

**DONATION APPLICATION FORM**

Please complete the following and return it to:

**The Ruben Brown Foundation**  
P.O. Box 1221 Orchard Park, NY, 14127

Note: Please refer to the notes overleaf to enable you to complete this form correctly.

- 1.) NAME OF ORGANIZATION \_\_\_\_\_
- 2.) POSTAL ADDRESS \_\_\_\_\_
- 3.) IS YOUR ORGANIZATION INCORPORATED? \_\_\_\_\_
- 4.) WHERE IS IT LOCATED? \_\_\_\_\_
- 5.) APPLICANT'S NAME \_\_\_\_\_ POSITION \_\_\_\_\_
- 6.) PHONE NO (S) \_\_\_\_\_
- 7.) DONATION SOUGHT \_\_\_\_\_
- 8.) NEEDED BY (DATE) \_\_\_\_\_
- 9.) END USE \_\_\_\_\_

DATE OF APPLICATION \_\_\_\_\_

**In making this application for donation to The Ruben Brown Foundation I agree, as or on behalf of the applicant, that the funds requested will only be used for the purpose described, and that if the funds are not so used, they will be returned immediately to The Ruben Brown Foundation. I further agree that as or on behalf of the applicant I will ensure that the elements are achieved.**

Signed: \_\_\_\_\_

To be used by Foundation only

Status: APPROVED / REJECTED / PENDING

Approval Date: \_\_\_\_\_

Comments:

## **APPLICATION FOR DONATION: EXPLANATORY NOTES**

The following notes are designed to help you complete the details needed on your donation application form.

- 1) **NAME OF ORGANIZATION:** What is the applicant, organizations or association's full name? Note that The Ruben Brown Foundation usually donates to organizations rather than individuals, since this widens the community benefit.
- 2) **POSTAL ADDRESS:** Place address to which you want all correspondence sent.
- 3) **IS YOUR ORGANIZATION INCORPORATED:** Please state status of your organization.
- 4) **WHERE IS IT LOCATED:** Mention the city or district from where you are operating.
- 5) **APPLICANT'S NAME:** We need to know the name of your association's board member who is making the application, and that person's title. This will usually be the President or the Secretary. The person whose name appears here must accept responsibility for ensuring that the funds are used for the requested purpose.
- 6) **PHONE NO (S):** Please indicate the day, time and after-hours telephone number of the person making the application.
- 7) **DONATION SOUGHT:** We need to know precisely what you need. It might be money or it might be something else. Applications based on "as much as we can get" rarely succeed, because they indicate lack of planning. Don't be concerned about asking for too much or too little. A main assessment criterion is how much the community will gain.
- 8) **NEEDED BY:** When do you need to receive the check or materials? Allow sufficient time (one week) for our assessment, and perhaps further inquiry. Many donations sought on an emergency basis rarely succeed, because they indicate that the organization lacks ability in forwarding planning. Forward planning is critical to deliver benefits to your request.
- 9) **END USE:** Briefly describe how the funds or materials will be used. Note that donation funds cannot be used for any other purpose than described here, once the donation application has been approved. If the project does not go ahead, the funds must be returned to The Ruben Brown Foundation.