

**Charitable Fund of the Colchester Milton Rotary Club  
Donation Request Form**

**Name and Address of Organization Requesting Donation:**

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**Are you exempt from income taxes under IRS Code Section 501 (c) (3)?**     Yes     No

**Please complete the following questions. Feel free to use additional pages, but be sure to answer all questions.**

**1-Please describe the project or the program for which this money is requested. (The more detail you provide the easier it is for us to determine if your goals fit within our requirements.)**

**2-How will it meet the needs of the community? How many and who will be impacted? Please describe both short term and long term outcomes, if applicable.**

**3-What is the total project cost? And what amount or percentage are you asking us to fund?**

**4-What, specifically will this donated money be used for?**

**5-How long will the project take to complete? What are potential pitfalls that could delay completion?**

**6-As part of ongoing fundraising activities, and in order to assure more money is available for worthy projects in the future, we ask that you allow us to use this project in press releases or other media events. Please indicate below if you have any reservations about allowing us to do so.**

We give permission for the Colchester Milton Rotary Club to use information about this project and our organization in newspaper articles, press releases or any other media promotion related to this donation.

We prefer not to have the Colchester Milton Rotary Club use our organization in any publicity related to their charitable giving.

**Please review this statement and sign below where noted.**

As the recipient of a donation from the Charitable Fund of the Colchester Milton Rotary Club, we will promise to be stewards in good faith of this donation, understanding it comes 100% from the fundraising done by the Charitable Fund of the Colchester Milton Rotary Club, an organization exempt from income taxes under IRS Code Section 501 (c) (3).

We also agree to send you a follow up letter describing the success of the project/program for which this donation was given within 30 days of completion of said project.

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Signature

Printed Name

Date

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Title