



Donation Request Form (Member-Sponsored)

Instructions

- This form must be submitted by a New Baltimore Lions Club member ("Sponsor").
- Submit completed form and required attachments to the Board at least **6 weeks** before the intended meeting or funding need date.
- Attach all required documentation listed in Section G.
- Incomplete forms may delay review.

A. Sponsoring Member Information

Member (Sponsor) Name: _____

Email: _____

Phone: _____

Date Submitted: ____ / ____ / ____

Are you in good standing (dues current)? ☐ Yes ☐ No

Conflict of Interest Disclosure

Do you or an immediate family member have any employment, governance role, or financial interest with the beneficiary? ☐ No ☐ Yes (describe):

Sponsor's Signature: _____

Date: ____ / ____ / ____

B. Beneficiary Information

Type of Beneficiary: ☐ 501(c)(3) Organization ☐ Other Nonprofit ☐ School ☐ Government

☐ Individual ☐ Other: _____

Organization/Individual Legal Name: _____

DBA (if any): _____

EIN (if org): _____

501(c)(3) Status (if applicable): ☐ Yes (attach IRS letter) ☐ Pending ☐ No



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Mailing Address: _____

Website (if any): _____

Primary Contact Name & Title: _____

Contact Email/Phone: _____

Connection to New Baltimore/Local Impact:

C. Request Details

Amount Requested from NB Lions: \$ _____

Total Project/Need Cost: \$ _____

Amount Secured to Date: \$ _____

Other Funding Sources (committed/pending):

Purpose of Funds (what exactly will the donation pay for):

Alignment with Lions Areas of Service (check all that apply):

☐ Vision ☐ Hunger ☐ Environment ☐ Diabetes ☐ Childhood Cancer ☐ Youth ☐ Community
& Civic ☐ Disaster Relief ☐ Other: _____

Timeline/Date of Need: ____ / ____ / ____

Event/Project Dates & Location (if applicable): _____

Urgency: ☐ Routine ☐ Time-Sensitive ☐ Emergency

Estimated # of People Served (local): _____

Geographic Area Served: _____

Outcomes/How Success Will Be Measured:



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D. Budget Summary (attach quotes/invoices)

Item/Expense	Quantity	Unit Cost	Total	Notes
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Grand Total: \$ _____

E. Recognition & Volunteer Opportunities

How will NB Lions be recognized? (check all that apply)

- ☐ Thank-you letter ☐ Social media mention ☐ Website/logo placement ☐ Program/Signage
☐ Event acknowledgment ☐ Press release ☐ Other: _____

Are there opportunities for Lions to volunteer or participate? ☐ No ☐ Yes — describe:

F. Reporting & Compliance (acknowledgments)

The Sponsor and Beneficiary acknowledge that:

1. A brief impact/use report (with photos/receipts if applicable) is requested within **60 days** of funding.
2. NB Lions may condition funding on documentation (e.g., W-9 for individuals, 501(c)(3) letter for orgs).
3. Funds must be used solely for the stated purpose; unused funds may need to be returned or re-approved.

Sponsor Initials: _____ Beneficiary Initials (if present): _____

G. Required Attachments Checklist

- ☐ Budget/Cost estimate(s) or vendor quote(s)
☐ IRS 501(c)(3) determination letter (if applicable)
☐ W-9 (required for payment to individuals or non-exempt orgs)
☐ Event flyer/program or project description (if applicable)



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☐ Any prior support/outcomes from NB Lions (if repeat request)

☐ Letters of support or references (optional)

H. Payment Instructions (if approved)

Check Payable To: _____

Mail To (address or pick-up contact): _____

Preferred Payment Method: ☐ Check ☐ Other (describe): _____

Primary Contact for Payment Questions: _____

I. Board Review & Decision (Board Use Only)

Meeting Date: ____ / ____ / ____

Motion By: _____ Second By: _____

Vote: For ____ Against ____ Abstain ____

Amount Approved: \$ _____

Conditions/Notes:

Approvals

President (signature & date): _____ //

Treasurer (signature & date): _____ //

Secretary (signature & date): _____ //

Recordkeeping

Check # _____ Date Issued // _____ Account/Category _____

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