

# Nypro Foundation – Request for Charitable Donation Form

<b>Organization Name:</b>		<b>Date of Request:</b>	
<b>Project Name:</b>		<b>Exempt Status:</b>	<input type="checkbox"/> 501(c)3 <input type="checkbox"/> Non-exempt
<b>Amount Requested:</b>		<b>501(c)3 Number:</b>	
<b>Date Needed By:</b> <i>(please allow at least 2 months advance notice)</i>		<b>Contact Person:</b> <i>(please include name, title, e-mail, and tel. #)</i>	
<b>What is your connection to Nypro and/or how did you hear about the Nypro Foundation?</b>			
<b>What portion of your organization’s services supports Clinton, MA and/or the surrounding towns?</b>			
<b>Organizational Information (completed for all donation requests):</b>			
<b>1. Organization Address, Website:</b>			
<b>2. Organization’s History:</b>			
<b>3. Geographical area of operation:</b>			
<b>4. Organizational Goals and Objectives (short- and/or long-term):</b>			
<b>5. Programs and Services (briefly describe your organization’s programs and services):</b>			
<b>6. Organizational Structure (board, staff, volunteers):</b>			
<b>7. Specific use of the funds:</b>			
<b>Proposal Information (must be completed for all other donation requests of \$1,000 and above):</b>			
<p>(Please Note: Non-501(c)3 organizations need only to complete through Question 7, are subject to a \$500 donation maximum*, and must maintain receipts for all expenditures paid by these donations. These receipts, and all other financial information needed for tax purposes, must be available and provided upon request.)</p>			
<b>8. Description of Program/Project:</b>			

<b>9. Description of Need (What is your target population? What towns and communities will be directly impacted? What is the issue you plan to address? What is your approach? What research supports your idea? How does your strategy differ from others in the field?):</b>			
<b>10. Specific Activities (Include information about #'s of people served, in Clinton and the surrounding area, over the past three to five years, service delivery model, and timeline):</b>			
<b>11. Objectives and Goals for this Request (How will this donation strengthen the organization, address the issues, make improvements, or achieve success?):</b>			
<b>12. Evaluation (What are the anticipated objective outcomes and how will they be measured?**):</b>			
<b>13. Other (Use this space to provide any additional information that you feel would be relevant to this donation request that is not covered in the sections above or respond to any other questions an individual donation maker may have.):</b>			
<b>Budget Information (must be completed for donation requests of \$5,000 and above***):</b>			
Use the Budget Forms to provide the organizational financial information and the program or project budget, both income and expenses.			
Use this section below to indicate what funding you have received from other foundations, and from which other foundations you plan to seek funding. Describe any unusual or special circumstances and provide an explanation/justification of funding request and the amount.			
Donation requests at this level may require an on-site presentation by requesting organization at the discretion of the Foundation.			
<b>Signature:</b>			
By signing this document, I confirm the accuracy of all information in this document and that corroborating documentation is available upon request.			
Requester Signature:		Title:	
Print Name:		Date Signed:	
<b>Contact Information:</b>			
E-mail Address		Telephone #	

\*Exceptions to the \$500 donation maximum for non-501(c)3 organizations may be made based on project and need solely at the discretion of the Nypro Foundation Board.

\*\*Project outcome reports will be required for any donations of \$2,500 and greater.

\*\*Multi-year/sequential year requests for donations of \$5,000 and above require on-site visits by Nypro Foundation Directors prior to donation approval.

Please complete this form and e-mail it to : [Request@nyprofoundation.org](mailto:Request@nyprofoundation.org)