BCS Resource Guide Contact Log

The Resource Guide Contact Log will help you keep track of the organizations you contact for additional financial assistance or support. Make sure to record the agency name, the person with whom you spoke, the date you first called/emailed, the date you submitted your application, and any additional notes (for example, when you expect to hear back on the status of your application). In addition, ask your contact person if s/he has any suggestions of other referral agencies, if those agencies have funds available, and any important details about the funding cycles of those other agencies (e.g., some only offer funding on a quarterly cycle).

Agency Name	Contact Person	Date Contacted	Application Sent	Notes

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