

## **Bristol Rotary Project/Donation Request Form**

### **New Project/Donation Requests:**

Members or external organizations who have ideas for new projects or donation requests should send the attached form to the President of Bristol Rotary at P.O.Box 469, Bristol, or email to [plafleur@johnandradeinsurance.com](mailto:plafleur@johnandradeinsurance.com). He will assign the Donation Committee to contact you to help prepare the request for approval by the Board of Directors.

All Donation Requests Forms must be submitted before March 31 to qualify for our April Giving Board Meeting, or, if time is a factor, before our next Board Meeting, which is every second Tuesday of the Month.

# Bristol Rotary Project/Donation Request Form

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

Name of Organization/Group: \_\_\_\_\_

What is the primary function or service of the organization/group?

\_\_\_\_\_

How many members/employees? \_\_\_\_\_

Do you have 501(c)(3) status? \_\_\_\_\_

If so, Tax ID#: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Amount of Request: \_\_\_\_\_

Entire Cost of Project: \_\_\_\_\_ Dates of Project: \_\_\_\_\_

If approved, when are funds needed: \_\_\_\_\_

Can it wait till our April Giving Meeting: \_\_\_\_\_

Please outline the need for this project and the specific purpose for which funds will be used:

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# Bristol Rotary Project/Donation Request Form

Who will benefit (please specify geographic area, population served, and number of persons to be served?)

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Will funding benefit the community?

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(Provide optional attachments with further explanations, or additional information, such as: websites, essays, descriptive documents, brochures, etc.)