

We Give We Share We Inspire We Serve



Waconia Lions Club Donation Request Application

PART 1: Organization Information

Organization Name:

Contact Name:

Address:

City, State Zip:

Phone Number:

E-mail Address:

Total number of members in your organization?

Is your organization a 501(c)(3)?

Yes

No

(If yes, please provide a copy of your determination letter)

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PART 2: Project Information

Project Name:

Project Timeframe:

Donation Request:

1. Please describe your project, its location, and its goal(s):

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2. Please explain the impact of the project for your organization and the community:

3. Please explain your proposal to the Waconia Lions and describe how the requested funds will be utilized:

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- 4. List and describe any other fund raising or source of funds that your organization may leverage to support this project:**

- 5. Please provide any additional information you feel may provide better insight to the Waconia Lions club:**

PART 3: Supporting Documentation

To insure the completeness of your application please insure to include any supporting documentation that might provide the Waconia Lions Club information necessary to make a more educated decision. Examples include the following:

- Budget for the project that identifies planned expenses by category
- Diagrams or plans for project deliverables
- Support letters or endorsements
- Commitment letters

PART 4: Submission

To initiate the donation request process with the Waconia Lions the requester must submit this application and any supporting information either via e-mail or normal mail. Letters submitted electronically via e-mail can be sent directly to the Waconia Lions Donations Committee Chair or other Waconia Lions Officer (if known). Letters submitted via normal mail should be sent to the following address:

Waconia Lions Club
ATTN: Donations Committee
PO Box 21
Waconia, MN 55387

Major donation requests (more than \$1,500) will be reviewed quarterly. Donation requests of \$1,500 or less will be reviewed by the Donations Committee and Board of Directors at the next regular Waconia Lions Board (unless otherwise noted in the donation protocol document). Meetings occur on the 2nd and 4th Tuesday of most months from September thru May and on the 2nd Tuesday of the month from June thru August. You will be contacted with the results of the initial meeting and informed of any next steps necessary for your request. Keep in mind the following:

- The overall process of reviewing your donation request may require 2 or more meetings before a final decision is made by the Waconia Lions.
- The Waconia Lions reserve the right to request additional information at any point during the review process.
- The Waconia Lions may request that your organization conduct a 15 to 20 minute presentation during one of its regular meetings to its club members.