



924 West 75th Street, Suite 120-130, Naperville, IL 60565  
Email – f3napervillefoundation@gmail.com · Website - www.f3naperville.com/foundation

## DONATION REQUEST DESCRIPTION FORM

(Request form must be received by December 15, 2021 for consideration.)

Requesting Organization:

Primary Contact(s):

Street Address:

Telephone Number:

City, State, Zip Code:

E-mail Address:

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Date Submitted:

Amount Requested:

Type of Request:  Special Project  Operating Support  Capital Improvement  Program/Event

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### Request Overview

Please provide an overview of your Donation Request:

Who benefits from the donation request? (Please highlight # or % of your community's area that is served, other surrounding geographic areas served, demographic areas served, etc.):

### Accountability

How can it be verified that the funds will be used for the requested purpose? (Donations are subject to audit)

What obstacles are you currently facing with funding?

### Service Organization Background and History

Age of Organization:

Non Profit Registration #:

Size of Organization (Employees) Full time:

Part time:

Volunteers:

What is your Organization's Mission Statement?

Do any other local organizations provide similar services (if yes, please explain how you differ from these other agencies)?



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**Organization’s Financial Information:**

| <u>REVENUE</u> | \$ | % | <u>EXPENSES</u> | \$ | % | <u>FUND BALANCE</u> | \$ | % |
|----------------|----|---|-----------------|----|---|---------------------|----|---|
| Earned         |    |   | Program         |    |   | Unrestricted        |    |   |
| Fnd/Corp       |    |   | Admin           |    |   | Restricted          |    |   |
| Government     |    |   | Fundraising     |    |   |                     |    |   |
| Other          |    |   | Other           |    |   |                     |    |   |
| <b>TOTAL</b>   |    |   | <b>TOTAL</b>    |    |   |                     |    |   |

Comments on financial information (if needed):

Anything else you would like the F3 Naperville Foundation to know as we consider your request?

**Application Submission Instructions**

- 1) Complete Requests Should Include:
  - a. Fully completed request form
  - b. A letter of Good Standing with the State of Illinois
- 2) Please submit all requested documents by December 15, 2021.
- 3) A F3 Naperville Foundation member will contact the organization representative listed in the request to schedule a time to meet with you to learn more about your organization and the request.
- 4) The request approval process can take several months. If the funds requested are needed by a specific date, please indicate so in a letter enclosed with your request.

If you have specific questions throughout the donation’s process, please direct them to [f3napervillefoundation@gmail.com](mailto:f3napervillefoundation@gmail.com)