

FRIENDS FUND
DISTRIBUTION REQUEST FORM



myriad alliance

- Please email to friendsfund@give2asia.org, mail to Give2Asia, Two Embarcadero Center, 8th Floor, San Francisco, CA 94111, USA or fax to (415) 9676290.
- Should you have questions, please contact Give2Asia at (415) 967-6300 or email friendsfund@give2asia.org.

I. Fund Information

Fund Name (Organization Name)	
Fund Adviser Name (Authorized Signatory)	

II. Request for Distribution

A. Amount (required)	\$
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Please state the amount of your fund distribution request. This amount cannot exceed the available balance in the fund. For current balance information, please check the online portal at www.give2asia.org/login.

Please provide sufficient detail to enable Give2Asia to evaluate your request. Failure to do so may result in delays as we seek additional information. If your distribution is going to fund construction projects or scholarships, please check with your Friends Fund manager for additional proposal requirements. Grants cannot be made for past activities.

B. Purpose (required)

Please use the space below or attach another sheet to describe the purpose of the distribution.

1. Describe a purpose for this fund distribution request.
2. Describe the specific activities that would be supported by this grant.
3. When are the activities scheduled to begin and end?
4. Describe anticipated outcomes of this funding.

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C. Budget (required)

Please use this form to prepare a budget detailing the proposed use of distributed funds. Please provide a budget with estimated expenditures to support the proposed project (in US dollars). Feel free to use your preferred format but be sure to include enough detail and information for Give2Asia to assess the proposed expenditures.

Expense Item	Detailed description	Amount (USD)
Line Item 1 (e.g. Salaries)	<i>Detailed description (e.g. Coordinator: 3 months @ 100 USD/month)</i>	
	<i>Detailed description (e.g. Maintenance staff: 3 months @ 60 USD/month)</i>	
	<i>Add more lines as necessary...</i>	
	Line Item 1 Subtotal	
Line Item 2		
	Line Item 2 Subtotal	
Line Item 3		
	Line Item 3 Subtotal	
Line Item 4		
	Line Item 4 Subtotal	
Line Item 5		
	Line Item 5 Subtotal	
Line Item 6		
	Line Item 6 Subtotal	
Line Item 7		
	Line Item 7 Subtotal	
Add more lines as necessary...		
TOTAL SPENT (USD)		

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III. Certification

I acknowledge that this is a non-binding request and that Give2Asia makes all fund distribution decisions in its sole discretion. I understand that I must submit a final report on this grant within one month of the grant period end date.

<i>Printed Name</i>	
<i>Title</i>	
<i>Signature</i>	
<i>Date</i>	