

HOW TO USE YOUR EDUCATION FUND

A Guide for Local Leagues

Including Procedures and Forms

**THE LEAGUE OF WOMEN VOTERS OF
WASHINGTON**

EDUCATION FUND



Revised November 2009

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Forms: (also available on the Internet at: <http://www.lvwva.org/studies.html>)

Simplified TRY Approval/Withdrawal Request

Transmittal Form (Making Deposits)

Project Approval Request Form

Project Final Report and Request for Withdrawal of Funds Form

LWVUS PMP Approval and Withdrawal Request

Civic Education Outreach Grant Approval Request

STEPS FOR CARRYING OUT YOUR EDUCATION ACTIVITIES

1. Read the **How To Use Your Education Fund** manual completely and refer to it often.
2. Select an Education project (example: candidate debate or educational forum).
3. Get approval from your local League board.
4. Complete and submit a Project Approval Request form to the Education Fund Board prior to the event or activity. (Forms are in the back of the manual.)
5. Receive notification of approval or rejection from the Ed Fund Board Liaison.
6. Carry out the project.
7. Complete and submit the Project Final Report and Request for Withdrawal of Funds form with all receipts attached to the state League office.

NOTE:

- TRY's have a separate form called Simplified Project Approval and Withdrawal Request
- LWVUS Per Member Payment (dues) have a separate form also called LWV US PMP Approval and Withdrawal Request. Remember LWVUS allows you to pay ½ of your PMP using Ed Fund money from your account.

STEPS FOR CARRYING OUT YOUR FUNDRAISING EVENTS/ACTIVITIES

1. Read the **How to Use Your Education Fund** manual completely and refer to it often.
2. Select a fundraising activity to fill your Education Fund coffers (example: a luncheon, selling books, yard sale).
3. Get approval from your local League board.
4. Carry out the project
5. Pay expenses from your general fund.
6. Deposit all income to your education fund account with LWVWA Ed Fund, along with a Transmittal Form, to the state office
7. Complete and submit the Project Final Report and Request for Withdrawal of Funds form with all receipts attached. This enables you to reimburse your general fund for the fundraising event expenses.

NOTE:

Forms are in E-form on the “*Ed Fund*” or “*members only*” sections of www.lvwva.org and in the back of the **How To Use Your Education Fund** manual.

INTRODUCTION

Your League has the opportunity, through the League of Women Voters of Washington Education Fund, to establish an account and accept tax-deductible contributions for your educational activities and projects.

The League of Women Voters of Washington Education Fund was established as a nonprofit corporation under the laws of the State of Washington on December 22, 1995. The Education Fund was granted tax-exempt status under section 501(c)(3) of the Internal Revenue Code on January 15, 1997. This status means contributions to the Education Fund from individuals and corporations are deductible for federal income tax purposes. It also means that the Education Fund may receive funding from foundation grants.

This publication describes how the process works. It includes the steps and requirements you must follow in soliciting contributions, applying for grants and receiving approval for your projects. Each project manager and local League treasurer should begin the process by reading this handbook.

EDUCATIONAL PROJECT CRITERIA

To comply with IRS requirements, a local League project funded through your local League account in the LWVWA Education Fund must meet the following criteria:

1. It must be educational.
 - The project must be for the purpose of informing the public in a fair and objective manner.
 - Work on the project cannot:
 - ✓ Advocate a particular position on legislation or urge any action to affect legislation (national, state or local).
 - ✓ Be involved in League consensus or member agreement on a position.
 - ✓ Involve work with political parties or candidates for office, other than nonpartisan voter service activities.
2. It must reach a diverse audience.

The project must be designed to serve the general public, not League members exclusively.
3. It cannot support League membership activities.
 - The project's resources cannot be used to support membership recruitment or membership maintenance activities of your League.
 - Internal membership materials, including monthly *VOTERS**, would not qualify as a Grant Service project publication. **but, see #2 page 3*

4. Support of League membership activities at educational events is limited depending on the host.
 - Where the League is hosting the event, speakers can talk about the League and encourage attendees to join the League, and volunteers can hand out membership brochures. However, in the event that these membership activities will take place, the League should sign a written grant agreement with the education fund detailing the restrictions on the funds to be used for a specific educational event. (The Project Approval form accomplishes this purpose.)
 - Where the education fund is directly hosting an event under its own name, activities on behalf of the League should be limited to passively making information available without explicit solicitations.

