

REQUEST for FUNDS/CONTRIBUTIONS

RFFC Part 1

Request # 081002 (CHA Treasurer tracking number) Date: 9/23/08

Applicant: Cynthia Newbille Phone Number: 804-644-4496

Organization: East District Family Resource Center E-mail: s2cinewb@vcu.edu

Amount Requested: \$500 Date funds required: 10/30/08

To whom will the funds be paid: East District Family Resource Center

Point of Contact if different than applicant (e.g., The Project Officer)

Phone Number: _____

Purpose of Funds:

CHA funding is being requested to enable FRC to provide individuals and families with holiday food baskets during the upcoming holiday season. Recent changes in the economy have resulted in unprecedented numbers of individuals and families accessing basic FRC services (e.g. emergency food). The community's needs are outpacing our resources. As a result, with the upcoming holiday season, and the anticipated increase in the numbers of individuals and families in need of basic FRC services e.g. emergency food, we are appealing to you, our community to assist us in providing holiday baskets this year through your generous donation.

Attach supporting letters or information/data etc. to this form - as needed
(See FRC Newsletter attached for highlights of FY 2007 services provides)

Value to CHA and the community: CHA approval of this funding request will mediate the impact of the recent changes in the economy on East End families during the holiday season.

Other Contributing Agencies: East District Family Resource Center and MARCH Program

How will the funds be distributed and when: Single Disbursement, Incremental, End of Project?

Other:

The funds will be deposited in the Central Virginia Food Bank and will be utilized to secure food to prepare food baskets for distribution to East End families during the holiday season

Reports to CHA on the expenditures are required, at a minimum, at the 50% completion date (est.) 12/15/08 and at the End of project date: 1/31/09

Signature of applicant: Cynthia Newbille Date: 9/24/08
(Signing this specifies the information is true and accurate and funds will only used for purposes specified above).

Approved/Disapproved: _____ Date: _____
(CHA Board Official)