# Request for Donation Application - Charitable Organization Form

**Date of application**


**Legal name of charitable organization and 501(c) 3 number**


**Contact person/title from organization**


**Contact information and website**


**Donation amount requested and how this figure was determined?**


**Requested date for receipt of donation?**


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**In addition to the above application, please provide the following additional information:**

1. **Organization Information**
   - Summarize your organization’s history.
   - State the organization’s mission and goals.
   - Outline current programs and activities.
   - Highlight organizational accomplishments.

2. **Purpose of Donation**
   - Describe the proposed use of the donation.
   - Identify the target community served and how they will benefit. How will you reach this community?
   - Explain how the donation will contribute to and/or impact the community.
   - Provide a timetable for use of the donation.
   - Is this a request for a one-time donation or annual giving?

3. **Promotion and Award of Donation**
   - How will this donation be promoted in the target community?
   - Will the Rob Benzon Foundation be named specifically during the promotions?
   - Is there any type of check presentation or award banquet planned?
   - How can the Rob Benzon Foundation stay informed about the use of the donation?

4. **Attachments**
   - Copy of the current IRS determination letter indicating 501(c) 3 tax-exempt status.
   - List of Board of Directors including affiliations, tenures, and terms.
   - What percentage of the Board of Directors financially supports the organization?
   - Annual Report (if available).
   - List of other donating organizations and/or potential donators and amounts committed or requested.

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www.robbenzon.org