# Funding Request

**NOTE: After your CASA Supervisor approves the Funding Request, send the request as follows (if the subject line is not filled out correctly, your request may be delayed):**

**To:** [liaison@friendsofcasakc.org](mailto:liaison@friendsofcasakc.org) **AND** [**Kathy.McCormack@kingcounty.gov**](mailto:Kathy.McCormack@kingcounty.gov)

**cc:**  your CASA supervisor

**Subject:** FUNDING REQUEST – xxxx for $xxxx

(please use the CASA file number here and not the legal number)

|  |  |
| --- | --- |
| CASA name | CASA Supervisor name and **date approved** |
| CASA file number | Child’s initials (no names) |

## I. Purpose of grant request

|  |
| --- |
| Please detail with specificity how the grant will directly benefit the child and/or goal of permanence. Attach additional documentation as needed. |
|  |

## II. Amount requested

|  |  |
| --- | --- |
| Total cost of service(s) | $ |
| Funds provided by other sources (and describe in Section III) | $ |
| **Total Friends of CASA funds requested** | $ |
| Date requested |  |
| Date funds required |  |
| FOC funding provided to case within past 12 mos.  Date provided  Amount provided | $ |

## III. Service provider

| **Funds to be paid to** | Company name |  |
| --- | --- | --- |
|  | Contact name |  |
|  | Address  City, state, zip | , |
|  | Web site (if available) |  |
|  | FOC direct purchase requested *–* ***OR*** *--*  Gift card requested | |

| **Recipient’s delivery address** | Contact name |  |
| --- | --- | --- |
|  | Phone Number (for delivery purposes) |  |
|  | Email (for delivery purposes) |  |
|  | Address  City, state, zip | , |

|  |
| --- |
| Identify funding sources other than Friends of CASA (e.g. DCFS, Treehouse, family resources, etc.), and the amounts to be provided by these resources. Note that the department social worker has access to “concrete funds.” See the policy at [https://www.dcyf.wa.gov/4500-specific-services/4519-concrete-goods](https://www.dcyf.wa.gov/4500-specific-services/4519-concrete-goods" \t "_blank). |
|  |
| List specific sources that declined to provide support and reasons for rejection. |
|  |

## IV. Demographics

|  |
| --- |
| The following information is optional, but important. It is used for tracking purposes only and is not considered in the grant review process. |
| Number of children this grant will benefit |
| Ages of male children      , ages of female children |
| Ethnic background  Asian  Caucasian  Native American  African American  Hispanic  Native American Mixed  African American Mixed  Mixed Race  Other |
| Placement  Parents  Relatives  Suitable Adult Placement  Licensed Foster Home |

*Typically, decisions for requested grants of $999 are made and the CASA informed within 1 week; amounts of $1000 or more may take 2 weeks.*

Revised 12/2018