- **TRY's** have a separate form called Simplified Project Approval and Withdrawal Request

SOLICITING AND RECEIVING TAX-DEDUCTIBLE CONTRIBUTIONS

1. Advantages. Tax-deductible contributions to a locally based entity like the local League, are appealing to prospective contributors, and the number and amount of contributions are likely to increase. Gifts to the Education Fund are particularly fitting as memorials or tributes.
2. Establish your account.
 - An account will be set up for each local League that deposits money.
 - Account statements will be mailed to local Leagues when funds are disbursed, and/or annually.
 - Account balances may be requested at any time, and will be provided by email. Funds will be held for each local League until such time as that League chooses to use them.
 - If funds are placed in an interest-bearing account, any interest earned will be the property of the LWVWA Education Fund, with the following exception: a local League that maintains a balance in excess of \$10,000 per month is entitled to receive three-fourths of the interest earned on its account.
 - No interest will be paid on accounts with smaller balances.

3. Obtain project approval before soliciting funds.
 - Remember that before funds can be disbursed from your Education Fund account, the Education Fund's Board of Directors, or a designated committee, must approve your project.
4. Solicit funds for a specific project and other undesignated educational projects.
 - Leagues may solicit funds for a specific project, or more generally for potential projects in the future.
 - Funds must be spent for the purposes or uses described in funding appeals.
5. Local League restriction.
 - Tax-deductible contributions raised by local Leagues and deposited with the Education Fund will be restricted for the use of the local League responsible for the deposit, unless the local League provides other instructions.
6. Check handling process.
 - Checks received locally for tax-deductible gifts should be made payable by the donor to the League of Women Voters of Washington Education Fund.
 - The local League should immediately mail them to the state office for deposit in their Education Fund Account.
 - Do not deposit checks in a local account.
 - The donor's wishes as to whether the gift is for a specific project or for unrestricted use, as well as whether the gift is for local League or state Education Fund use, should be noted.
 - A transmittal form is the vehicle for supplying this information and a completed form should accompany each mailing of funds sent for deposit. The local treasurer should keep a copy.

A sample form is included in this handbook and on the website, www.lwvwa.org. Make more copies as needed.

7. Revenue Sharing: When a donor specifies that all or part of a contribution, sent to LWVWA Ed Fund is for the benefit of local League projects, the contribution will be credited to the local League's account and the local League will be so advised.
8. Thank donors for their contributions:
 - The IRS requires acknowledgment of contributions of \$250 or more, but all contributors should be thanked.
 - It is the responsibility of each local League to thank contributors for all tax-deductible contributions received locally.
 - The LWV Education Fund will acknowledge contributions received through state solicitations and memorials or tributes for state use. Sample letters are available from the Education Fund office.

OPTIONS FOR USING TAX-DEDUCTIBLE FUNDS

After securing Education Fund *advance* approval, local League funds on deposit may be used as follows: (Approval is automatic for purchases of state League publications or contributions to LWVWA Education Fund projects):

1. To fund projects at the local level. Examples are sponsoring a candidate or issue forum, or publishing *They Represent You (TRY)* directories or voters' guides. Special forms are available for TRYs and approval is automatic.
2. To undertake research, publication and distribution of educational inserts for monthly newsletters. If you include local studies, voters' guides or other nonpartisan, educational material in your monthly newsletters, only those pages are eligible for Education Fund monies. The material must also be distributed to the public, so include that cost in your budget and the distribution methods in your project description.
3. To attend workshops and conferences. The conference delegate (or one of the delegates) should be designated as the project director who is responsible for submitting the Project Approval Request Form. When this form and the Project Final Report have been submitted, reimbursement will be made from the funds on deposit. Convention and council costs generally cannot be paid from educational funds, but purely educational sessions open to the public can be. The costs for delegates to attend educational sessions at convention or council can be covered; however, the process involves a fair amount of work, and is not recommended.
4. To purchase League of Women Voters of Washington publications for public distribution. Approval for this is automatic if the local League has funds in its Education Fund account. The local League treasurer sends a publications order to the state office, and, in lieu of sending a check, includes a signed statement on the order form indicating that this expense is to be deducted from the local League's funds on deposit. This option applies when purchasing state voters' guides or studies for public distribution (but not for resale or to fund reprints). Recent action by the LWVWA Education Fund board directs that most new studies will appear online, rather than in printed form.
5. To purchase LWVUS Education Fund publications. A list of the publications to be purchased from the national office, along with a proposal, should be sent to the Education Fund for advance approval to ensure the publications are issued by the LWVUS Education Fund, and are for public distribution. Reimbursement from local League funds on deposit is obtained by submitting the paid receipt to the treasurer of the Education Fund.
6. To contribute directly to the LWVWA Education Fund. Approval for this is automatic. The local League treasurer should send a letter to the LWVWA Education Fund treasurer indicating the amount to be deducted from the local League's education funds on deposit, and stating whether the contribution is for general use, or for a specific project of the League of Women Voters of Washington Education Fund.

