

ACADEMIC LIBRARY ASSOCIATION OF OHIO PROPOSAL FORM FOR PROJECT FUNDING

Instructions: Complete this form and submit it to the ALAO Treasurer by the annual Leadership Retreat. This request will be reviewed in competition with all other funding proposals during the ALAO Annual Retreat by the Budget and Planning Committee. The proposals will be presented to the ALAO Board with the recommendation of the committee at the first Board meeting after the Retreat (typically early fall). You will be contacted about the outcome after that time.

Name of Group _____

Contact person _____

Address _____

Email _____ Phone _____

Please attach a description of your project. In your description indicate which of the ALAO Goals will be supported by your project.

Total request _____

Please provide an itemized budget for the project: (attach supporting materials as necessary). Be sure to include cost for supplies; telephone; postage; travel; food; meeting rooms; equipment; honoraria; and consultants as necessary.

Signature of contact person _____

Date received by Treasurer _____ Initials _____

Committee recommendation _____ Date _____

Board action _____ Date _____