



Request for Donation Application – Charitable Organization Form

Date of Application _____

Legal name of organization and 501(c)3
Number (if applicable) _____

Contact Person / Title _____

Contact Information & Website _____

Donation Amount Requested or
Requested Service* _____

How was the above figure determined? _____

Requested date for receipt of donation _____

**Service requests include donation of labor and products such as paint.
We will provide an estimated price of labor and products needed to complete project.*

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

1. Organization Information
 - Summary of Organization's history
 - State mission(s) and goal(s)
 - Outline current program and activities
 - Highlight organization's accomplishments
2. Purpose of Donation or Service
 - Describe the proposed use of donation or service
 - Identify the target community served and how they will benefit
 - Explain how the donation/service will contribute to and impact the community
 - Provide a timetable for use of donation/service
 - 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 Niles Foundation be named specifically during the promotions?
 - Is there any type of check presentation or award banquet planned?
 - How can the Niles Foundation stay informed about the use of the donation (if not a donated service)?
4. Attachments (if applicable to your organization)
 - Copy of 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 support the organization?
 - Annual report (if available)
 - List of other donating organizations and/or potential donators and amounts committed or request

Please submit completed application to Lauren Dunigan at nilesfoundation@gmail.com