

## Request for Donation Form

### I. Organization Information

Organization Name:	Contact Name, Title and email:	Serving Community Since:
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Street Address:	Mailing Address:
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Telephone Number:

(    )

Are you a 501(c)3 organization?     Yes     No    Are you a WA State non-profit organization?     Yes     No

What is the purpose of the organization?

How Many Employees?     full time     part time

How Many Volunteers?

### II. Recognition/Funding

What recognition would DeWaard and Bode receive for this donation?

Does organization receive United Way funding?     Yes     No

If "Yes" How much is allocated?  
 \$

What is the United Way allocation as a percentage of the organization's budget?

### III. Request

Total amount requested from DeWaard and Bode?

Are funds being requested from other organizations?  
 Yes     No

Total estimated for project?

An itemized budget may be requested

Purpose of funds requested from DeWaard and Bode?

How many people will benefit from the donation?

Will the funds be used outside of Whatcom County?     Yes (If "Yes" please explain)     No

# Donation Request Guidelines

DeWaard and Bode welcomes your donation request

Please complete the form on the other side and return to address on top of form. The guidelines are listed below.

Mission of the Social Responsibility Committee

Our primary donation focus will be on basic human needs within the categories of education, health, and community concerns in Whatcom County.

Requests are reviewed quarterly by the Donations Committee, which makes recommendations to the President/CEO for approval on projects that align with DeWaard and Bode's goals to benefit our community.

Donation requests must be received by the following dates in order to be reviewed for the applicable quarter:

## 2021 Schedule

Due to Committee

Funding

## Donation Guidelines

- 1) All organizations must complete DeWaard and Bode's Request for Donation Form.
- 2) DeWaard and Bode will only consider requests from:
  - a) Tax exempt organizations recognized under IRS 501(c)(3) guidelines or by the WA Secretary of State as a non-profit organization
  - b) Local organizations using the funds in Whatcom County
  - c) Requests that conform to our 2021 mission
  - d) Projects that are identified as a strong need in our community
- 3) DeWaard and Bode will not consider requests for:
  - a) Sectarian, individual or religious purposes
  - b) Propagandizing, influencing elections or legislation
  - c) Foundations seeking capital
  - d) Organizations that have already received funding during the current calendar year.
  - e) Organizations or events which could create controversy or friction.
  - f) Pledges to an individual for an event
- 4) Groups are encouraged to request an exact budget amount, or a portion of a larger budget item. DeWaard and Bode donations typically do not exceed \$2,500 per recipient per year.
- 5) For large donation requests, the committee may ask a representative of the organization to make a presentation to the committee.
- 7) DeWaard and Bode donations are typically made directly to a non-profit as opposed to making the donation through a secondary non-profit that is raising funds for local organizations.