GETTING APPROVAL FOR EDUCATION FUND PROJECTS

Education Fund projects must have prior approval of the Education Fund board of directors or designated committee to ensure compliance with Internal Revenue Service regulations. The first task of a project manager is to read the entire handbook.

1. Local Leagues must follow the steps listed under *The 'How To' for Local Projects* (below) with the exception of publishing TRYs.
2. Since TRYs are developed and published on a regular basis by local Leagues, project approval and funds withdrawal can be made on a single request to the LWVWA Education Fund. (See form: Simplified TRY Project Approval/Withdrawal). No final report is required. If funds are on deposit in the local League Education Fund account and the project meets Education Fund criteria, approval will be granted *unless* the local League is delinquent in submitting prior Project Final Reports. Local Leagues will be notified as soon as possible.
3. If immediate project approval is necessary:
 - Call the Education Fund president or her/his designee.
 - Submit a Project Approval Request Form, transmitted by mail, fax or electronic means.
 - The Education Fund reserves the right to reject follow-up, written requests that differ from the original phone description.

Each project approval shall extend for a one-year period. Should the project continue after this period, the local League must file an application for an extension of the project.

DEVELOPING A PROJECT BUDGET

Once your project is planned, you can begin to estimate expenses. Your budget should include the following components.

1. Direct costs. These are readily identifiable expenses specifically for the project, such as printing, editing, layout, postage, supplies, distribution, promotion, phone charges, out-of-pocket expenses of volunteers, salaries and so on. The purchase of equipment for the project (i.e., computers or video camera) to carry out the project may be listed in this category, provided that the equipment will be used for educational projects only.
2. Indirect costs or overhead costs. These costs include general operating expenses that must be covered in order to complete a project. Examples of these expenses include rent for office space, equipment usage by the project, monthly telephone service charge and utilities allocable to the project. A portion of these expenses can be attributed to the project based upon use. You must keep records that show that the project used these pro-rated services or items.

LOCAL PROJECT 'HOW TO'S'

1. Criteria. Local League projects, whether funded wholly or in part by the Education Fund, must meet the criteria covered in the introduction to this handbook.
 - Usual projects for local Leagues are voters' guides, pro/con fact sheets, candidate forums, directories of elected officials, know-your-governmental-entity booklets and educational conferences or publications on any League program subject.
 - Projects may NOT be directed toward support or opposition of any specific legislation, political program or candidate, nor may they include League positions or consensus questions in study material.
2. Prior approval. Prior approval by the board of directors or designated committee of the LWVWA Education Fund is required before any project, including publication of local voters' guides or reprinting of state voters' guides, is undertaken. This ensures that the project plans qualify under the Internal Revenue Service criteria for tax-deductible support.
 - A project may be approved before all the money is raised, contingent upon the funds being raised by the local League.
 - Approval cannot be granted for a project already begun or completed.
3. Project approval request. A Project Approval Request Form for each project must be completed and submitted by mail, facsimile or electronic communication. It should include a description of the project, the name of the project director, an estimate of expenses and the sources of funding.
 - Make two copies of the Project Approval Request Form. Send one to the state office and keep the other for the local League files.
 - A sample of the form is included in this handbook and on the website, <http://www.lwvwa.org/studies.html>.
4. Education Fund Contact: A member of the LWVWA Education Fund board of directors or administrative committee will be designated to provide any assistance needed by the local League and as a resource to answer questions about Education Fund policies and procedures.
5. Project Director. The local League board or executive committee must appoint a project director. The project director:
 - Must be a member of the local League who, by virtue of expertise and/or local League portfolio, is an appropriate choice for the position.
 - May be paid a reasonable fee plus expenses when authorized by the local League's board of directors.
 - Must oversee and approve all materials and/or arrangements before they are finalized.
 - May consult with the Education Fund board or board contact regarding IRS requirements, policies and procedures should questions arise.
 - Shall see that all reporting requirements are met.
 - Shall be separate from the project or local League treasurer who administers project funds.

