



How would your club use \$200 to serve our community?

Timeline for 2013/14 projects

Grant application available - **November, 2013**

Grant application deadline – **Rolling**

Project summary due - **30 days after project completion**

How to Apply:

Complete this application.

Return to VIPS, 59 Court Street, Westfield, MA 01085

Questions? Call 572-6345 or email vips@schoolsofwestfield.org

Service Club Information:

Service Club Name: _____ Number of members: _____

Meetings (time & place): _____ Advisor : _____

Contact Person:: _____ Email: _____

Address: _____ Telephone: _____

Project Information

Explain the need for your project. Why do you feel this project will be beneficial? What inspired your group to address this need?

What is your project idea? How will this project address the need in previous question? Be specific about what you will do and how you will do it.

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Will your project address the need you have described completely or will further work be needed? If further work is needed, will your organization be committed to carry on the project?

How will your members contribute to this project? Explain how your members will make a personal contribution to the project (time, in-kind contributions, raising additional funds, etc.)

Budget Information

Please show how you plan to use the grant money. Describe any items you need to purchase, why they are needed and how much each item costs. Expenses may include (but are not limited to): *local transportation* for service project participants, *administrative expenses* (phone, Fax, email, postage, copying), *materials and supplies*, and *refreshments and recognition*

At the end of your project you will need to turn in a summary explaining the work your club has done and if you feel you have met your goals. Please include photographs and any other information which showcases your community service.