



Donation Request Form

Date: \_\_\_\_\_

This request is for: \$\_\_\_\_\_

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

Women's Division makes donations only to programs that fit into the following categories. Please check the area that best fits your request:

- checkbox demonstrates a significant community-based need
checkbox improves the attractiveness of our local communities
checkbox promotes development of future community leaders
checkbox preserves Muskegon's history and/or enhances cultural development
checkbox addresses women, children, and/or family issues

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

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Contact Person's Name/Title \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ e-mail: \_\_\_\_\_

Has your organization received funding from Women's Division in the past? checkbox Yes checkbox No If Yes, please provide details of project—how donation was used and outcomes. (Separate sheet)

Please provide the following information on a separate sheet:

- 1. Describe your organization including: mission; goals; populations/vicinity served; your current programs and accomplishments. Attach a list of administrators and board members.
2. Describe in detail what you are requesting from Women's Division including: the issue; how it will be addressed; what will be accomplished; how success will be defined and measured; the time frame; and a project budget. Indicate if there is an expectation of a time-commitment from Women's Division members for project completion.
3. Describe how Women's Division will be recognized as a donor to your organization.
4. From what other sources, and for what amounts, have you requested funds for this particular endeavor?
5. Attach a copy of your Annual Report and/or indicate your annual budget and percentage of your funds spent on administrative costs.

Please submit this completed application along with all other requested information to:

Women's Division Chamber of Commerce--Ways & Means Committee, P.O. Box 1665 - Muskegon, MI 49443
clshircliff@yahoo.com

Requests must be submitted at least 60 days in advance. Information for donation requests and process: Requests received by the Ways & Means Committee prior to the second Wednesday of each month will be reviewed that month. If approved by Ways & Means, the request is taken to the Board of Directors on the last Wednesday of each month for approval. Requests of more than \$500 must be taken to the general membership for approval on the second Wednesday of the following month. You will be notified of approval or denial of your request upon completion of this process.

For Office Use Only: Request # \_\_\_\_\_ Date Received \_\_\_\_\_

Ways & Means: checkbox Approved checkbox Denied Date \_\_\_\_\_ Amt. \_\_\_\_\_
Board: checkbox Approved checkbox Denied Date \_\_\_\_\_ Amt. \_\_\_\_\_
Membership: checkbox Approved checkbox Denied Date \_\_\_\_\_ Amt. \_\_\_\_\_
Date Notified \_\_\_\_\_

Rationale: \_\_\_\_\_