**Diocese of Newark**

**Budget Funding Request – 2018 Budget**

**NOTE: This Budget Funding Request form is due in writing to the Chief Financial Officer**

**by September 13, 2017**

This form is to be used by individuals and organizations to request the Diocesan Council to consider the inclusion of a new funding item in the 2018 Budget that will be presented to the annual convention for adoption in January 2018. Organizations, commissions, or committees that were included in the 2017 Budget are not to complete this form, but should submit their budget request as directed by the Chief Financial Officer. Please be as specific as possible. The request *must* include (a) a description of the request, (b) the amount requested, and (c) supporting information regarding the request that will enable the Council to effectively consider the request. Contact information also *must* be included on this form.

Questions regarding the form or process are to be directed to Sam Reckford, Chief Financial Officer, at sreckford@dioceseofnewark.org or 973 430-9988.

Description of Request:

Amount Requested to be Included in Budget: $\_\_\_\_\_\_\_\_\_

Supporting Information:

The following information *must* be supplied:

Name:

Congregation & City/Town:

Phone Numbers:

 Office: Cell: Home:

Email Address: