



## 2022 Santa's Workshop Funds Request

GFWC Cookeville Junior Woman's Club (CJWC) Santa's Workshop supports non-profit **(501c3) organizations located in Putnam County, Tennessee** who make a difference in Putnam County and the Upper Cumberland region. We invite you to learn more about us through our website and the General Federation of Women's Clubs (GFWC) website ([www.cookevillejwc.org](http://www.cookevillejwc.org); [www.gfwc.org](http://www.gfwc.org)).

If your organization would like to request funds from the 2022 Santa's Workshop, please complete the attached Funds Request Form and submit all requested items. Santa's Workshop Funds are to be used for **specific projects**, not to be used for general funds. A representative of your organization should be ready to attend our **September 15<sup>th</sup>** meeting (**6:00 p.m.**, Fellowship Hall of **First Presbyterian Church**, 20 North Dixie Avenue, Cookeville) to give a **one and a half minute** presentation to our club **about this project and your organization**. You will still be eligible for funds if a representative is unable to attend, but these presentations are very helpful for our members to make an informed decision about the distribution of Santa's Workshop funds. CJWC is also looking for volunteer opportunities for CJWC members to assist with this project.

We encourage organizations to apply whether or not they have received funding in the past. Each CJWC member will vote on the project(s) they wish to support with Santa's Workshop Funds. The Funds Committee will contact your organization to let you know whether or not you will receive funding from the 2022 Santa's Workshop. If selected, you will be given the opportunity to promote your organization at Santa's Workshop along with other recipients. More details will be given at the time of notification.

We will be unable to know how much funding your organization will receive until we have completed all paperwork associated with the 2022 Santa's Workshop. **We anticipate being able to distribute Santa's Workshop funds in December 2022.** A representative of your organization will be asked to attend the distribution of funds so that we may place information about the project and our support in the Herald-Citizen newspaper.

Please fill out the 2022 Santa's Workshop Funds Request Form, attach the requested documents, and mail to:

Santa's Workshop Fund Request  
CJWC  
P. O. Box 1361  
Cookeville, TN 38503-1361

Documentation must be complete and postmarked by August 31, 2022  
to be eligible for funding.





## 2022 Santa's Workshop Funds Request Form

Fill out form to request funds from 2022 GFWC Cookeville Junior Woman's Club Santa's Workshop ([www.cookevillejwc.org](http://www.cookevillejwc.org)). We request you attend our **September 15<sup>th</sup>** meeting (**6:00 pm**, Fellowship Hall of **First Presbyterian Church**, 20 N. Dixie Ave., Cookeville) to give a **one and a half minute** presentation **about this project**.

Name of person submitting request: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

If you are awarded funds, who should the check be made payable to:

\_\_\_\_\_

Give a brief description of your organization, its mission, and who you serve:

\_\_\_\_\_

\_\_\_\_\_

Total funding requested for 2022: \$\_\_\_\_\_

Explain the **specific project** for which you are requesting funds. (May be submitted on another sheet)  
Include:

- an itemized list of how funding will be spent (this amount should equal total funding requested)
- impact of this project (how many you anticipate will be served by this project, etc.) and
- the long-term benefits you hope to see:

\_\_\_\_\_

\_\_\_\_\_

### We need your help:

Due to changes in city ordinances, we are very limited in our use of yard signs to advertise Santa's Workshop. What suggestions do you have for advertising Santa's Workshop to increase attendees and funding raised? \_\_\_\_\_

\_\_\_\_\_

Thank you for your interest in our club as well as the work you do in our community. Please send this **completed form**, a copy of your **501c3 form**, your **2021 budget** to the following address no later than August 31, 2022:

Santa's Workshop Fund Request/CJWC  
P. O. Box 1361, Cookeville, TN 38503-1361