6. Credit. Credit for League of Women Voters of Washington Education Fund financing must appear on the publication, conference programs or any printed material, as well as in any publicity in connection with the project. Examples:

“Published by the League of Women Voters of _____ and funded (or partially funded) by the League of Women Voters of Washington Education Fund.”

or

“Published by the League of Women Voters of Washington Education Fund through a contribution (or gift) (or grant) from _____.”

7. State voters’ guides. When a state voters’ guide is reprinted by a local League:
- The text may not be altered without the approval of the state voter services director or the Education Fund president.
 - The state League copyright must appear on the local publication.
8. Copyright. Local Leagues are encouraged but not required to copyright their publications, including voters’ guides. Your Education Fund board contact can provide information on this if needed.
9. Record keeping requirements. The Internal Revenue Service requires that a complete record of each project be filed as proof that all gifts were properly used for tax-deductible purposes. Records may be discarded after seven years.

In addition to the Project Request Approval Form, within two months after the project is completed, the project director, the local League treasurer or local League president must submit the Project Final Report. A form for that report is included in this handbook. Attach a description of the project, activities and accomplishments to this final report. Also attach samples of any material developed as part of the project.

10. Project disapproval. The League of Women Voters of Washington Education Fund board of directors or designated committee may disapprove additional projects for a local League that is delinquent by more than two months in submitting final reports from prior projects.

PAYMENT FOR LOCAL PROJECTS

1. No local League project expenses will be paid beyond the amount of the actual funds on deposit. If available tax-deductible funds are not sufficient to cover the cost of the project, a local League may supply the remainder from taxable sources.
2. The local League may request that all or part of the available grant funds be paid to the local League at the beginning of a project to pay expenses.
3. The local League treasurer or project director should prepare and submit the form for Project Final Report / Withdrawal of Funds as soon as possible after the project is completed.
 - Make two copies. Keep one for local League files and send the other to the Education Fund treasurer.
 - Keep receipts or photocopies of receipts in local League files.
4. Local Leagues may fund an activity partially with funds on deposit and partially by a charge for the activity. The income from such an activity must be considered as income to the local league's Education Fund account. The amount of the grant will be based on the expenses less the income.

Example: Local League X plans a conference to be funded by \$500 from the Education Fund and \$200 from registration fees. When the conference is over, the treasurer files the project financial report indicating expenses of \$700 and income from registration fees of \$250. The amount of the grant will be \$450. The local League will be reimbursed this amount.

5. Income generated from your project must be used only for Education Fund purposes. Some projects, such as conferences and sales of books and videos or fundraising events may generate income. Any income over expenses must be deposited with the Education Fund and will be credited to the local League account.



THEY REPRESENT YOU
SIMPLIFIED PROJECT APPROVAL AND WITHDRAWAL REQUEST

Reminder: This form must be submitted to and approved by the LWVWA Education Fund prior to beginning the development or editing of the brochure.

Please complete both sides of this form to obtain your funds for *They Represent You* projects only. Return the completed form to the address or FAX number above, or send by email. Please retain a copy for your records.

Name of League: _____
Date: _____
Contact Person: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

<p>Education Fund Board Decision</p> <p>Date: _____</p> <p><input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Disapproved</p>
--

Project Details:

Amount requested from your Education Fund Account: _____

Number of TRYs to be printed: _____

Cost of Printing: _____

Cost of Distribution (if any): _____

Other related expenses: _____

Add 20% for overhead expenses

Other anticipated sources of funds for this project:

_____ Amount: _____

_____ Amount: _____

_____ Amount: _____

Anticipated Date of printing and distribution: _____

Please list (for tax purposes) major places of distribution of brochures i.e. public library, YMCA, hospitals, etc.:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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Make Check Payable to:

Name: _____ Title: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Request Approval

The local League president, or board member who is designated as the president's alternate, and an officer of the board must be approve this request.

