



2018 Budget Request Form

Please fill out the following form to make a request for funding from the Cambridge Recreation Board for the 2018 budget year. The Recreation Board is looking to fund recreational programs that benefit the Cambridge community, especially for requests that support capital improvements which benefit the program.

Please return your request form before October 24th, 2017. Please bring the completed form to the Town Clerks Office or email to Eric Small - EricKabeSmall@gmail.com.

Amount of Request: \$ _____

Name of Organization: _____

Contact Person / Position: _____

Phone of Contact: _____ **Email of Contact:** _____

Population Activity Serves: _____ **# of participants** _____

Description of Request (if multiple request items, please list each with its associated \$ value):

Name of your Insurance carrier: _____

You may be required to provide documentation of insurance.

If funding is approved, copies of receipts or invoices need to be submitted to the Board's Treasurer before you are reimbursed. Along with the receipts/and invoices, please make sure to include who the reimbursement check should be made out to and the address to which it should be sent.