



# OREGON ASSOCIATION OF COMMUNITY CORRECTIONS DIRECTORS

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## OACCD Sub Group – Funds Request

**Sub Group:**

**Liaison (Requestor):**

**Purpose:**

**Date for Use of Funds:** Click or tap here to enter text. **Amount Requested:** Click or tap here to enter text.

**Number of people to be served:** Click or tap here to enter text.

**What will funds be used for:** Click or tap here to enter text.

**Detailed Budget Breakdown:** Click or tap here to enter text.

**Other sources of financial support:** Click or tap here to enter text.

**\*\*If funds are being requested for a speaker, please provide the following\*\*:**

**Speaker name:** Click or tap here to enter text.

**Topic of Presentation:** Click or tap here to enter text.

**Speaker biography:** Click or tap here to enter text.

### Definitions / Form Completion Guidelines:

**Sub Group:** Identify what sub group is requesting the funds. If multiple sub groups, please list all that apply.

**Liaison (Requestor):** Identify the current OACCD Liaison, this should be who is making the request and who will be representing the request to the Executive Team.

**Purpose:** Identify the reason for the request. Ex. – DV academy, SO academy, Gender Responsive Conference, etc. Provide an estimate of the number of individuals to be served by this request.

**Date for use of funds:** What is the date of the event?



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**Amount Requested:** Amount requested from OACCD.

**Number of people to be served:** Identify the approximate number of people who will benefit from these funds. i.e. Attendees to conference or meeting.

**What will funds be used for:** Provide a description of what the funds will be used for. i.e. – speaker fee and associated travel; snacks/coffee;

**Detailed Budget Breakdown:** Provide what the funds will be used for and cost. For speaker costs, be sure to include speaker fee and all associated travel costs.

**Other sources of financial support:** What other agencies will be providing support and how much.

**\*\*If funds are being requested for a speaker, please provide the following\*\***

**Speaker name:** Provide the speaker name and/or organization

**Topic of Presentation:** Include the topic the speaker will be presenting on. Also include what the benefit will be to OACCD audience.

**Speaker biography:** Provide a brief biography of the requested speaker.