

Grinnell College Office of Community Partnerships, Planning, & Research Donation and Sponsorship Request Form

Please provide the following information when submitting requests for donations and sponsorships to the Office of Community Partnerships, Planning, & Research. We ask that you provide a written request that addresses all of the questions outlined on this form at least 30 days prior to need. Requests received within 7 days of need will not be considered.

To receive a monetary donation, qualifying organizations must have a W-9 tax identification form on file with the college. If this is a new donation, please allow adequate time to submit that information to the Office of Community Partnerships, Planning, & Research.

For more details regarding donations and sponsorships (including exclusions), please contact our office at 641-269-3900 or communityenhance@grinnell.edu.

Date: _____

Contact Information

Organization Name: _____

Contact Person: _____

Affiliation with Organization: _____

Organization's Tax ID Number: _____

501c3 (please check one) YES _____ NO _____

Phone (____) ____ - _____ Email: _____

Mailing Address: _____

Sponsorship or Donation Request

Event/Project Name: _____

Type of Request: Monetary In-Kind* Gift Basket*

Other (please specify) _____

Item/Amount Requested: _____

**All in-kind and gift basket donations should be considered as provided and have no cash value.
No refunds or exchanges will be allowed.

Please describe your event/sponsorship opportunity:

Timing

When will the event/project occur?: _____

Is there an absolute deadline by which you must receive a decision about this request?

Yes No

If so, when? _____

Additional Information

How often does this event/project take place (on-going, annually, one-time)?

What is the event's overall budget? _____

How will Grinnell College's donation be used?

What is the purpose of this event? What are you trying to achieve?

Does the sponsorship include recognition of Grinnell College's contribution? If so, how?

Is there any other information that you feel would help us better consider your request?

Photo

After event/project completion, we ask that you please submit a captioned photo and short description of the event or project that our office has permission to use at our discretion.

Request Checklist

To request a donation or sponsorship, please be sure to submit:

Completed application form (or equivalent information)

W9 tax identification form (if not already on file)

Post-Event and/or Project Checklist

After the event or project, please submit:

Captioned photo of the event/project

Short description of the event/project

Signature

With my signature, I verify that the facts put forth in this application are true to the best of my knowledge.

X _____

Form Submission

Please return this form to:

*Office of Community Partnerships, Planning, & Research
Grinnell College
1127 Park Street
Grinnell, Iowa 50112*

This form may be submitted electronically after signing to communityenhance@grinnell.edu.

For internal use only

Approval Signature: _____

Amount Approved: _____

Publicize: Y/N