

# Request for Keys Federal Credit Union Contributions

Organization \_\_\_\_\_ Contact Person \_\_\_\_\_

Date \_\_\_\_\_ Email Address \_\_\_\_\_ Telephone Number \_\_\_\_\_

*\*Please write on a separate sheet of paper if needed and attach any additional information about your event.*

All requests must be made in writing, completing the form attached. Incomplete forms will not be considered. Requests must include a current roster of the organization's board of directors; if the request is greater than \$500, a copy of most recent audited financial statements; and proof of tax-exempt status.

**Please submit your request 60 days before the scheduled event.**

1. What is the purpose of your organization?
2. Is your organization classified as 501(c) (3) or equivalent, by the Internal Revenue Service? Yes / No  
List Tax ID Number: \_\_\_\_\_
3. What amount of funding do you request?
4. By when would you need the donation? Date of the event?
5. What event will the funding be used for?
6. What segment of the community will be served by your event? How many people will attend?
7. What are the plans for publicity for this project, and how will Keys Federal Credit Union be included?  
Who will be responsible for these plans and recognition of Keys Federal Credit Union?
8. What other financial institutions will be involved in the event and how much will they contribute?  
Would you consider Keys FCU as the sole or lead sponsor of this event or as the only financial institution to sponsor your event?
9. Please list members of your board, or leadership who are members of Keys Federal Credit Union.
10. How will Keys Federal Credit Union be informed of the progress being made?
11. Please name the financial institution(s) where your organization has their checking and other deposit accounts.
12. Would your organization be willing to participate in a photo op and press release announcing this contribution to your organization?

Please fax or email this form to Keys Federal Credit Union's Marketing Department at (305) 809-3487 or [MaryLou.Carn@KeysFCU.org](mailto:MaryLou.Carn@KeysFCU.org). Requests are reviewed once a month. Only one request will be considered for an organization during any 12-month period.