specific items that you should include, but this is not an exhaustive list. Please give us any other information that you have that is appropriate for your project and feel free to attach the budget and cost estimates in a different format.</p>	
INCOME	
Amount requested from Association <i>Same figure as above</i>	
Fundraising and donations	
City of Westbrook contribution	
Grant money	
Contributions from other organizations <i>List each organization and the amount anticipated from each</i>	
Other funding sources <i>Include specific sources and the amount anticipated from each</i>	
In kind contributions <i>Give as much detail as possible (supplies, services, equipment, etc.)</i>	
Anticipated loans <i>List sources and amounts</i>	

TOTAL INCOME	
EXPENDITURES	
Materials and supplies	
Labor <i>Include volunteer labor as well</i>	
Land acquisition	
TOTAL EXPENDITURES	

<i>Other Information</i>	
City of Westbrook involvement <i>Describe what support the City is providing (besides funding listed above)</i>	
Ongoing maintenance <i>Explain any ongoing maintenance costs, how they will be funded, and who will be providing the maintenance</i>	
Community involvement <i>Detail any plans for involving the community and making them aware of your project</i>	
Other information <i>Share any other information that may be helpful to us in evaluating the project</i>	

Submit this form and any supporting paperwork to _____. Once we receive it you will receive a call to verify this information and discuss the next step. If you have any questions in the meantime, please contact _____.