Name: _____ Position: _____ Date: _____

Name: _____ Position: _____ Date: _____



TRANSMITTAL FORM

This form must accompany each mailing of funds sent for deposit with the League of Women Voters of Washington Education Fund.

NAME OF LEAGUE: _____ DATE: _____

CONTRIBUTION(S) TO BE USED FOR:	FOR LOCAL USE	FOR STATE USE
1. Escrow account for local League use	_____	
2. Specific local project (restricted grant). Please identify the project: _____	_____	
3. Memorial gift or tribute for state use (Complete page two of this form.)		_____
4. General statewide use		_____
5. Designated statewide project. Please identify: _____		_____
6. Other. Please specify: _____	_____	_____

DONOR'S NAME	DONOR'S ADDRESS AND PHONE	AMOUNT
	_____ _____ _____ Phone:	
	_____ _____ _____ Phone:	
	_____ _____ _____ Phone:	

Over for page 2

DONOR'S NAME	DONOR'S ADDRESS AND PHONE	AMOUNT
	<hr/> <hr/> <hr/> Phone:	
	<hr/> <hr/> <hr/> Phone:	
	<hr/> <hr/> <hr/> Phone:	
	<hr/> <hr/> <hr/> Phone:	
	<hr/> <hr/> <hr/> Phone:	

Provide this information only when the contribution is a memorial or tribute contribution for State League use.

Memorial or tribute to: _____

Survivor's name, if applicable: _____

Address: _____

Occasion of gift: _____

Contribution from: _____

Address and telephone number: _____



PROJECT APPROVAL REQUEST FORM

Instructions: Please complete both sides of this form to apply for funding from the Education Fund. Return your completed form to the address or FAX number above and retain a copy for your records.

NAME OF LEAGUE: _____ DATE: _____

- New Project Continued Project Change in Existing Project

Contact Person: _____

Address: _____

_____ Zip Code

Phone: _____ FAX: _____

E-mail: _____

<p><u>FOR GRANT SERVICES:</u> Date: _____ <input type="checkbox"/> Approved Project No. _____ Ed Fund Contact: _____ <input type="checkbox"/> Disapproved Reason(s): _____ _____</p>
--

Project Title: _____ Project No. (if existing project): _____

Project Description (include relevant dates): _____

Anticipated Completion Date: _____

Plans for execution, including distribution of any printed material: _____

PROJECT BUDGET

Project Title: _____ Project No. (if existing project): _____

	INCOME		EXPENDITURES
Portion budgeted from Ed Fund money on deposit \$ _____		Printing \$ _____	
		Postage _____	
		Supplies _____	
Anticipated donations to Ed Fund account from:		20%Office overhead _____	
_____	_____	Volunteer exp. _____	
_____	_____	Other: _____	_____
_____	_____	_____	_____

Portion from League's general fund: _____			
From fees or sales: _____			
Other: _____	_____		
	TOTAL		TOTAL

Person who prepared this form:(if different from above) _____ Phone: _____
_____ FAX: _____
Address: _____ E-mail: _____

_____ Zip Code

Request approved by _____, President



PROJECT FINAL REPORT and REQUEST FOR WITHDRAWAL OF FUNDS

NAME OF LEAGUE: _____ DATE: _____

The following is the final financial and program report of the grant made for expenses incurred in connection with the following project, and request for withdrawal of funds from a local League account:

Title of Project: _____ Project No. _____

Person Preparing This Report

Name: _____

- | | | |
|---|---------------|------------|
| <input type="checkbox"/> LL Treasurer | Phone: _____ | FAX: _____ |
| <input type="checkbox"/> Project Director | | |
| <input type="checkbox"/> LL President | E-mail: _____ | |

Please attach a description of your project. Describe the activities completed with this grant and project accomplishments, including such factors as target audience and number of people attending the event or receiving the publication.

EXPENSES

Complete all lines that apply to the project.

