



## CHARITABLE DONATION REQUEST FORM

The Downtown Roseville Partnership is an action oriented, collaborative group that champions the creation of a vibrant and authentic downtown. We are proactive in promoting, marketing and providing services that attract businesses and visitors to Downtown Roseville. If your event/cause aligns with our values, **and it takes place within Downtown Roseville**, please fill out the form below.

All the following information is required for The Downtown Roseville Partnership LLC. (DRP) to consider your request. This form must be received 45 days prior to the event

Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Event Location: \_\_\_\_\_ Event Start and End Time: \_\_\_\_\_

How many people do you expect at your event \_\_\_\_\_

How many years have you been doing this event \_\_\_\_\_

Please include the following information in your submission:

1. A description of your organization, including the mission and major accomplishments
2. A copy of the letter from the IRS stating your organizations 501 (c) 3 status, if applicable
3. A list of key staff and titles and current Board of Directors including officer status

Contact person's relationship to the organization: Employee: \_\_\_\_\_ Volunteer: \_\_\_\_\_ Paid Worker: \_\_\_\_\_  
Fund Raiser: \_\_\_\_\_

What services are rendered by your organization?

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How will the donation be used?

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What kind of advertising/signage and recognition will DRP receive?

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What type of contribution are you seeking?

(check one) Monetary \$\_\_\_\_\_ (please be specific) \_\_\_\_\_

By what date do you need the contribution? \_\_\_\_\_

Will you be providing any admission to the event for the DRP \_\_\_\_\_ If so How many \_\_\_\_\_

Internal use only: Req #: \_\_\_\_\_ Date of Review: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Conditions: \_\_\_\_\_