

WCA Program/Event Proposal

The WCA supports community led programs and events that are in agreement with or that support the Westwood Community Association mission.

Please complete the form below to fully describe your proposed program or event to the WCA Board. The board will review your proposal for appropriateness and for ability to fund.

Name of Program/Event:	<input type="text" value="Enter the Name of the Program/Event"/>
Person Completing Proposal:	<input type="text" value="Enter Your Name"/>
Contact E-mail:	<input type="text" value="Enter Your E-mail Address"/>
Date Proposal Submitted:	<input type="text" value="Click or tap to enter a date."/>
New Proposal or Update?	<input type="checkbox"/> New Proposal <input type="checkbox"/> Update

Purpose of Program/Event

Please describe your program/event.

Please describe the beneficiaries of the program/event and specify how the Westwood Community benefits.

If this is an update to your original proposal, please describe your changes.

Program/Event Details

When is the program/event to occur?

Where will the program/event occur?

Who will be involved?

Anticipated/Requested number of volunteers needed for this project?

Funding

Does your proposal require funding?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you anticipating using sponsorships for part of your funding requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you planning on seeking donations for part of your funding requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No

General Funding Requirements:
 Please describe the categories of funding you will require (down payment, catering, supplies, etc), when you will require the funding, and how much you will need. Additionally, if applicable, please describe the sponsorships and donations you will be seeking.

Category	Time Needed	Amount
Expenses:		
Click or tap here to enter text.	_____	_____
Click or tap here to enter text.	_____	_____
Click or tap here to enter text.	_____	_____
Click or tap here to enter text.	_____	_____
Click or tap here to enter text.	_____	_____
Click or tap here to enter text.	_____	_____
Click or tap here to enter text.	_____	_____
Total Expenses:		_____
Sponsorships:		
Click or tap here to enter text.		_____
Click or tap here to enter text.		_____
Click or tap here to enter text.		_____
Click or tap here to enter text.		_____
Click or tap here to enter text.		_____
Click or tap here to enter text.		_____
Total Sponsorships:		_____
Donations:		
Click or tap here to enter text.		_____
Click or tap here to enter text.		_____
Click or tap here to enter text.		_____
Click or tap here to enter text.		_____
Click or tap here to enter text.		_____
Click or tap here to enter text.		_____
Total Donations:		_____
Total Funds Requested (Expenses - Sponsorships - Donations)		_____

When you have more specific information on funds required such as exact items, vendors, and costs, you will need to complete a purchase request form in order to receive funds. This form is available from the WCA Leadership, and will need to be completed before spending any money.