



SASY Project Reimbursement Request Form

Date of Request: _____

Name: _____

SASY District: _____

Phone: _____

Email: _____

Amount Requested: \$100-\$999 _____

\$1000-\$4999 _____

\$5000 or above _____

Emergency Transaction _____



The mission of the Schenk-Atwood-Starkweather-Yahara (SASY) Neighborhood Association, is to advocate for a better community for its residents, businesses, and visitors through an open, consensual process.

SASY will accomplish this Mission by:

- identifying neighborhood needs and priorities;
- building trust and a spirit of community in the neighborhood and promoting neighborhood planning;
- protecting the diverse neighborhood character;
- partnering with neighborhood groups (business associations, non profits, other);
- providing an organizational mechanism to address needs.

Process

1. Attach a narrative description of your allocation request, including a timeline.
2. All requests must include a budget attached as a separate sheet. The budget will list all other sources of funding and in-kind support, and whether those sources are secured or anticipated.
3. All requests must be submitted to the SASY Treasurer two (2) weeks prior to the next SASY Neighborhood Association Meeting.
4. Applicants are also required to present at a SASY Council meeting. Final approval will not be granted at the meeting of the presentation, but by the following council meeting.
5. All funding from SASY must take the form of reimbursement for expenses incurred, also requiring a receipt for those expenses.
6. Applicants who receive project funding awards must submit a one page (minimum) description of the project outcome and how the funds were spent within 60 days of the award. The SASY Treasurer will receive this report. Applicants are further encouraged to present to the SASY Council within 90 days of project completion.