



Goshen Rotary Donation Application Guidelines

Goshen Rotary welcomes donation requests from:

- Charities and not-for-profit organizations that
 - support health, children and families, or provide community betterment activities.
 - provide services, programs, or events within Goshen Rotary's service area.

Goshen Rotary does not consider donation requests from:

- Businesses
- Individuals
- Organizations that do not provide services in Goshen Rotary's service area
- Political organizations

To be considered for a donation, requesters should:

1. Review Goshen Rotary's donation guidelines.
2. Submit a written request on the organization's letterhead with the following information.
 - a. Legal name of the organization.
 - b. Description of the organization's mission, history, service area, programs and services.
 - c. Amount of donation requested.
 - d. Explanation of how Goshen Rotary's donation will be used (please be specific).
 - e. List of other funders supporting this program, project or event.
 - f. How Goshen Rotary's donation will be acknowledged.
 - g. Name, title and contact information of person making the donation request.
 - h. Tax letter or tax ID number (if applicable).
3. Mail request letter to: **Goshen Rotary, PO Box 661, Edwardsville, Illinois 62025** or personally deliver to a current Board member.
4. Allow 30 to 60 days for a reply to request (to allow time for the Board to meet and consider the request.)

For more information, please contact the current Goshen Rotary president (see web site for contact information).

Thank you!

March 16, 2010