



## **DONATION REQUEST FORM**

*This form is used for donations requests above \$200. Donations under \$200 may be submitted via email to [minotoptimistclub@gmail.com](mailto:minotoptimistclub@gmail.com) or via letter 45 days before the contribution is needed. Incomplete or late proposals will not be considered.*

### **Organization Information**

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

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

Website: \_\_\_\_\_

Founding Year: \_\_\_\_\_ Is this a 501 (c) (3) Organization?  Yes  No

Mission Statement and/or Organizational Goals: \_\_\_\_\_

\_\_\_\_\_

### **Contact Information**

Name: \_\_\_\_\_

Relationship to the Organization: \_\_\_\_\_

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

### **Contribution Information**

Monetary Amount Requested \$ \_\_\_\_\_

Would you accept a dollar amount less than what you are requesting?  Yes  No

If no, please provide more information: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

By what date do you need the contribution? \_\_\_/\_\_\_/\_\_\_

*Funding applications must be completed no less than 45 days before the contribution is needed. Incomplete or late proposals will not be considered.*

Have you previously received support from the Minot Optimist Club?  Yes  No

If yes, when was the last time you received funding? \_\_\_/\_\_\_/\_\_\_ Amount \$ \_\_\_\_\_

*Due to many requests, we ask that you seek monetary funding no more than once per fiscal year (October - September). Exceptions will be made on a case by case basis as determined by the Board of Directors.*

**Proposal Details**

How will the funding be used?

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What is your target population for this funding (age, geography, etc.)?

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What specific impacts does your organization expect to achieve if awarded this funding?

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What type of recognition will your organization provide to the Minot Optimist Club?

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Do you or the requesting organization have any affiliation to the Minot Optimists Club?

Yes  No      If yes, please provide more information: \_\_\_\_\_

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**Attachments** *(Please provide if applicable)*

- A list of key staff, titles, and how long they have been working for the organization
- List of the organization's Board of Directors including officer status and term information

Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

*Submit applications via email to [minotoptimistclub@gmail.com](mailto:minotoptimistclub@gmail.com). Notifications will be made to the contact person listed in this application via email no later than 45 days after submission. Please do not contact us prior to that timeline.*

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Club Use Only: Date Received \_\_\_/\_\_\_/\_\_\_      Date of Board Meeting \_\_\_/\_\_\_/\_\_\_

Results:  Approved  Denied      Date of Check Mailed \_\_\_/\_\_\_/\_\_\_