Printing; typesetting	\$ _____
Postage; overnight mail; phone; FAX (attach itemized list)	_____
Supplies	_____
Advertising; publicity	_____
Study material; resources, etc.	_____
Site rental; insurance, etc.	_____
Honoraria	_____
Overhead expenses (20%)	_____
Volunteer expenses	_____
Income:	_____

AMOUNT REQUESTED FROM THE ED FUND (Total of expenses less income to be deducted from your Local League Education funds on deposit.)	\$ _____

Signature of LL Treasurer or Project Director: _____

WITHDRAWAL REQUEST
Attach all Receipts or Invoices to this Form

Title of Project: _____ Project No. _____

Make Check Payable To:

Name: _____ Address: _____

Title: _____

Phone: _____ FAX: _____ E-mail: _____

Describe purpose of payment or expenses to be covered if not covered under listing of expenses on reverse :

Payment must be approved by the committee chair, portfolio chair or the League president.

Payment requested by: _____ Date: _____

Payment approved by: _____ Date: _____

Make two copies of this completed form. Please send one copy to the LWVWA Education Fund with receipts (or copies of receipts) justifying all expenditures attached to one copy within 60 days of completion of the project. Keep the other copy for your records. Attach samples of any material developed as part of the project.



LWVUS PMP Approval and Withdrawal Request
50% of LWVUS PMP Obligations

of the League of Women Voters of _____

Reminder: This form must be submitted to and approved by the LWVWA Education Fund prior to submitting your PMP payment to LWVUS.

When this completed form is received by the Education Fund a check to LWVUS Ed Fund will be mailed to you. Then it can be sent with the matching half of your dues payment to the national League.

Return this completed form to the address, FAX number above, or submit it by email. Please retain a copy for your records.

Date: _____
Contact Person: _____
Address: _____

Phone: _____ office
Phone: _____ home
Email: _____

<p>Education Fund Board Decision Date: _____</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Disapproved</p>
--

Project Details:

Total amount of dues payment to be submitted to LWVUS _____
Amount requested from your Education Fund Account: _____

Make Check Payable to: LWVUS/EF

Mail Check to: (if different than above) Name _____
Address _____

Request Approval

The local League president, or board member who is designated as the president's alternate, and an officer of the board must approve this request.

Name: _____ Position: President Date: _____

Name: _____ Position: Treasurer Date: _____



**THE LEAGUE
OF WOMEN VOTERS OF WASHINGTON
EDUCATION FUND**

4730 University Way NE, #720 ▪ Seattle, WA ▪ 98105 ▪ 206-622-8961 (King County) ▪ 1-800-419-2596 ▪ FAX 206-622-4908

Civic Education Outreach Grant Approval Request Form

[This form is specific for the Civic Education Outreach Fund, and is separate from the application to withdraw funds from your local League’s LWV WA Education Funds Account. To request additional funds from that account, please attach a completed “Project Approval Form”.]

Instructions: Please complete both sides of this form to apply for funding from the LWVWA/EF Civic Education Outreach Fund. Please review Guidelines and Process for these grants, which may be found at <http://www.lwvwa.org/studies.html>

NAME OF LEAGUE: _____ DATE: _____

- New Project Continued Project Change in Existing Project

Contact Person: _____

Address: _____

_____ Zip Code

Phone: _____ FAX: _____

E-mail: _____

<p><u>FOR GRANT SERVICES:</u> Date: _____ <input type="checkbox"/> Approved Project No. _____ Ed Fund Contact: _____ <input type="checkbox"/> Disapproved Reason(s): _____ _____</p>
--

Project Title: _____ Project No. (if existing project): _____

Project Description (include relevant dates): _____

Anticipated Completion Date: _____

Plans for execution, including how this project will meet any of the target goals for innovation listed in the guidelines: _____

Budget for Civic Education Outreach Project

Project Title: _____ Project No. (if existing project): _____

	INCOME		EXPENDITURES
Portion requested from LWVWA/EF Civic Education Outreach Fund (\$250 or \$500)	\$ _____	Printing	\$ _____
		Postage	_____
		Supplies	_____
Local League's contribution		Office overhead	_____
1. portion from local League's operating funds	\$ _____	Volunteer exp.	_____
2. portion from local League's Education Fund Account (If requested, separate application required)	\$ _____	Other: _____	_____
		_____	_____
From fees or sales	\$ _____	_____	_____
Other	\$ _____		
	TOTAL \$ _____		TOTAL \$ _____

Person who prepared this form: _____ Phone: _____
 Address: _____ FAX: _____
 _____ E-mail: _____
 Zip Code _____

Request approved by _____, President