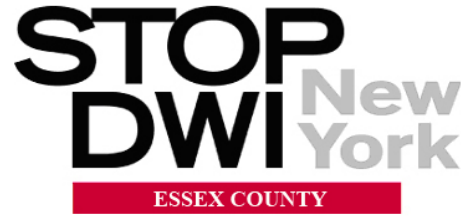


REQUEST FOR PROPOSAL AFTER PROM PARTY

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:	\$	\$



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