

Re-evaluation Foundation

Disbursement Request Form

Please submit completed form to the Foundation Board Member who oversees your fund.

Name of Fund: _____ Fund #: _____
(leave blank if you are unsure)

Authorized Signer/Person requesting Funds: _____

Phone/email of Signer/Requester: _____

Foundation Board Member Approval/Signature: _____

REQUEST /BENEFICIARY INFORMATION:

All recipients of Foundation Grants are considered "beneficiaries." The Re-evaluation Foundation is required to include with our annual tax return a detailed list of all beneficiaries, the amount(s) received, and for what purpose(s) the grant was made (i.e. scholarship to workshop, travel expenses, or other purposes that fall within the mission of the Foundation). It is therefore very important that beneficiary information is complete and accurate – no grant payments will be made without this information. In cases where grants are made to individuals to teach or lead RC events, in order to further the work of the Foundation, these leaders are also considered beneficiaries.

Date of request: _____

Event Funds will be used for: _____

Date of Event: _____ Event Leader: _____

Location of Event: _____

Organizer's Name: _____

Address: _____

Phone/email: _____

Total Amount of Grant Request: _____
(this amount should equal total on next page)

**Beneficiary's
Name/Address/
Phone & Email**

**Amount
for Fees***
(paid to organizer
unless specified
otherwise)

**Amount
for Travel**

**Amount
for Other
(explain)**

Check to be Paid to:
(include address if not
elsewhere on this form)

Beneficiary's Name/Address/ Phone & Email	Amount for Fees* (paid to organizer unless specified otherwise)	Amount for Travel	Amount for Other (explain)	Check to be Paid to: (include address if not elsewhere on this form)

Attach additional copies of this page if needed

You may attach a typed/printed version of your request in lieu of this page, but please be sure all necessary information is included.

If funds are going to someone outside the US we send it by wire transfer, so for those amounts please give us the amount *in the currency of the country it is going to* (not US dollars), and you **MUST include all of the following information in your request:**

- 1) Bank name AND address of branch where the account is held;**
- 2) Name of account holder exactly as it appears on the account;**
- 3) Bank account number;**
- 4) SWIFT or IBAN code (ask the bank for this information).**
- 5) Please also include a current email address for the recipient so we can easily contact directly if necessary**