



Trinkets & Treasures 2024 Partner 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. We must receive your application by July 1, 2024.**

In September 2024, WDCC will partner with three area local non-profit organizations to hold the annual **Trinkets & Treasures** fundraiser. Proceeds from this indoor yard sale benefit the selected partners. **Non-profit organizations that have partnered with us in previous years should wait a minimum of three years after the year in which they benefitted from Trinkets & Treasures to re-apply.** Each non-profit partner is expected to provide volunteers to help WDCC members set up the donated items for sale, to work on the days the sale is open to the public, and to help with tear-down. **Volunteers must be adults capable of working unsupervised.**

Location of Event: Inside The Lakes Mall, 5600 Harvey St., Fruitport Township
Volunteers Needed: From Tuesday September 3 to Monday September 23, 2024
Public Sale Days: Friday, September 20, Saturday September 21, and Sunday September 22

Your Organization	
Name of Organization Whose EIN is on this application	EIN: _____
Street or Mailing Address, Including City, State, ZIP	Tax Exempt Status: 501 (c) ____ (3,4,5,6, or 19?) Governmental Unit? _____ Year organization was designated as a tax exempt non-profit by IRS: _____
Contact Person (Name and Title)	Phone: _____
Email: _____	Website: _____
Remittance Information if Selected as a Partner	
Check Payable to: (if different organization than above) EIN: _____ Tax Exempt Designation 501 (c) ____ (3,4,5,6,19)	Mailing Address (if different than above)
Your Donation Request	
Name of Program, Project or Event for which funding is requested:	Amount Requested: \$ _____ Today's Date: _____

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

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

WDCC Trinkets & Treasures Partner Application 2024

Tell Us About Your Non-Profit Organization

Please provide the following information as it applies to the non-profit ORGANIZATION whose EIN is listed on Page 1 of this application. Do not use this space to write about the project or program for which you are requesting funding. Do not exceed the size of the text box.

Type of organization (for example – church or agency; all-volunteer, paid staff, combination of paid and volunteer staff); mission or purpose; main activity provided; number of years in operation; location of your organization; **short** description of programs or services provided other than the one for which funding is requested. What percent of last year's expenses were spent on program costs, administrative costs, fundraising costs? This is most easily determined by using the information on your most recently filed IRS form 990, page 10, line 25.

WDCC Trinkets & Treasures Partner Application 2024

Tell Us About Your Funding Need

Provide a clear and concise description of the **PROGRAM or PROJECT** for which funding is requested, its expected impact on the local area, how it operates, etc. How much money have you raised so far? What other organizations are contributing to this program or project? Be sure to include an itemized budget showing estimated income and expenses for your program or project as an additional document with your application package.

How many volunteers can you provide, and how much time can they reasonably be expected to spend working at Trinkets & Treasures? Volunteers are scheduled for 2 to 3 hour shifts, on several days. **Volunteers must be adults who are capable of working unsupervised. Do not exceed the size of the text box.**

WDCC Trinkets & Treasures Partner Application 2024

<p>Time Frame for Program or Project for Which You Are Requesting Funding Tell us the beginning and ending dates for your program or project. Is it ongoing?</p>
<p>How many people in the local area will benefit from your program or project? Be realistic and specific.</p>
<p>Please advise where (geographic location) you intend to use the money if awarded.</p>
<p>How did you learn of funding opportunities from WDCC?</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.**

Documents To Be Provided	Yes	No	Reason, if “No”
<p>Required of ALL applicants: an itemized Income and Expense Statement for the <u>organization</u> whose EIN is listed on Page 1 of this application, 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 <u>most recently</u> filed tax return.</p>			
<p>Required of ALL applicants: Itemized estimated budget of the program or project for which you are requesting funding. Include expected income and expenses for the program/project.</p>			
<p><u>Last year's Itemized Income & Expense Statement</u> for the program or project if it is ongoing or recurs on a regular basis. <u>Do not</u> send a list of receipts and expenditures, such as a checking account register.</p>			
<p>Written 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>			