

# 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>			
(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.)			
<b>8. Description of Program/Project:</b>			

<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)