



## COMMUNITY PROJECT FUND DISBURSEMENT RECOMMENDATION FORM

Scan and email to: Executive Director, Brienne Hooker at: [bhooker@jasperfdn.org](mailto:bhooker@jasperfdn.org)

or mail to: P.O. Box 295, Rensselaer, IN 47978

Name of Fund: \_\_\_\_\_

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

FISCAL SPONSORSHIP	
Disbursements will be recommended from this fund as the Foundation has fiduciary responsibility to ensure all funds are being used for exempt, charitable purposes. Invoices <b>MUST</b> be attached to this form for payment to be released and lien waiver completed when necessary.	

Total Grant Amount Requested: \_\_\_\_\_

Vendor Name and Summary of Activity by Invoice:

OFFICE USE:	
Amount Recommended Available	_____
	<i>date/initial</i>
All paperwork included:	_____
	<i>date/initial</i>
Grant Entered into FIMS	_____
	<i>date/initial</i>
Letter & Check Mailed	_____
	<i>date/initial</i>
Board Approval	_____
	<i>date/initial</i>

Notes:

Signature of Steering Committee: \_\_\_\_\_

Signature of Steering Committee: \_\_\_\_\_

Signature of Steering Committee: \_\_\_\_\_

Signature of Steering Committee: \_\_\_\_\_

Signature of Steering Committee: \_\_\_\_\_

*This form is available on our website at [www.jaspernewtonfoundation.org](http://www.jaspernewtonfoundation.org) in the Resources section of the website.*