

# **Guidelines for Donations and Community Sponsorship**

- Applications must be submitted 30 days in advance of the event or required funding.
- Allow a minimum of 15 days for the review and response process.
- If request does not meet our requirements, you may be asked to resubmit.
- Donations are reviewed on a monthly basis.
- Donations are non-renewable; you must resubmit for funding yearly.
- Requests must be submitted in writing with all fields filled out.

### **First Midwest Strongly Supports:**

- Athletics
- Education
- Community Enrichment Programs

#### **How to Submit a Request:**

- Complete the form in full and bring in to the bank.
- Include all other required documents (listed below).

#### Please Include:

- First Midwest Contribution Request Form
- Event Flyer
- Completed W-9
- Documentation of Tax ID from IRS (if categorized as 501c3)

## **Organization Overview**

Organization name:			
Type of organization (Please circle one):	Educational	Civic/Professional	Charitable
Non-profit? YES NO			
Contact Name:		Email:	
Mailing Address:		Tax ID:	
		Website:	
Phone:			
Describe your relationship with First Midwe	est:		

# **Funding Information**

Event:	
Type of Event:	
Event Date: / /	
Number of People Expected to Attend:	
Amount Requested or Number of Promo	otional Items:
Use of Contribution:	
Donation Check Payable To:	
Have we funded this event in the past?	YES NO
How will First Midwest's donation be acl	knowledged?
If the event is to be advertised, please te	ell us how it will be done:
	For use by First Midwest
	Submitted by:
	Date:
	Approved by: