REQUEST FOR PROPOSAL

AFTER PROM PARTY

1. NAME OF ORGANIZATION: _____
2. NAME OF PERSON(S) APPLYING: _____
3. ADDRESS OF ORGANIZATION: _____
4. CONTACT TELEPHONE #: _____
5. CONTACT E-MAIL: _____
6. CONTACT FAX #: _____

BUDGET SUMMARY	STOP DWI	ORGANIZATION MATCH
ENTERTAINMENT	$	$
PRIZES (CANNOT EXCEED 25% OF TOTAL REQUEST)	$	
RENTAL OF FACILITY	$	
FOOD AND DRINK	$	$
TRAVEL	$	
SUPPLIES	$	$
EQUIPMENT	$	$
OTHER EXPENSES	$	$
	$	$
	$	$
TOTAL OF ALL AFTER PROM EXPENSES		
GRAND TOTAL:	$	$

BUDGET JUSTIFICATION

ENTERTAINMENT

ITEM	COST
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
TOTAL COST:	$

BUDGET JUSTIFICATION

PRIZES

ITEM	COST
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
TOTAL COST:	$

BUDGET JUSTIFICATION

RENTAL OF FACILITY

ITEM	COST
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
TOTAL COST:	$

BUDGET JUSTIFICATION

FOOD AND DRINK

ITEM	COST
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
TOTAL COST:	$

BUDGET JUSTIFICATION

TRAVEL

ITEM	COST
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
TOTAL COST:	$

BUDGET JUSTIFICATION

SUPPLIES

ITEM	COST
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
TOTAL COST:	$

BUDGET JUSTIFICATION

EQUIPMENT

ITEM	COST
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
TOTAL COST:	$

BUDGET JUSTIFICATION

OTHER COST

ITEM	COST
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
	$
TOTAL COST:	$

CONDITION:

- IF APPROVED, THE APPLICANT AGENCY WILL ENTER INTO A CONTRACT WITH ESSEX COUNTY TO PROVIDE THE SERVICES IDENTIFIED IN THE APPLICATION.
- ALL EXPENSES INCURRED DURING THE CONTRACT PERIOD MUST BE MADE AVAILABLE TO ESSEX COUNTY STOP DWI FOR THE CLAIMING PROCESS.
- ALL CLAIMS MUST BE SUBMITTED DURING THE CONTRACT PERIOD. FAILURE TO REPORT EXPENSES WILL RESULT IN NON-PAYMENT.
- AN EVALUATION PIECE MUST BE FILLED OUT AT THE CONCLUSION OF YOUR PROJECT.
- ALL APPROVED PROJECT MATERIALS OR PRESS RELEASES MUST STATE "FUNDED IN PART BY ESSEX COUNTY STOP DWI"
- ONLY 25% OF TOTAL BUDGET CAN BE USED FOR PRIZES
- YOU WILL NEED TO INCLUDE A ONE PAGE NARRATIVE WITH YOUR APPLICATION.
- ESSEX COUNTY STOP DWI WILL PAY FOR AFTER PROM EXPENSES ONLY. REIMBURSEMENT IS NOT ALLOWABLE FOR ACTUAL PROM COSTS.

_____

PRINTED NAME & TITLE

_____ _____

SIGNATURE DATE