



Dancing with the Local Stars Food Program Donation Application

Please refer to the **Donation Request Instructions** prior to filling out this form. **Download** this form, **fill in the blanks** on your computer, save the completed application and send it to WDCC with the other required documents. Incomplete applications may be denied. **Do not type beyond the size of each text box.**

Every February WDCC presents the **Dancing with the Local Stars** event to raise funds for food-related programs of local tax exempt non-profits. **Applications are accepted between January 1 and February 14** for major funding from this event. Donation checks are normally sent out in May. If your food-related program has an emergency need for funds during the rest of the year, you may use this application to request a small emergency donation. Emergency requests received by our Community Giving Committee by the first day of each month are reviewed that month.

Your Organization	
Name of Organization 	EIN: _____ Tax Exempt Status:
Street or Mailing Address, Including City, State, ZIP 	501 (c) ____ (3, 4, 5, 6 or 19?) Year that organization was designated as a tax exempt non-profit by IRS: _____
Contact Person (Name and Title) 	Phone:
Email: 	Website:
Remittance Information if Donation is Awarded	
Check Payable to (If different organization than above) 	Mailing Address (If different than above)
EIN: 	Tax Exempt designation: 501 (c) ____ (3,4,5,6,19)
Your Donation Request	
Name of Program, Project or Event for which you are requesting a donation: 	Amount Requested: \$ _____ Today's Date: _____

WDCC Use Only: Date _____ Copy to _____ Confirmed _____ Copy to _____
 Received Committee Secretary To Applicant Review Board

Community Giving Board: _____ Approved _____ Denied Date _____ Amount _____
 Membership: _____ Approved _____ Denied Date _____ Amount _____
 Motion # _____ Fund _____ Notified _____ Check # _____

2023 12-10 DWTLs Application

WDCC Food Program Donation Request

Tell Us About Your Non-Profit Organization

Type of organization (church, all-volunteer, agency with paid staff or combination paid and volunteer staff); number of paid staff and volunteers for the entire organization; years in operation; mission/purpose of the organization; **short** description of programs or services provided other than the one for which funding is requested. **What percentage of last year's expenses were spent on: 1) Program Costs; 2) Administrative Costs; 3) Fundraising Costs?** **Do not exceed the size of text box.** You may send additional information, such as your organization's impact statement, current newsletter, or annual report as a separate email attachment, or in the envelope with mailed-in applications.

WDCC Food Program Donation Request

Tell Us About Your Donation Request

Purpose of Donation Request: Provide a clear and concise description of the program, project, or event for which funding is requested, its expected impact on the local area, how it operates, etc. For large projects, how much have you raised so far? What other organizations are contributing to this program/project/event?

Please provide the following information:

- **How many people/families did your food program benefit last fiscal year?**
- **How many people/families do you estimate that your food program will benefit this fiscal year?**
- **How much did you spend on food and food-related items last fiscal year?** Do not include the retail value of food that you purchased from Feeding America, or of donated items. **List the actual amount of money spent on food and food-related items last fiscal year.**
- **How much do you estimate you will spend on food and food-related items this fiscal year?**

Do not exceed the size of the text box.

WDCC Food Program Donation Request

<p>Time Frame for Program, Project or Event – List the days/times that your food pantry is open, or that meals are served. Tell us if your food program is year round, or if it has a beginning and ending date. (List those dates.)</p>
<p>Where (geographic location) do you intend to use the money if awarded?</p>
<p>Has anyone from your organization participated in the <i>Dancing with the Local Stars</i> show, either this year or in previous years? Names?</p>
<p>Has your organization helped promote or fundraise for this year’s <i>Dancing with the Local Stars</i> event? How?</p>

Application Checklist:

Have you included the following items as separate documents in your application package? Refer to our Donation Request Instructions on our website (womensdivision.org) for further details. **Incomplete applications may be denied.**

Document to Be Provided	Yes	No	Reason, if “No”
<p>Required of ALL applicants: an Itemized Income and Expense Statement for the <u>entire organization</u> for the most recent fiscal year. (Exception: Governmental Units and Public Schools)</p>			
<p>For organizations that file an IRS Form 990: pages 1, 7, 9 and 10 of the most recently filed tax return</p>			
<p>Required of ALL applicants: <u>Itemized estimated budget</u> of the program, project or event for which you are requesting this donation. Include expected income and expenses.</p>			
<p><u>Last year’s Itemized Income & Expense Statement</u> for the food program, project or event if it is ongoing or recurring on a regular basis. Do not send us a copy of your checking account register.</p>			
<p>Estimate from supplier(s) if the request is for purchase of a specific item or items</p>			
<p>List of your organization’s current board of directors or steering committee.</p>			

WE MUST RECEIVE YOUR DONATION REQUEST BY FEBRUARY 14