



## General Donation Request 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.**

**Completed requests** that are received by WDCC's Community Giving Committee **by the first day of the month** are reviewed at that month's Community Giving meeting. Requests are then reviewed for approval by the Board of Directors, and for amounts exceeding their authority, by the general membership. **Allow 8 weeks for our approval process.** You will be notified of our decision in writing.

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 \_\_\_\_\_ Received \_\_\_\_\_ Copy to \_\_\_\_\_ Committee Secretary \_\_\_\_\_ Confirmed \_\_\_\_\_ To Applicant \_\_\_\_\_ Copy to \_\_\_\_\_ Review Board \_\_\_\_\_

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

## WDCC General Donation Request

### Tell Us About Your Non-Profit Organization

**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. **Do not exceed the size of text box.**

**What percentage of last year's expenses were spent on:**

- Program costs?
- Administrative costs?
- Fundraising costs?

## WDCC General 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? Send event sponsorship materials as a separate document. **Do not exceed the size of the text box.**

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<b>Time Frame</b> for Program, Project or Event – Ongoing? Beginning/ending dates? Date of event?
<b>Who will benefit from your program/project/event?</b> How many in the local area will realistically benefit? Be specific.
<b>Please advise where (geographic location) you intend to use the money if awarded.</b>

**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](http://womensdivision.org)) for further details. **Incomplete applications may be denied.**

Document to Be Provided	Yes	No	Reason, if “No”
<b>Required of ALL applicants:</b> an Itemized Income and Expense Statement for the <u>entire organization</u> for the most recent fiscal year. (Exception: Governmental Units and Public Schools)			
<b>For organizations that file an IRS Form 990:</b> pages 1, 7, 9 and 10 of the most recently filed tax return			
<b>Required of ALL applicants:</b> <u>Itemized estimated budget</u> of the program, project or event for which you are requesting this donation. Include expected income and expenses.			
<u>Last year’s Itemized Income &amp; Expense Statement</u> for the program, project or event if it is ongoing or recurring on a regular basis			
Estimate from supplier(s) if the request is for purchase of a specific item or items			
List of the organization’s current board of directors or steering committee.			