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## DONATION & SPONSORSHIP REQUEST FORM

If you are requesting a donation or sponsorship, please complete the following application for consideration. Requests should be made as early on as possible, and no later than 60 days prior for proper review of the request.

Today's date: \_\_\_\_\_

Contact name: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_ Phone number: \_\_\_\_\_

Organization name: \_\_\_\_\_

501(C)(3), tax ID # (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company mission/purpose:

Description of services provide and communities served:

Event /program information:

Date of event or program activity: \_\_\_\_\_

List of all secured or pending contributions and amounts:

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Requested amount: \$ \_\_\_\_\_

How will the funds be used? \_\_\_\_\_

How will the event / program be promoted? \_\_\_\_\_

How will Highcraft Builders be acknowledged? \_\_\_\_\_

Beyond a financial contribution, how can Highcraft Builders help the organization achieve long-term goals?

Has Highcraft Builders donated to you in the past? \_\_\_\_\_

Who referred you to Highcraft Builders? \_\_\_\_\_

Please include any additional information available for our review. Packet must include available levels of contributions and their benefits. Any information submitted without this completed form will not be accepted for review.

**Please email or mail your request to:**

**info@highcraft.net**

**HighCraft Builders**

**429 S. Howes Street**

**Fort Collins, CO 80521**

We take pride in supporting our local community and promote and/or sponsor many events throughout the year. Although we'd like to sponsor all worthy events, we unfortunately cannot participate in every opportunity, but we thank you for thinking of HighCraft Builders. No matter what our determination, we will strive to respond to requests within 2-4 weeks.