



# rob benzon foundation

*providing unexpected help and hope to those in need*

## 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? \_\_\_\_\_

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



[www.robbenzon.org](http://www.robbenzon.org)

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.