



## Donation Application

Applicants must submit this form to request a donation along with an IRS letter confirming 501(c)(3) tax exempt status (if applicable). If you're seeking a donation or sponsorship, please complete our online form **at least 60 days in advance of your need**. We will send a formal response to all requests that meet the guidelines, to the person of contact indicated on the form, via email. Due to the volume of requests, please allow two weeks to receive a response.

### About Your Organization

Organization Name

Address

IRS 501(c)(3) Non-Profit      Yes      No

Contact Name

Contact Title

Email Address

Phone Number

Organization Mission/Cause

## **About Your Event**

Event Title

Event Date

Event Location (City,State)

Items Requested

Event Deadline for Contribution Needs

Additional Notes